

Careers Education, Information, Advice & Guidance (CEIAG) Policy

The Education Fellowship schools will meet the needs of pupils, through the delivery of impartial careers information, advice and guidance, in accordance with statutory guidance, by:

- presenting information in an impartial manner
- including information on the full range of post-16 education or training options, alongside this; apprenticeships; employment with training; distance learning and traineeships
- promoting the best interests of the pupils to whom it is given
- delivering the principles and detail of the Raising of the Participation (RPA) agenda
- offering or signposting pupils to the full range of progression opportunities, education both full and part-time, training, work or volunteering with further study
- supporting pupils who need to work to support themselves or those close to them and study to find the right education and training package

All of our pupils have an entitlement to the following:

- Careers education, information, advice and subsequent guidance to secure successful transition between phases and throughout phases
- Advice and guidance that is differentiated and personalised to ensure progression including specific responsibilities for those in vulnerable groups to secure a successful transition across phases
- Advice and guidance that is integrated into pupils' experience of the whole curriculum and based on a partnership with pupils, their parents or carers, outside agencies (such as local employers) and the school staff
- A programme that will raise aspirations, challenge stereotyping and promote equality and diversity.

The School will secure and maintain an outstanding and impartial IAG provision, by:

- Having a named CEIAG lead with vision, with time to execute his/her duties, this lead should be a senior leader within the school
- In a secondary school setting, have a CEIAG lead for delivery of the CEIAG programme across the school, qualified with a nationally recognised CEIAG level 6 award
- Ensuring that there is collaborative planning between the CEIAG lead and pastoral tutors or teams for up-to-date schemes of work
- Delivery of a standardised careers education programme, implemented seamlessly across phases with increasing depth
- Careers education is included in the delivery of the pastoral programme for all pupils and IAG is a policy to which all staff adhere
- Training staff at all phases (key stages 2 through to 5) in the developments of the curriculum offer and the progression routes that result
- Working in partnership with parents, governors and the wider community (including partner institutions and employers) to challenge and to support pupils in their journey to establish their own progression route
- Providing information which is clear, simple and includes defined progression routes with themes of academic, applied or world-of-work opportunities.

Pupils' entitlement

Careers education, as part of pastoral programme should include up-to-date information on the full range of different routes e.g. academic, applied, vocational, apprenticeship, traineeship, volunteering and distance learning.

The school will provide a range of literature or access to literature, events (such as option and open evenings), online resources, local providers. Within this entitlement, pupils should have access to opportunities that include:

- Work experience (for Post 16 as part of the Study Programme)
- Work place visits
- HE events, taster days
- Skills events – hands on Speakers
- Provider visits internal/external eg local colleges, HEIs, Training Providers

Targeted support

The school uses 'Risk of NEET indicator' RONI tools (or equivalent) to identify those pupils that are not likely to make a successful transition. In preparing pupils for Post 16 education and training, those identified early as not having a clear destination will be supported by a school based package that includes:

- 1:1 mentoring
- Supported visits to providers
- Taster sessions on identified courses, either internally or with a range of providers
- Access to employers for mentoring or mock interviews/work preparation

School:	Clarendon Academy	Policy Lead:	
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