



RIDGEWOOD  
SCHOOL

# Careers Education, Information, Advice and Guidance Policy

Policy: CEIAG	Effective Date: April 2016
Revision Number : 3.0	Revised: June 2019
Reviewable: As required	Author: Senior Team/CareersInc

## Revision History

Revision Number	Modifications	Date
1.0	Initial Policy	April 2016
2.0	Full rework	March 2018
3.0	General amendments	June 2019

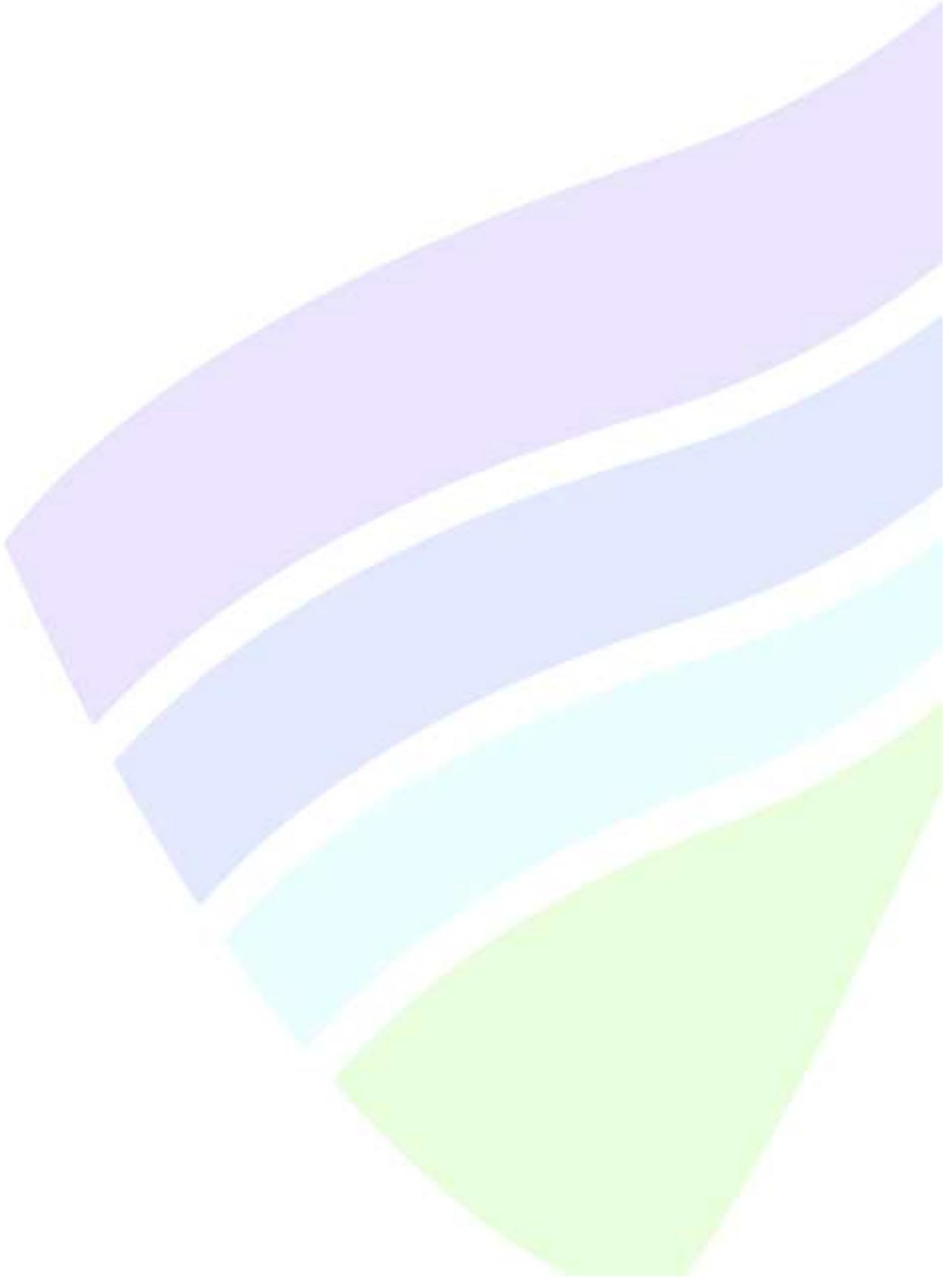
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## 1. Context and entitlement

