



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

## Equalities Statement

In our Trust we work to ensure that there is equality of opportunity for all members of our community who hold a range of protected characteristics as defined by the Equality Act 2010, as well as having regard to other factors which have the potential to cause inequality, such as, socio-economic factors. For further information, please see our Equalities Policy.

### Document Management

Date Approved:	28 <sup>th</sup> November 2023
Next review date:	November 2024
Approved by:	Board of Trustees
Responsible for:	Secondary Improvement Team

*Before formulating this policy consideration was given to Best Practice outlined in the CDI Careers Guidance in Schools and Colleges; the Gatsby Benchmarks; and the statutory Careers Guidance and Access for Education and Training Providers (pub. DfE, September 2022).*

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## **1. Content**

The Holmesdale School puts the needs of each student at the centre of all learning and social experiences, and has a commitment to delivering a high standard of CEIAG. Through CEIAG work The Holmesdale School seeks to ensure every student gains the confidence and self-belief alongside the skills, knowledge and experience required to manage their own career progress.

The Holmesdale School has appointed a Link Governor for Careers, Anna Lawrence. The governing body will review and monitor the CEIAG within school via updates submitted by the school careers adviser to the local governing body.

## **2. Purpose**

The purpose of the The Holmesdale School CEIAG policy is to explain the way in which The Holmesdale School prepares students for transition into the world of work, FE/HE, and Apprenticeships. The Holmesdale School celebrates the positive differences of all students and recognises their worth within the workplace. This leads to bespoke ways of working with each student to ensure needs are met through the CEIAG programme. Students will be equipped with the skills required to follow their chosen career pathway.

## **3. Scope**

Subject teachers are encouraged and supported to make links to CEIAG throughout Key Stages 3, 4 and 5. Examples include:

- Science trip to Howlett's Zoo

Careers education is also delivered through the PSHE programme and this is available to view on request.

## **4. Aims and Objectives**

### **Aims**

The overarching aim is to deliver professional careers education, information, advice and guidance. Careers guidance is delivered by the onsite specialist Careers Adviser and subject

staff. Students will have opportunities embedded within the CEIAG programme to develop employability skills and will be supported to manage their careers pathway.

## **Objectives**

Students will have access to an onsite specialist Careers Adviser for impartial 1:1 careers guidance.

Access to our Careers Education Programme will support students to:

- develop their employability skills and their self-awareness of their skills and interests;
- explore their options;
- develop an understanding of education, training and employment routes.

Students will have opportunities to go out on work experience, undertake voluntary work, take part in day trips to colleges, universities, industry trips, employer talks within school, build a CV, and practise interview techniques.

## **5. Learner outcomes**

Students will be able to:

- where appropriate, try out different work opportunities;
- gain an insight into the labour market;
- gain an understanding of skills sets and how skills are transferable;
- develop an understanding of soft skills, hard skills, and how to promote themselves using CVs/application forms/interviews;
- develop the skills employers look for such as resilience, team work, and problem solving;
- have access to both paper-based and online resources to assist in their research about careers;
- have access to impartial information on options Post-16 and Post-18 and beyond;
- gain support and guidance through the full HE application process, including accessing Student Finance and providing parental support where needed.

By the time students are ready to leave school they should be able to make their own career plan, involving the following:

- start to independently make action plans for the future;
- feel informed and confident about managing their transitions into HE, FE, Apprenticeships or the workplace;

- know how to look for opportunities and who to ask for assistance if support is required;
- be able to complete application forms for jobs and for University or College, and update CVs.

Each student's progression will be tracked and monitored by the school through the use of Compass+. Monitoring will include recording student's participation in the following activities/interactions/events:

- careers activities/meetings/events;
- in school career talks by employers/apprenticeship providers/HE providers;
- work experience;
- voluntary work;
- enterprise activities;
- part time work;
- industry/Career visit;
- college visit;
- university visit;
- careers guidance interview.

Students' progression will be tracked and monitored via the destinations database, created and updated by the school's Careers and HE Adviser each academic year.

## **6. CEIAG Implementation**

Learners are encouraged to attend employer/provider talks within school to learn about different employment opportunities.

Learners from Year 10 have the opportunity to take part in trips to industry/universities/colleges/careers and skills events/UCAS events on a 1 to 1 and small group basis.

Careers guidance interviews by the onsite specialist Careers Adviser will be available from Year 9 onwards.

There will be access to home Careers Advisers for EHCP students if the local authority offers this service.

Links between the Kent Placement Team, The Holmesdale School, SENCo and Careers Adviser will ensure the most appropriate approach is being utilised to enhance careers understanding for each of the school's EHCP students.

Collaborative work between the Careers Adviser and Sixth Form Principal will support learners moving into the sixth form and transition from the sixth form to employment,

further education or training.

Networking with colleges/employers/universities will ensure students are supported with transition and that systems are in place to support students.

Students in Year 10 and Year 12 undertake a week's work experience.

## **7. Student Entitlement**

All students, including those from vulnerable groups, are entitled to equal access to the same provision, including work experience.

The Careers Activity Plan for all year groups is published on the school website under Careers. The document can be downloaded as a pdf file.

Some talks are targeted at students in Year 10 and upwards i.e. apprenticeships/university talks. Industry talks are also available to students, usually from Year 10 upwards. Year 10 students explore post-16 options.

Students will be supported on visits to post-16 provision and skills events. Sixth formers will continue to receive support with careers planning for post 17/18/19 options. This includes college and university visits, employer visits and support with application forms.

Parents/carers are introduced to the onsite Careers Adviser from Year 9, or earlier if this is appropriate.

## **8. Destinations**

Student destinations are held on a school database, with a range of returns made to the Local Authority as required. Progress is tracked and assistance is available to learners if they require information, advice and guidance after leaving school.

## **9. Policy Review**

To be reviewed every three years or sooner if required.

## **10. Links to other policies**

[Child Protection and Safeguarding Policy](#)  
[Provider Access Policy Statement](#)

## **Appendix 1**

This policy should be read in conjunction with the Provider Access Policy Statement. This is published on [the school website](#).

## **Appendix 2 – Offsite Provision**

Offsite provision at The Holmesdale School.

This list is not exhaustive and is always growing to meet the specific interests of our students.

### **Provision bought in by The Holmesdale School with qualifications attached:**

National Careers Service

### **Provision bought by The Holmesdale School with learning/soft skills but no qualifications attached:**

Kent Education Business Partnership

National Citizenship Service

### **Voluntary work opportunities:**

Sometimes there is an age stipulation of 16 or 18 years of age. The Holmesdale School will look at different work areas to match areas of interest.

### **Work Experience opportunities:**

Opportunities are accessible to students from Year 10 and upwards. Placements are arranged on a 1-week block placement. Students can access more than 1 placement, either local to home or local to school. In recent years, students have worked in:

McDonalds

Larkfield Leisure Centre

Tony & Guy

Tesco