



## Careers Education Information Advice and Guidance (CEIAG) and Employability procedure and Strategy Document



*Careers education and employability programmes make a significant contribution to preparing young people for the opportunities, responsibilities and experience of life.*

*In particular they help young people make decisions and manage transitions from learners to workers and members of society.*

*It is vital that all 11 – 18 year olds are encouraged to consider a broad and ambitious range of future education and career options and are equipped with the knowledge, understanding and skills they need to make informed choices that assist them achieve their potential.*

**The core purpose of Longsands Academy is to secure the best possible experience and learning outcomes for each young person for whom we have responsibility.**

## Introduction

The development of National CEIAG strategy and policy comes at an important time amid a number of government reviews such as Skills and Education funding review, Post 16 Review/skills plan and Devolution. It is important that Longsands Academy is clearly focused and unified in its vision for CEIAG amongst this change.

The following procedure has been developed to underpin and support the academy - CEIAG strategic plan in response to the DfE statutory guidance 'Careers guidance and access for education and training providers' January 2018

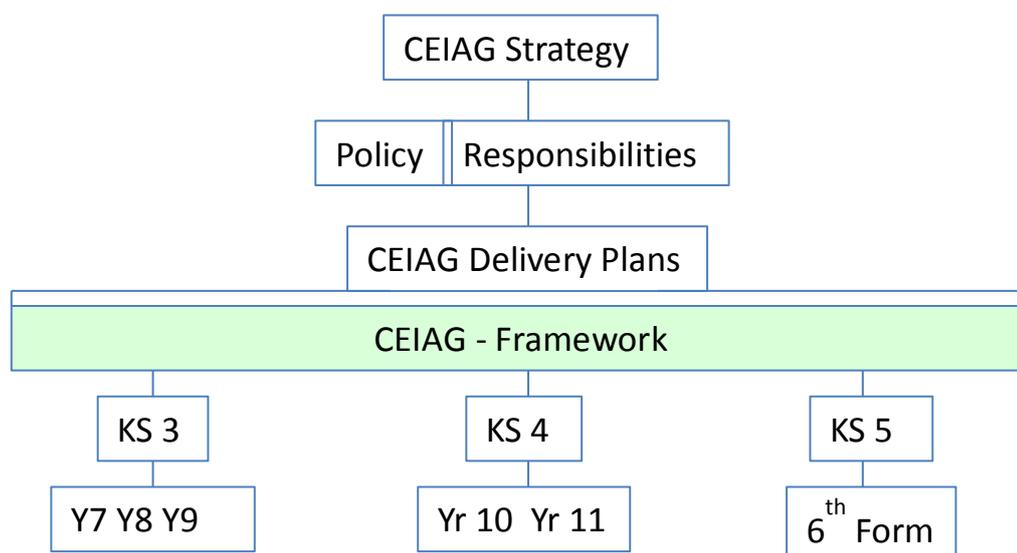
The aim of this policy is to ensure infrastructure, resources and standards are well-defined and in place. In turn this will provide a secure platform from which outstanding CEIAG is delivered to all students; furthermore it incorporates scope to build business partnerships that provide opportunities for students to engage with local employers from a range of sectors.

It has been developed through consultation with the Careers Enterprise Company and associated the implementation of its CEIAG delivery plans to the framework for careers, employability and enterprise set out by the Career Development Institute.

## Procedure Statement

Longsands Academy has a clear focused CEIAG strategic plan and is committed to delivering an outstanding CEIAG programme to all students, raising their aspirations and setting them on an appropriate pathway to achieve their potential. A programme that equips students with the relevant skills, knowledge and information that assists them to develop their individual career management plan. The students tailored career plan is designed to equip them for a seamless transition into their chosen pathway of employment. The following Policy enabler's commitments underpin key principles to ensure Longsands Academy provides an outstanding CEIAG service to its students.

## CEIAG delivery chart



## Vision

To deliver an outstanding careers employability and enterprise education programme which is student centred and reflects current labour market information, skill requirements, and choice of pathways.

