



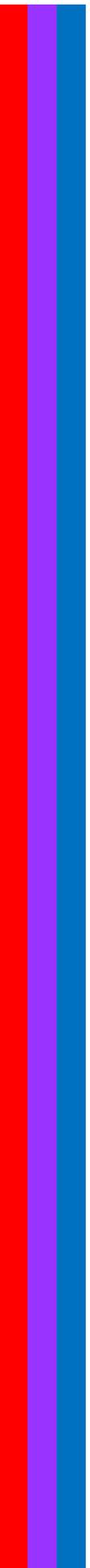
Careers Education, Information, Advice and Guidance Policy

Trinity School

This is a Trinity School policy and supports the Trinitas Principles as outlined below.

The aim of this policy supports all Trinitas schools in adhering to the following Trinitas Principles;

- We will ensure outstanding achievement for children and staff by being strategic, aspirational and not afraid to innovate
- We will teach our children through a curriculum that engages and motivates them, celebrates success, meets their individual needs and prepares them for the future.



Aim:	<i>see Aims below</i>
Policy Owner:	<i>Director of CEIAG</i>
Audience:	<i>Students, staff, parents, governors</i>
Copies are available:	<i>School policy folder on network drive</i>
Date Agreed by:	
Review Date:	<i>July 2020</i>

AIMS

1. To provide outstanding Careers Education, Information, Advice and Guidance (CEIAG) as outlined in the Gatsby Benchmarks, 2018 Statutory Guidance and Quality in Careers Award
2. To develop pupils' skills, attitudes and knowledge in order to prepare them for future academic and employment opportunities and life in the real world
3. Periodically to review CEIAG provision in collaboration with Prospects, our impartial provider, and act on the findings for the next academic year.

STATEMENT OF ENTITLEMENT

All students are entitled to CEIAG which meets the professional standards outlined in the Gatsby Benchmarks, the 2018 Statutory Guidance and Quality in Careers Award. This provision is personalised and impartial.

The careers programme at Trinity School is designed to ensure that all students, regardless of their background, can take part in a progressive and tailored programme of careers skills, knowledge and understanding with equality of opportunity. In all year groups CEIAG encourages students to have high aspirations for their future, challenge stereotypes, remove barriers to success and gain outstanding achievement. CEIAG has high expectations for all students, including those more vulnerable or with a Special Education Need and/or Disability, within the school's Christian ethos. This enables them to realise their full potential and enhance their future education and employment opportunities.

POLICY

1. **Delivery**
 - a. CEIAG is recognised as an activity that is embedded within the curriculum as well as stand-alone workshops and interviews.
 - b. All staff are responsible for providing appropriate CEIAG as appropriate and referring students to the Director of Careers if further support is required
 - c. CEIAG is delivered in an age appropriate manner, ensuring students are able to access key information needed at their stage of education
 - d. Students are made aware of local market information and career information and trends as necessary
2. **Key Stage 3**
 - a. CEIAG is embedded within the curriculum, with opportunities in lessons to link learning to the wider world of work
 - b. Students are introduced to the Careers Advisor and the location in school of advertised drop in sessions
 - c. Assemblies provide IAG about available career pathways, information on transferable skills and the world of work

- d. Students and their parents are supported through the pre-Options (Year 8) and Options (Year 9) process through assemblies, information evenings and parents evenings
- e. Students get the opportunity to engage with employers and the workplace through educational visits and speakers
- f. By the end of the Key Stage all students will have had at least one session with the Careers Advisor to gain impartial IAG about their aspirations

3. **Key Stage 4**

- a. All students in Year 11 receive a careers interview in a small group, with the opportunity for further 1-to-1 guidance through drop in sessions or scheduled meetings
- b. Students identified as being at risk of ending up not in education, employment or training (NEET) are given an early interview to help overcome barriers to learning
- c. CEIAG is embedded within the curriculum, with opportunities in lessons to link learning to the wider world of work
- d. Assemblies give further information about pathways, key skills and careers related topics
- e. Students are given the opportunity to develop their interview techniques and write a CV through the PSHE drop down day in Year 11
- f. Year 10 students experience life in the Sixth Form during the Year 10 Taster Days
- g. Students get the opportunity to engage with employers and the workplace through educational visits and speakers
- h. Parents are given guidance in career pathways and supporting their child during GCSE and beyond at information evenings and parents evenings