<p>a</p>	<p><b>Context:</b>  The Education Act 2011 inserts a new duty, section 42A, into Part VII of the Education Act 1997, requiring schools to secure access to independent careers guidance for students in years 8-13. In light of new policy announcements in January 2018, Careers guidance will comply with the Gatsby Benchmarks and must be presented in an impartial manner and promote the best interests of the pupils to whom it is given. Careers guidance must include information on all options available in respect of 16-18 education or training, including apprenticeships and other work-based education and training options. Some of the “core” initiatives schools are now required to provide as part of this new initiative include:</p> <ul style="list-style-type: none"> <li>• a “stable” programme for careers provision, including a published strategy which demonstrates “how the school is responding to meeting the Gatsby Benchmarks”</li> <li>• provision for all pupils, by the age of 14, to “have “accessed and used information about career paths and the labour market to inform their decisions on study options”</li> <li>• a careers programme which addresses individual pupil needs, including taking into account the needs of pupils with special educational needs and disabilities (SEND) and those with specific barriers to success (such as disadvantaged young people)</li> <li>• an approach which integrates careers guidance into the curriculum offer</li> <li>• regular “encounters with employers and employees” and “further and higher education” providers</li> <li>• the opportunity for all pupils to access “personal guidance interviews with a qualified careers adviser whenever significant study or career choices are being made”</li> <li>• the requirement to have a named individual as the designated “careers leader” in each school by September 2018</li> </ul> <p>The CEIAG Policy should be read in conjunction with:</p> <p>Work Experience and Work Related Learning Policy</p> <p>Child Safeguarding Policy</p> <p>Equality and Diversity Policy</p> <p>Data Protection Policy</p>
<p>b</p>	<p><b>Aim:</b>  To provide outstanding careers education, information, advice and guidance in order to ensure that each young person has high aspirations and is fully prepared for their next steps in learning, training or employment beyond their time at our Ridgewood School.</p>
<p>c</p>	<p><b>Commitment:</b></p>

	<p>To develop a whole school approach to CEIAG by providing a planned programme of activities within and outside the curriculum by:</p> <ul style="list-style-type: none"> <li>• Providing a comprehensive curriculum programme relating to clear learning outcomes for careers education, defined by the ACEG framework</li> <li>• Allowing access for all students to independent and impartial careers guidance from a <b>matrix</b> accredited external organization</li> <li>• Ensuring support for all students to make a successful transition through tutorial and mentoring systems</li> <li>• Achieving a nationally recognized CEIAG Quality Award.</li> </ul>
<b>d</b>	<p><b>Monitoring requirements:</b>  Monitoring to take place annually in July at the end of the academic year. Monitoring to be undertaken by the Senior Team and Governors.  Any submissions for amendments and CEIAG recommendations to be submitted to the Governors.</p>
<b>e</b>	<p><b>Responsibility for monitoring and reporting:</b>  SLT Career Lead and Named Governor. ( see appendix)</p>



## **2. Rationale for CEIAG**

“Ridgewood School have a role to play in supporting their pupils to make well informed and realistic decisions by providing access to impartial and independent information and guidance about the range of education and training options that are most likely to help young people achieve their ambitions.

The Education Act 2011.

## **3. Links with other policies**

The policy for CEIAG supports and is itself underpinned by a range of key school policies such as:

Stated on page 3 of this policy.