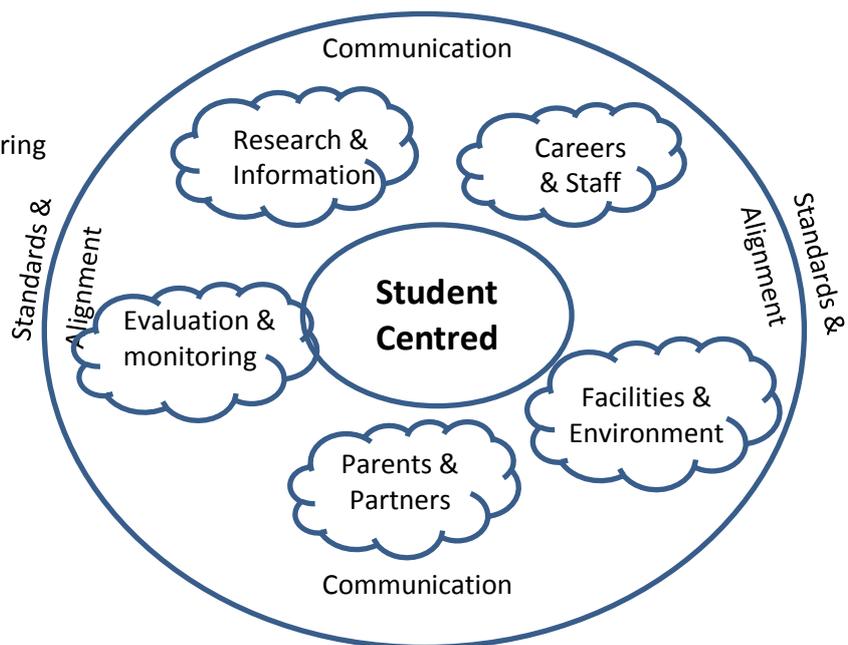
## Aim

Longsands Academy is a hub for learning in an environment that promotes excellence, respect and responsibility. Our students are equipped with relevant skills, knowledge and information which will enable a seamless transition into their chosen pathway of employment, education or training.

## Strategic overview

This CEIAG Strategic plan forms the parameters for the CEIAG policy, framework and its implementation. The CEIAG policy will be developed to underpin/support the strategic plan which will be cascaded down into a CEIAG implementation delivery plan for KS3, KS4 and KS5. The strategy will be student centred and focused on the following enablers.

- Standards and alignment
- Careers faculty and staff
- Facilities and environment
- Research and information
- Student centred
- Communication
- Parents & Partners
- Evaluation and monitoring



## **Introduction to the Enablers**

This CEIAG strategic plan has identified enablers which offer structure and implement solid foundations from which CEIAG employability and enterprise is delivered. The thread of continuous improvement runs through all CEIAG activity to ensure students receive an outstanding service to equip them for adulthood and future employment, education and training.

The enablers consist of the following areas:

- Standards and Alignment
- Careers & Faculty Staff
- Facilities & Environment
- Research & Information
- Student Centred
- Communication
- Parents & Partners

### ***Standards and alignment***

In line with our vision to deliver an outstanding CEIAG programme, the DfE's Statutory guidance for schools, *Careers guidance and access for education and training providers* January 2018 will set the standard; complimented by the Career Development Institute's *Framework for careers, employability and enterprise education 7-19*.

Local alignments to relevant skills strategies will be mapped and include the following:

- Local Enterprise Partnership (GCGP) Skills strategy
- Skills Strategy for Cambridgeshire
- Enterprise Zone Skills Action Plan (EDGE)

### ***Aims***

- A CEIAG delivery plan incorporating careers, employability skills and enterprise education are embedded into the curriculum from Y7 – Yr11 & Post 16, through timetabled PSHE / ECM lessons.
- Our Work Related Learning programme will be aligned/influenced by the future needs of business
- Creation of a robust system to capture data regarding all CEIAG activity. Students must have the appropriate technology to record their personal aspirations, capture any business intervention and build their employability skills profile.

### ***Careers & Faculty Staff***

The following structure for CEIAG is in place:

- Senior member of staff to lead on CEIAG – (Martin Paine – Principal -Longsands)
- Director of Astrea Sixth Form Centre – Mark Taylor
- Head of 16-19 – Nicola Andrews
- Head of CEIAG (Yrs7-11) – Kate Martindale (who holds the QCF Level 6 Diploma in Career Guidance and Development)
- Work Related Learning Coordinator – Natalie Jordan

### ***Aims***

- Staff delivering CEIAG have received in-house training to ensure they have an awareness of current CEIAG protocols, labour market intelligence, and local economic landscape.
- Each department will nominate a 'careers champion' who will work with the careers faculty to establish links between their schemes of work and the academy's CEIAG policy and strategy.

### ***Facilities & Environment***

Students learn best in a safe and supportive environment. In order to achieve that environment, Longsands Academy has a careers room which offers access to computers, information on different careers, applying for the 6<sup>th</sup> Form, applying for University, Apprenticeships and details/prospectuses of other FE establishments. There is a CEIAG area which is easily accessible at breaks and lunchtimes and well equipped with relevant resources that offer impartiality to a variety of alternative pathways.

#### ***Aims***

- There is a robust system that captures CEIAG activity with student participation data and has the capacity to create management and individual reports
- The use and usefulness of the room is reviewed on a regular basis and any actions highlighted are acted upon

### ***Research & Information***

The adherence with local skills strategy plans gives Longsands Academy access to a framework that details district labour market information which forms the picture of the region's economic landscape.

#### ***Aims***

- An appropriate partner will be invited in to inform staff about the local economic landscape and local labour market information on an annual basis.
- Significant updates in CEIAG policy will be reported to all staff
- Information available to students is regularly updated to ensure it is current and accurate
- Longsands Academy will seek to establish partnerships with other schools in order to self-assess and share best practice.

