



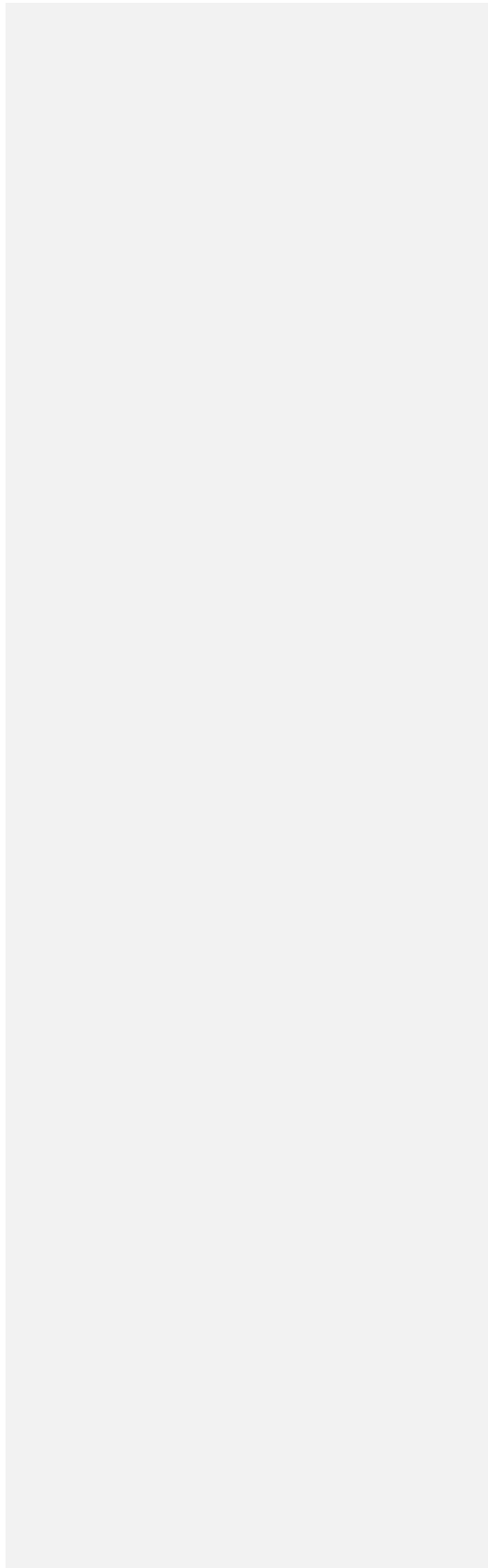
RIDGEWOOD  
SCHOOL

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

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## 1. Introduction

Ridgewood School has a role to play in supporting their students 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 CDI Framework and Gatsby Benchmarks underpin our careers provision which aims to raise aspirations and 'Prepare students for the Road Ahead' at Ridgewood School. We continue to work towards ensuring that students develop 'the skills, knowledge and attributes that individuals (students) need to have a positive career' (CDI framework).



The CEIAG Policy should be read in conjunction with:

- Child Safeguarding Policy
- Equality and Diversity Policy
- Data Protection Policy
- Health and safety policy

The policy has been written in line with the recently published DfE guidance document 'Careers guidance and access for education and training providers –Statutory guidance for schools and guidance for further education colleges and sixth form colleges', (DfE, January 2023).

Careers education and guidance will align with the Gatsby Benchmarks and must be presented in an impartial manner and promote the best interests of the students to whom it is given. Careers education and 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.

The Gatsby Benchmarks:

1. A stable careers programme.
2. Learning from career and labour market information.
3. Addressing the needs of each student.
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.

## 2. Aims and objectives

Aims:

To provide outstanding careers education, information, advice and guidance 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 Ridgewood School.

Objectives:

- To provide students with knowledge and of different career paths and progression routes.
- To develop students' employability skills, including communication, teamwork, and problem-solving.
- To offer independent and impartial careers advice (this will be time to meet individual need).
- To facilitate employer encounters, workplace experiences and exposure to further and higher education.
- To ensure students understand the link between their education and future careers choices.