## **4. Student entitlement**

Ridgewood School has formed a partnership with CareersInc Ltd – an external, matrix accredited, independent and impartial careers guidance service, who will support students to aim high in their career goals and aspirations.

Teachers in school and staff from CareersInc will support students’ career development in a number of ways including:

- Information and discussion in lessons, Focus Careers Days and assemblies to help students make decisions about their future.
- Access to careers advisers in a variety of ways including individual meetings, drop-in sessions, learning pathway planning, enrichment activities and results days.
- Careers information and I.T based careers programmes
- Information and updates on notice boards, plasma screens and websites, including the bespoke CareersInc. website, which is accessed via the school website.

Ridgewood School and CareersInc use a bespoke tracking system to identify the needs of all students and arrange careers support. There are a number of initiatives in place to ensure access for all students including;

Drop in sessions, Workshops, Enrichment activities, Self referrals / Tutor referrals.

## **5. Parent/Carer entitlement**

Parents have access to careers advisers in a variety of ways including:

- individual meetings
- drop-in sessions, learning pathway planning, review and results days
- Careers information and I.T based careers programmes
- Information and updates on the bespoke CareersInc website

- Information is posted to parents and also via Website and plasma screens

## **6. Equality and Diversity**

We have a commitment to advancing and achieving equality of opportunity for all students / carers / associated persons, staff, governors and visitors.

We believe that all people are of equal value and encouraging their progression we will promote equality of opportunity, celebrate diversity and challenge stereotypes.

## **7. Place within the Curriculum and Tutorial/Support system**

The careers curriculum has been devised following the guidance of the ACEG National Framework for all year groups in core provision. This is supplemented by the following; programme of assemblies, Form sessions, and enrichment workshops (CVs, pathways, research and applications).

## **8. Related outside activities and opportunities**

Inset for staff includes a number of outside agencies such as CareersInc, local colleges and other providers.

On 'careers' days a wide variety of companies and apprenticeship providers may also attend offering advice and guidance.

Ridgewood School may also organize specific events for parents/carers and students to provide specialist support.

## **9. Monitoring and tracking of young people**

Ridgewood School has a responsibility to maintain a full and comprehensive tracking system that gives every student a RAG rating for intervention. Ridgewood School tracks intended destinations, courses and where they attend in the next academic year with further NEETS intervention.

Ridgewood School maintain records of all CEIAG interventions and interviews. Agreements are in place with outside P16 providers to inform Ridgewood School of students applying and attending their place of education. CareersInc staff may also support tracking of students in line with the Schedule 1 agreement with each school.

## **10. Management**

The CEIAG Programme is planned and implemented by the nominated member of SLT as part of Form time to work closely with the staff, students, parents and the wider community. This area is supported by a nominated link governor. Each school will have a named lead to co-ordinate day to day activities and be the main point of contact for CareersInc staff. (see appendix).

## **11. Staffing**

All staff contribute to CEIAG through their roles as tutors, subject teachers or achievement coordinators. Staff training is provided on a regular basis and updates are given in briefing. Staff are provided with guidance sheets, tutor handouts and option booklets. All staff have access to the bespoke CareersInc. website which includes specific staff information and resources.

## **12. Provision of external and Independent careers guidance**

Independent and impartial careers advice and guidance is provided in partnership with CareersInc Ltd — an external, matrix accredited, independent and impartial careers guidance company, commissioned on behalf of Ridgewood School. The CareersInc service to Ridgewood School is customised on an institutional basis and detailed in the Schedule 1 document. This is reviewed on a termly basis to meet changing needs. Students are also encouraged to access the National Careers Service via a link on the bespoke CareersInc website and Unifrog.

## **13. Other formal and informal partnerships**

Ridgewood School has a range of formal and informal partnership arrangements including with Post 16 providers, colleges, employers, HE and Training Providers.

## **14. Information resources**

A range of careers information, in a variety of formats, is provided in the Learning Resource Centres so that it is accessible to all students. Resources are managed in each school to ensure that they are up to date and meet the needs of all students. The bespoke CareersInc website also provides quality assured information and access to other approved websites and online resources.

