



# Oakgrove School

**Careers Education, Information, Advice, and Guidance  
(CEIAG) Policy**

## **ADOPTION AND AMENDMENTS TO CEIAG POLICY**

Written 2008, Rewritten 2018

| <b>Section</b>           | <b>Governors Meeting or Committee</b>   | <b>Page and Year of Minute</b>                  |
|--------------------------|---|---|
| Whole Document           | Curriculum 26 April 2006                | Curriculum, no page number available – April 06 |
| Whole Document           | Curriculum 10 October 2007              | Curriculum, no page number available – Oct 07   |
| Whole Document           | Curriculum 27 March 2008                | Curriculum, no page number available – March 08 |
| Whole Document           | Curriculum – 12 May 2010                | Curriculum, no page no available - May 10       |
| Whole Document           | Outcomes & Curriculum – 9 May 2012      | O&C, page 9 / May 2012                          |
| Whole Document           | Outcomes & Curriculum – 11 May 2015     | O&C, page 43, May 2015                          |
| Whole Document           | Outcomes & Curriculum - 7 June 2018     | O& C, page 5, June 2018                         |
| Whole Document rewritten | Outcomes & Curriculum 19 November 2018  | Outcomes & Curriculum, page 1 / Nov 2018        |
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# **Careers Education, Information, Advice, and Guidance Policy**

## **Introduction**

- Rationale for CEG (Careers Education & Guidance)

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make choices between the ages of 14 years and 19 years that are right for them, and to help them to manage their careers throughout their lives. Schools have a statutory duty to both provide careers education in Years 7-11, and to give students access to careers guidance in Years 8–13 (2018 DfE Statutory Guidance).

Careers guidance refers to a coherent programme of activities that inform, inspire, and motivate young people, preparing them for work and helping them to understand where different education and training choices could take them in the future.

- Commitment

Oakgrove School is committed to providing a planned programme of careers education for all students in Years 7-13, including impartial information, advice and guidance (IAG).

Oakgrove School endeavours to fulfil the statutory duty by adhering to the 8 Gatsby Benchmarks as outlined in the Governments Careers Strategy (published December 2017). Additionally, the school accesses support offered by The Careers and Enterprise Company through (South East Midlands Local Enterprise Partnership (SEMLEP)).

Oakgrove School is committed to ensuring excellence in Careers Education, Information, Advice, and Guidance (CEIAG), as evidenced by the awarding of a Quality in Careers Award by September 2020.

- Development

The Careers Programme at Oakgrove School is developed and reviewed biennially through discussions with teaching staff, students, parents, teachers, governors, advisory staff, and other external partners.

- Partnership with Parents/Carers

Parents/carers are integral to successful careers support and provision, and are therefore regularly informed about activities in school via letter, termly careers newsletters, and resources issued directly that are designed to assist them in

supporting their child. Additionally, information events for parents/carers are held in school at key decision points. Finally, there is a dedicated area within the careers section of the school website to support parents/carers.

## **Aims**

The Careers Programme is designed to meet the needs of students at Oakgrove School. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stage of career learning, planning and development. It is informed by the 8 Gatsby Benchmarks, namely:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

The staff and governors at Oakgrove School recognise that career planning is not limited to just one stage in life. For this reason, CEIAG aims to develop career management skills that students can draw on at each stage of their careers planning. The CEIAG programme is continually evaluated to improve its effectiveness.

- Entitlement

Students are entitled to CEIAG that meets professional standards of practice and is person-centred, impartial, and confidential. It will be integrated into students' experience of the whole curriculum, and will be based on a partnership with students and their parents/carers. The programme will promote equality of opportunity, and will be fully inclusive.

Our CEIAG programme will:

- Provide explicit links to the curriculum via careers learning within subject areas.
- Provide totally impartial and up to date information through close working with careers professionals, employers, and Further Education and Higher Education institutions.
- Raise aspirations and promote equality in conjunction with the Trust's Single Equality Policy.

- Challenge stereotyping, and deal with prejudice and discrimination, by celebrating diversity and using skills of assertiveness and negotiation to encourage students to widen their careers ideas.
- Reflect the changing nature of today's and tomorrow's world of work.

## **Delivery**

- Leadership and Management

The Careers Programme is managed by the Careers Leader, who is a member of the School's Senior Leadership Team and who has allocated time each week to fulfil this role. The Careers Leader works closely with the Life Studies Leader, Heads of Department, Heads of Year, Tutors, and the School's Careers Advisor to ensure a coherent and joined up approach to CEIAG. This area is supported by a link governor and a careers administration assistant. All staff have a degree of accountability for careers provision and support, however, the Senior Leadership Team and Local Governing Body have ultimate accountability.

- Staffing

Staff contribute to CEIAG through their roles as tutors and subject teachers. Additionally, personalised CEIAG is provided by the School's Careers Advisor via email, and via face to face careers meetings on a one-to-one basis. These meetings are impartial, designed to be appropriate for the student's stage of career planning, will be provided on a reactive and proactive basis, and will complement the other careers activities in School. Staff are encouraged to participate in careers related continuous professional development provided via INSET days, online webinars, external training, and through the "teaching school" offer.

- Careers Resources

The main School library has a careers section that is accessible to students at break, lunchtime, afterschool, and during Library lessons. There is an additional careers resource area within the Sixth Form Study centre. Resources are carefully selected to ensure impartiality and value for money. Where appropriate, resources are adapted and developed to ensure best fit with the curriculum.

The School website has a dedicated careers area available to students and parents/carers containing a wide variety of resources, and sign posting to specialist information, advice, and guidance. CEIAG is funded through allocation from the main School budget, and through additional Pupil Premium funding where appropriate.

- External Support

The School accesses support, expert advice, and information from a variety of employers, educational providers, and professional organisations. This is achieved through visits by students and staff to workplaces, educational establishments, conferences, workshops, and exhibitions. Additionally, external support is invited into School to contribute to curriculum learning off timetable days, and to the Assembly Programme.

### **Monitoring Evaluating and Review**

Students, staff, and parents are invited annually to contribute to the development of CEIAG at Oakgrove School via surveys and working groups.

The Careers programme is an additional document which forms part of this policy and is updated on a termly basis.