The school fulfils a series of statutory duties:

- All registered students at the school must receive independent careers advice between Years 7 and 13.
- The careers advice must be represented in an impartial manner, showing no bias towards any route, be that academic or technical.
- The advice should cover a range of education and/or training options.
- The guidance must always focus on the student and what is in their best interests.
- All students must have at least 6 encounters with approved providers of apprenticeships and technical education (2 mandatory encounters in Y8 or Y9 that are mandatory for all students to attend; 2 mandatory encounters in Y10 or 11 that are mandatory for all students to attend and 2 mandatory encounters in Y12 or 13 that are optional for students to attend).

## 3. Careers Education and Guidance Delivery

The careers programme at Ridgewood School is delivered in the following ways:

- Careers lessons (integrated into subject teaching)
- PDP sessions
- One-to-one careers meetings for all students
- Independent and impartial careers advice and guidance is provided in partnership with Progress Careers (an external, matrix accredited, independent and impartial careers guidance company, commissioned on behalf of Ridgewood School)
- Work Experience opportunities in Y10 and Y12
- Student access to Unifrog (digital careers platform)
- Annual Careers Fair and employer engagement events
- University and apprenticeship talks for students (and parents)

**Commented [JH1]:** Think you need to add this section which explains how careers is delivered

- Information and updates on noticeboards, screens and the school website
- Assembly programme

#### **4. Equality and Diversity**

We have a commitment to advancing and achieving equality of opportunity for all. This includes, students, parents/carers, associated persons, staff, governors and visitors. We believe that all people are of equal value and in encouraging their progression we will promote equality of opportunity, celebrate diversity and challenge stereotypes.

#### **5. Roles and Responsibilities**

- SLT Lead for Careers & Careers Lead: Rob Hodgson
- Careers Advisor: Progress Careers
- Named Link Governor: Julie Hussey
- All teaching staff contribute to CEIAG through their role as tutors, subject teachers or achievement coordinators. Staff training is provided on a regular basis and updates given in staff briefings.

#### **6. External Partnerships**

Ridgewood School has a range of formal and informal partnership arrangements which include:

- Careers and Enterprise Company through the South Yorkshire Careers Hub
- Industrial Cadets
- Duke of Edinburgh
- Progress Careers
- Ask Apprenticeships
- Employers
- HE and Training Providers

#### **7. Monitoring and Evaluation**

- Student and stakeholder feedback collected through surveys
- Future Skills Questionnaire (to evaluate the career readiness of learners and the impact of careers provision at Ridgewood)
- Intended Destinations tracking, including tracking of students at risk of not being in education, employment or training (NEET)
- Destination data tracked to assess student outcomes
- Termly review of careers provision against the Gatsby Benchmarks – using Compass +
- Annual review of the policy and careers provision to ensure continuous improvement

## Appendix A: Student Entitlement

“Investing in your future”.

The careers 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.

Progress careers provide an external, independent and impartial careers guidance programme which:

- Is personal to you and puts your interest first
- Motivates and inspires you to consider all opportunities open to you within and outside Ridgewood school.
- Helps you to gain skills you need to make your career ambitions a reality.
- Provides the support you need to be successful.
- Help you access any additional support you might need.
- Is delivered by trained and qualified teachers and advisors, with up-to-date knowledge and understanding of career pathways and labour market information.
- Protects and respects your personal information and shares it only with your consent.

Together with staff from Progress Careers, Ridgewood School 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 advisors in a variety of ways including individual meetings, drop-in sessions, learning pathway planning, enrichment activities and results days.
- Careers information and IT based career programmes.
- Updates on TEAMS channels and screens
- Unifrog

## 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 be 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 available from school and on the internet).
- Encourage the use of Unifrog (destinations platform used by students to compare and research every university course, every apprenticeship, and further education courses - then apply successfully)
- Encourage the use of the bespoke Progress Careers school website at Ridgewood School to research and obtain careers information.
- 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.

Together with staff from Progress Careers 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 their 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 including Unifrog.
- Information and updates on notice boards, plasma screens and websites.

Remember, you are not alone in this! In partnership with Progress Careers we will support your child to aim high in their career goals and aspirations.

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