## **15. Budget**

Funding is allocated in Ridgewood School annual budgets planned in the context of whole school priorities and the Ridgewood School contract for external and impartial careers advice. Maximum use will be made of quality assured free at source material as the currency of careers materials is very short. A nominated member of the ST in each school will be responsible for the effective deployment of resources.

## **16. Staff development**

All staff should have access to a minimum of 1 hour per year through CPD time to update themselves in relation to current developments in careers pathways. Specific needs are identified in conjunction with the school CPD co-ordinator and reviewed on an annual basis.

## **17. Monitoring, review and evaluation**

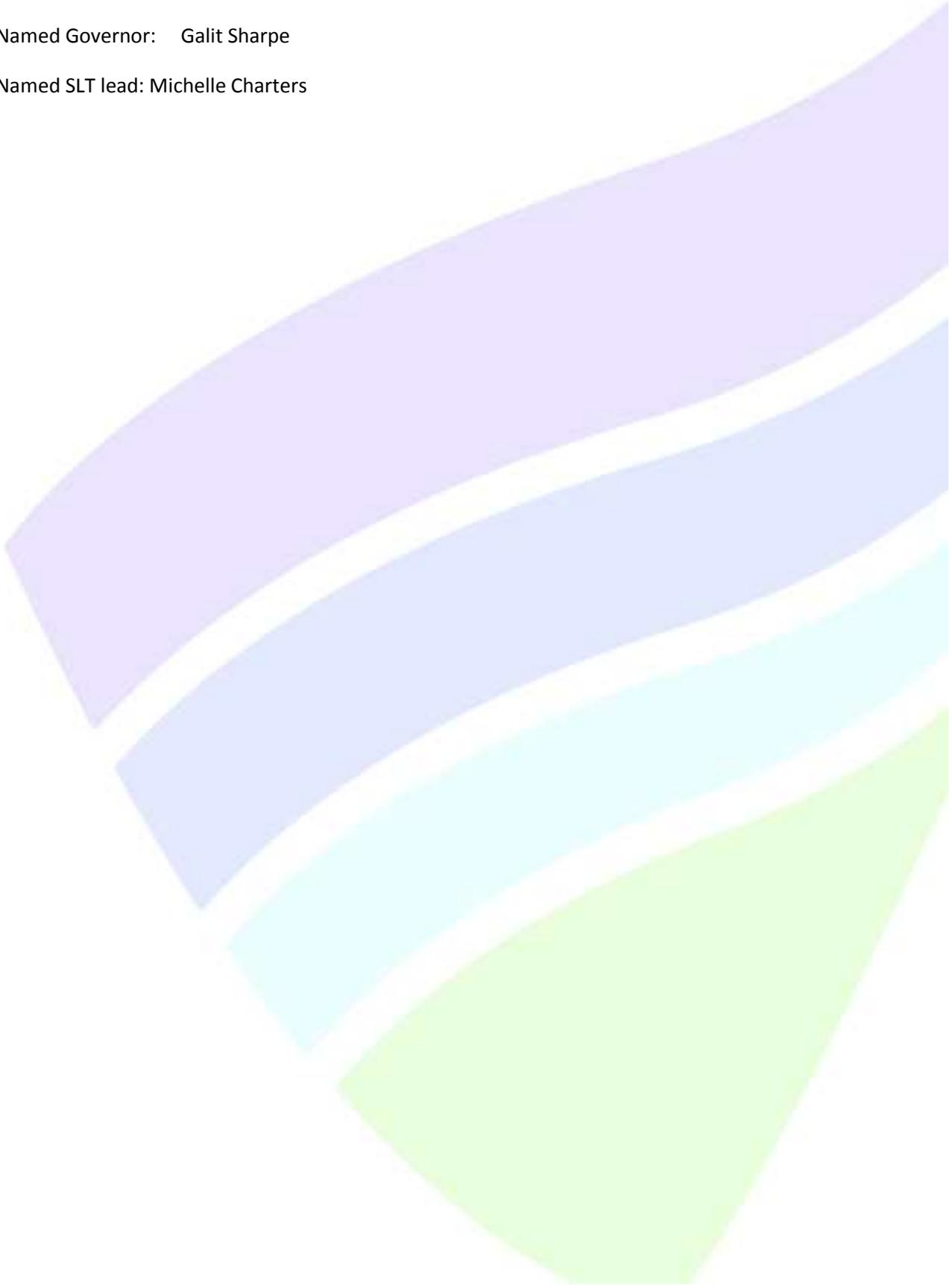
Monitoring will take place on at least an annual basis, including an account of activities, a review of progress and an evaluation of pupil and parental response to provision in line with Schedule 1.

