

# CAREERS INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY

## **AIM:**

Careers Education, Information, Advice and Guidance provides a bridge via which students move not only to further education, vocational training or employment, but to the next stage of their development as members of society.

Lifelong learning is a key concept for all students leaving Ormiston Chadwick Academy and this includes providing opportunities to develop key employability skills which are highly valued by employers, colleges and universities. By engaging parents, employers and the local community our aim is for every child to fulfil their potential and be inspired to achieve a successful future, develop high aspirations and strive for excellence. It is with this objective that our CEIAG programme has been developed.

## **INTRODUCTION:**

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997. This policy reflects the update to statutory careers guidance as set out in the Education (Careers Guidance in Schools) Act (2022).

Legislation Update June 2021 regarding Education (Careers Guidance in Schools) Bill:

*'extend[s] the duty to provide careers guidance in schools... the Bill will extend the requirements to provide careers guidance to children in year 7, and also implement the proposals in the Skills White Paper. The Bill was supported by both the Government and the Opposition, and received Royal Assent in March 2022. It will come into force in September 2022.'*

The academy is working hard to further embed and improve the CEIAG programme, particularly within subjects within the curriculum. Each department will record opportunities to exploit careers related content within lessons within their CEIAG Action Plan, signposted against the relevant benchmark and how they fulfil the criteria. There will be a comprehensive timetable of activities and events for students to access both within and outside of curriculum lessons. This is further enhanced by holistic events that are combined alongside the academy's personal development programme, including Morning Enrichment and Futures. Subject leaders will be encouraged to provide work related contexts for their students' learning which will be signposted within their Schemes of Learning and CEIAG Action Plans.

We aim to provide all students with access to high quality, impartial and unbiased careers information and equal opportunities for work-based learning. Effective delivery of CEIAG, which includes provision for self-development, career exploration and career management, will enable students to have a greater understanding of the requirements for their career interests. It is intended that this will have an important impact in terms of raising their aspirations and help students make challenging but realistic plans for their future career progression.

## **Management of Provider Access Requests:**

The CEIAG programme of delivery, the content and evaluation is co-ordinated and managed by the designated Careers Leader.

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers (details will be on the website). Anyone wishing to request access should contact the Careers Leader to inform them of their needs.

**Oonagh Wyss - SLT Lead** (wysso@ocacademy.co.uk) – 0151 424 5038

# CAREERS INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY

**Hannah Killigrew & Lauren McNeill** – Joint careers coordinators  
(killigrewh@ocacademy.co.uk/Mcneilll@ocacademy.co.uk) – 0151 424 5038

**OBJECTIVES:** At Ormiston Chadwick Academy we help students to achieve the following outcomes:

**All students in Years 7 – 11 are entitled to:**

- A better understanding of their strengths, achievements and weaknesses and support to evaluate how these might inform future choices in learning and work.
- Find out about technical education qualifications and apprenticeship 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.
- Know how to access unbiased, impartial, up-date CEIAG (Careers Education, Information, Advice and Guidance).
- Have opportunities to learn about STEM related careers (Science, Technology, Engineering and Maths).
- Been given direct access to employers, colleges, universities and training providers.
- Been given guidance to help identify a range of post-16 options and careers advice and support networks that they can use to plan and negotiate their career pathways.
- Been provided with the resources to complete the post-16 application procedures, including CVs, personal statements, and preparation for interview.

**PROVISION:**

**Careers Displays & Resources:** Displays will be eye-catching and regularly updated within each subject area to include pathways to jobs, careers with subject sectors and links to Further/Higher Education information. Resources will be made available in the library and Miss Johnson's office, kept up-to-date and include a range of easily accessible resources, including top 10 tips of how to prepare for Further/Higher Education and job applications, alongside Open Day events, College and University prospectuses.

**ICT/Website:** all students will be encouraged to develop ICT skills and impartial research into post 16 options via the Careers on-line portal. All resources and the yearly activities programme will be available on the school website for students and parents to access. The academy will also look to be developing an Alumni section on the website which will enable students to discover more about potential career pathways/opportunities.

**External Providers:** Ormiston Chadwick Academy currently employs Career Connect to deliver a programme of CEIAG to students, looking at specific needs and the provision available for Further Education. Additional CEIAG is delivered via assemblies, presentations, market places, career fairs, morning enrichment and personal development sessions.

**Activities:** In school and off-site activities are planned for students to access that provides information and guidance on Further and Higher Education, Apprenticeships, Job opportunities and personal experiences through visiting speakers.

**Interviews:** Career Connect, Education providers and the Senior Leadership Team will carry out interviews with a range of students; from the whole of Y11 and SEND team to identified students with specific needs or potential NEETs across the other 4 year groups. Opportunities to meet with the Vice Principal and form tutors for Y9 students to provide general advice relating to future career planning and option choices. All Heads of Year will also have relevant and appropriate discussions when appropriate with identified students, focusing

