

# **Regents Park Community College: CEIAG Policy (Careers Education, Information, Advice and Guidance)**

**Developed by C.Smith: March 2019**  
**Review Date: March 2023**

This policy states how CEIAG is managed and coordinated at Regents Park Community College, with defined roles and responsibilities of key staff together with a clear statement about student entitlement and how CEIAG and student entitlement will be monitored, reviewed and evaluated.

## **Aims**

Our policy for the study of CEIAG (Careers Education, Information, Advice and Guidance) has been created to equip students with the relevant knowledge and experience to be able to plan their post-16 pathways. We aim to facilitate and support them with opportunities, responsibilities and experiences of life in order that they can explore both academic and vocational routes.

## **Principles of CEIAG Education**

- All students are entitled to CEIAG in order to support their emergence into post-16
- It is complimentary and supportive to the role of parents in this responsibility
- Its delivery is differentiated by age group and student, dependent on their development
- It is given a high profile in-school and time reflective of its importance
- It is assisted through the input of local and national organisations and charities

## **Implementation**

### **Management:**

The school has a Careers Leader who is responsible for developing and managing the CEIAG programme. The Careers Leader is responsible to the Director of Achievement and works closely with heads and assistant heads of year, tutors, SEN team, senior management team and with external partners.

### **Staffing:**

All staff members have a duty to contribute to the CEIAG programme through their roles as tutors and subject teachers. The programme is planned, monitored and evaluated by the Careers Leader in consultation with all stakeholders. The Careers Adviser from Hampshire Futures provides specialist careers guidance to students and supports the careers programme. The school provides a confidential careers office where up-to date careers information and resources are accessible.

### **Curriculum:**

The CEIAG programme includes a bespoke selection of careers-focussed lessons, careers guidance activities (group work and individual interviews), information and research activities and work related learning (including one week's work experience for all Year 10 students). The majority of CEIAG education takes place during our annual, autumn Careers Festival and other events are ongoing during tutor times or special one-off days.

### **Resources:**

Funding is allocated in the annual school budget. CEIAG also benefits from additional funding from SUN (Southern Universities Network) in order to support our students in aspiring to reach higher education.

### **Staff Development:**

Staff training needs are identified through annual evaluation of staff understanding of CEIAG and training is adapted according to this. The Careers Leader works in conjunction with the Deputy Headteacher on this, who has overall responsibility for CPD.

## **Pupil Entitlement**

All pupils in years 7-11 are entitled to:

- Find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- Understand how to make applications for the full range of academic and technical courses.

### **Lower School Entitlement - Self-Awareness and Decision-Making:**

In Years 7 and 8, students will:

- Be introduced to soft skills, work-related learning and local market information
- Work towards understanding themselves and building on their skills and experience
- Learn how to investigate opportunities in learning and work
- Start to make decisions that will affect their futures

### **Upper School Entitlement- Opportunities, Experience and Transition:**

In Years 9, 10 and 11 students will:

- Gain opportunities for employer interactions and work-related learning
- Have the opportunity to relate and share their qualities, skills and achievements
- Explore the broad range of opportunities in education, training and employment in Southampton
- Practise employability skills required to obtain education, training or employment post-16
- Become more independent at accessing CEIAG from a range of sources to facilitate achievement and personal goals

## **Monitoring, Review and Evaluation**

A framework for monitoring the delivery of the CEIAG programme is in place for Years 7-11. The framework is based on the Association of Careers Education & Guidance framework. The Partnership Agreement with Hampshire Futures is reviewed at the end of each academic year. The Careers Leader reviews the CEIAG programme annually in conjunction with stakeholders and the Investor in Careers quality standards are used to identify desirable improvements. Staff, student and guest evaluations of the Careers Festival, Big Interview and input taken from students and staff through student voice and regular surveying.