## **Appendix 1**

Each school will ensure named individuals for each of the following roles:

Named Governor: Galit Sharpe

Named SLT lead: Michelle Charters



## Appendix A: Student Entitlement

### Investing in your Future

The careers education and guidance programme at Ridgewood School seeks to positively support you to acquire the educational, social and employability skills necessary for lifelong success in a diverse and changing world of work.

In partnership with CareersInc – ***an external, independent and impartial careers guidance service*** – we will support you to aim high in your career goals and aspirations.

As a pupil at Ridgewood School you are entitled to a careers education and guidance programme which:

- ✓ is personal to you and always puts your interests first
- ✓ motivates and inspires you to consider all opportunities open to you within and outside Ridgewood School
- ✓ helps you to gain the skills you need to make your career ambitions a reality
- ✓ provides the support you need to be successful
- ✓ helps you access any additional support you might need
- ✓ is delivered by trained and qualified teachers and advisers, with up-to-date knowledge and understanding of career pathways and local labour market information
- ✓ protects and respects your personal information and shares it only with your consent
- ✓ always puts your interests first

Together with staff from CareersInc we will support your career development in a number of ways including:

- Information and discussion in lessons and assemblies to help you make decisions about your future
- Activities and events such as careers fairs
- Access to careers advisers in a variety of ways including individual meetings, drop-in sessions, learning pathway planning, enrichment activities and results days
- Careers information and I.T based careers programmes
- Information and updates on notice boards, plasma screens
- The bespoke CareersInc@ School website <https://www.ridgewoodschool.co.uk/>



## Appendix B: Parents Entitlement

### Investing in your Son/ Daughter's Future

Research has consistently shown that parents and carers are the most influential factor in students' decisions about the future. Your support and encouragement influences their choices, and the guidance you provide will be invaluable to their eventual achievements and career pathways. This might feel a little daunting...the jobs of the future may be very different from your own experiences and choices. In fact, they may not even have been invented yet!

There are some very simple and practical steps you can take to support your child.

- Talk to them about their current educational attainment and estimated grades and encourage them to aim high (the skills shortages of the future will be in higher level jobs)
- Discuss where they want to be and research how to get there (lots of great resources in the School and on the internet)
- Use the bespoke CareersInc@ School website <https://www.ridgewoodschool.co.uk/>
- Encourage them to seek out the advice and experiences they need to help them achieve their goals
- Help them with the steps they need to take

You are not alone in this! In partnership with CareersInc – an external, independent and impartial careers guidance service- we will support your child to aim high in their career goals and aspirations.

Together with staff from CareersInc we will support your child's career development in a number of ways including:

- Information and discussion in lessons and assemblies to help them make decisions about your future
- Activities and events such as careers fayres
- Access to careers advisers in a variety of ways including individual meetings, drop-in sessions, learning pathway planning, enrichment activities and results days
- Careers information and I.T based careers programmes
- Information and updates on notice boards, plasma screens and websites

You are welcome to attend your child's careers meeting and we encourage you to contact Ridgewood School through the contact us button on the schools website or CareersInc if you need any more help or information.