### ***Student Centred***

In keeping with the ethos of having a Student Centred approach, a key requirement is to ensure the structure of the school day enables students to have access to the CEIAG programme. The CEIAG programme provides a framework offering impartial careers guidance within each year group from Yr7 through to Yr13, delivered through the ECM programme, with opportunity to explore interests in additional elective programming opportunities outside of the core academic curriculum. Extra support is allowed for vulnerable students; SEN, LAC and those receiving Pupil Premium and timely interventions are in place at key decision making times.

#### ***Aims***

- All students will be provided with appropriate resources to record and evaluate their experiences when engaging with business intervention activities. This will evolve into their career plan and formulate their CV / electronic profile.
- Student feedback will be sought after participation in a CEIAG activity.
- Students are equipped to refer to Longsands Academy core values in employment terms.
- Students graduate from Longsands Academy with the knowledge and understanding of how education has equipped them with skills, behaviours and attitudes as they progress into adulthood and become economically active.
- Throughout the structured CEIAG programme, students will be prepared to make informed intelligent choices that suit their academic and aspirational needs
- Destination data and early leaver date will be used to monitor progression and retention into the various post-16 opportunities.

## **Communication**

It is important communication infrastructure is in place to enable smooth delivery of the CEIAG Implementation plan.

### **Aims**

- To develop and implement protocols that improve communications with parents regarding CEIAG to ensure they are aware of the support available
- Increase CEIAG presence on the website designed /tailored to mobile phone or tablet use which enables student access to on-line tools to gain access to a full range of career information guidance and development
- Improve CEIAG communication amongst internal staff via a central staff notice board and 'careers champion' initiative.
- Seek feedback from business after work experience.

### **Parents & Partners**

Education is a shared responsibility between the school, students, parents and the community. Longsands Academy works hard to forge strong links between private and public sector organisations that will enhance the delivery of an outstanding CEIAG programme for its students. The CEIAG website and VLE pages provide a portal for parents to access and discuss openly the career options available with their child.

Working Partners:

Local Enterprise Partnership – Skills Service

EDGE: Sharper skills for enterprise – Urban & Civic, Huntingdonshire District Council, Jobcentre plus, Huntingdonshire Regional College, Cambridgeshire County Council, and Groundwork

*The Careers & Enterprise Company – Enterprise advisors*

Local businesses

FE Training providers

Young Enterprise

Duke of Edinburgh

Universities

*National Citizen Service*

Employer engagement

### **Aims**

- CEIAG communications are sent out on a termly basis to ensure that parents are informed about the options available to their child.
- Parents and employers are encouraged to give their feedback and this is acted upon.

### **Evaluation and monitoring**

Quality assurance and feedback form a vital part of the academy's CEIAG strategy. The quality of the careers programme as well as the quality of careers professionals working within the academy will be continually assessed. Feedback will be sought and used to inform future provision.

The CEIAG strategy will be reviewed and updated annually or when related DfE statutory guidance is updated; all required amendments will cascade through to delivery. Any areas for improvement identified through monitoring and evaluating will feed into the schools development plan. Through consultation with the Skills Service Longsands has undertaken a CEIAG audit and is proactively working on the recommendations. Audit will be repeated in 18mths/2yrs time. Impact monitoring for CEIAG will take place through destination data, early leaver data, the RONI register, NEET figures and overall academic achievement at GCSE & 'A' Level.

## The Scope

The scope of this document aids implementation of the strategic plan, focusing the infrastructure requirements and its associated enablers that underpin delivery of the CEIAG programme. The procedure applies to all Longsands Academy members of staff; all teaching practitioners have a responsibility to recognise when their teaching relates to aspects of CEIAG and employability and are expected to ensure the ethos and aims of this policy are upheld.

## Responsibilities

The Principal will ensure that this procedure is implemented through supporting and monitoring the work of the CEIAG post holders as identified in the CEIAG Strategic Plan.

## Governance

This policy will be reviewed at least once every two years by Martin Paine and Kate Martindale with any changes to be considered by the academies Transitional Membership Board/Local Education Consultative Committee.

## Supporting documents are as follows:

Internal	External
CEIAG Strategic Plan	Careers guidance and access for education and training providers
CEIAG Delivery Plans for KS3, KS4, KS5	Careers guidance and access for education and training providers– sixth form
CEIAG Activity – record of outcomes form	Inspiration and Vision Statement (HM Government)
CEIAG Survey	Ofsted – Going in the right direction? (Sep2013)
Work Experience Policy	
Equality & Diversity	
Safeguarding and Child Protection	
Special Education Needs	
Pupil premium	
Looked After Children	

## Glossary of terms

CEIAG	Careers Education Information Advice and Guidance
CPD	Continuous Professional Development
DfE	Department for Education
ECM	Every Child Matters
FE	Further Education
LAC	Looked After Children
PSHE	Personal, Social and Health Education
SEN	Special Educational Needs
SLT	Senior Leadership team