4. **Key Stage 5**

- a. All students in the Sixth Form have access to appointments with the Careers Advisor for impartial guidance
- b. Transition days support students in understanding pathways open to them, beginning application processes for post 18 pathways and writing CVs
- c. The tutor programme supports students in finding out careers information, developing key skills and hearing speakers from employers and other education providers
- d. All Year 12 students take part in a work experience placement
- e. Parents are given guidance in supporting their child in making decisions about post 18 pathways through information evenings and parents evenings

5. **Careers and SEND**

- a. The Director of CEIAG and SENCO will work to ensure that all students with SEND have any necessary support to gain full access to CEIAG
- b. All Year 9, 11 and 13 students with a EHCP will receive a careers interview with the Prospects Career Advisor as part of their Annual Review

6. **Management and Staffing**

- a. The Director of CEIAG is the designated Careers Lead, as required by the 2018 Statutory Guidance, and is accountable for CEIAG provision
- b. The Director of CEIAG maintains links with Prospects, employers, the Local Enterprise Advisor Network coordinator and any other organisation that can support CEIAG provision
- c. CEIAG is managed by the Careers Lead in cooperation with the member of SLT with CEIAG oversight and the Governing Body
- d. Impartial and independent careers interviews and guidance is provided by our Careers Advisor from Prospects

- e. The Head of Sixth Form maintains links with providers of Further and Higher Education
- f. All members of Trinity School staff are responsible for the delivery of CEIAG within their curriculum area as appropriate as part of the school expectations for Teaching and Learning
- g. The school works closely with other Bexley schools to support the delivery of CEIAG and contributes to the Borough of Bexley CEIAG Group meetings

7. Resources

- a. Funding for CEIAG is allocated within the school budget and deployment of those monies is the responsibility of the Director of Careers and member of SLT with CEIAG oversight
- b. The designated careers room for interviews and small group workshops is on the first floor of the Westminster building
- c. Prospectuses and other careers resources are found in the designated careers room and the Library careers area
- d. Fast Tomato is an online tool used both in and out of lessons to support CEIAG provision and is renewed annually. Guidance posters are available in the Library for students to access the tool outside of lessons
- e. Trinity School alumni are invited to talk to students about their own experiences of making decisions about their studies post 16 and post 18
- f. Links on the school website to useful websites for students and parents about CEIAG including advice based sites such as the National Careers Service, the Government database of available apprenticeships and UCAS are updated on a regular basis

8. Training

- a. The Director of CEIAG attends relevant CPD events during the year to keep up to date with the latest guidance and best practice in CEIAG
- b. A Training Needs Analysis takes place in September to ensure all staff are given necessary CPD to deliver CEIAG effectively
- c. The school is undertaking the Quality in Careers Award, as part of the Careers Cluster

9. Monitoring and Evaluation: The Director of CEIAG shall:-

- a. Review performance against this policy annually and advise the Principal, Senior Leadership Team and Governing Body of the outcome
- b. Meet with the member of SLT with CEIAG oversight regularly to discuss provision and progress
- c. Termly review the impartial provision by Prospects as part of the SLA agreement
- d. support Heads of Department and Heads of Year in auditing their CEIAG provision annually
- e. support the development plans of the whole school during annual review processes
- f. ensure that students, staff and parents have contributed to the review of CEIAG
- g. evaluate the school's Destination Data for students to review the impact of our programme
- h. write a CEIAG Development Plan to be shared with all necessary stakeholders

Policy review

This policy will be reviewed on an **annual** basis by the **Director of CEIAG** in conjunction with the **the Senior Leadership Team and Prospects**. Any changes made to this policy will be communicated to all members of staff, Trustees and governors.