



## **Careers Education, Information & Advice Guidance (CEIAG) Policy**

*This policy has been approved by the Board of Trustees with reference to the academy's Equality Policy. The aims of the Equality Policy are to ensure that Plume Academy meets the needs of all, taking account of gender, gender identity, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances. It is important that in this academy we meet the diverse needs of students to ensure inclusion for all and that all students are prepared for full participation in a multi-ethnic society.*

Reviewed: July 2022  
Next full review due: July 2023

## Principles and Rationale

This policy has been written in accordance with the Government's Inspiration Vision Statement and the Department for Education's (DfE) document, '*Careers guidance and inspiration in schools*' which made changes to the delivery of careers guidance in schools. It is now a statutory duty for all schools to ensure that guidance is:

- Presented in an impartial manner
- Includes information on a range of post 16 education or training options
- Promotes the best interest of the students

In addition to adherence to the DfE Guidance, Plume Academy believes that one of our ultimate aims must be to make it possible for all our young people to engage proactively in key decisions about their education pathways and future career. Plume Academy believe that our students should have access to a high quality CEIAG Programme which can inspire, motivate, inform and support students at key times of their bespoke career decision making times.

Plume Academy's CEIAG Programme is delivered within the best practice framework as set out by DfE and is shaped by the 8 Gatsby Benchmarks outlined as key elements of high quality practice:

1. a stable careers programme;
2. learning from career and labour market information;
3. addressing the needs of each student;
4. linking curriculum learning to careers;
5. encounters with employers and employees;
6. experiences of workplaces;
7. encounters with further and higher education; and
8. personal guidance.

The CEIAG Programme is an integral part of the preparation of our students to develop skills, attitudes and abilities that will then help enable them to be equipped for the opportunities, responsibilities and experiences of adult life and the world of work. Our central concern is preparing students for the choices, changes and transitions affecting their future education, training and life as credible adult members of society.

We have close working relationships with a Matrix accredited independent and impartial IAG provider (Directions IAG Limited), local Further Education establishments, Higher Education establishments, providers, training providers, local authority and local businesses. Plume Academy recognises the importance and benefits that local providers, organisations and employers bring to our CEIAG Programme and also the importance of parents and carers roles in our CEIAG process.

The Trustees and Senior Leadership Team (SLT) of Plume Academy fully recognise the importance of helping students to reach their career potential and therefore, continue to give their full and unrelenting support to this statement.

## Key Objectives

1. The CEIAG Programme is designed to meet the needs of students at Plume Academy following the 8 Gatsby Benchmarks and mapped to the Career Development Institute (CDI) Framework for careers and work-related education. Activities are differentiated and personalised to ensure progression in students' post 16 progression route as well as their own personal development. It is also designed to strengthen our students' motivation,

aspirations and attainment within the academy. The programme will also challenge stereotyping and further promote equality and diversity.

2. Students are entitled to CEIAG which as far as possible meets professional standards of practice and which is both impartial and confidential, as well as within the usual parameters of education whilst the young person is in our care. All students have access to independent and impartial careers advice and guidance from a fully qualified Careers Adviser from Directions IAG Ltd. Through the use of the online careers hub, all stakeholders will also secure access to up to date and relevant careers information.
3. Plume Academy will ensure that students are very well prepared for the next stage of their education, training and or/employment. We will ensure that we provide timely independent information, advice and guidance to assist students onto their next steps in training, education or employment. All our students should have a well-informed understanding of the options and challenges facing them as they move through the academy and on to the next stage of their education and/or training.

## **Curriculum**

CEIAG is an important and distinctive element of the whole curriculum, relating to all key stages and areas of learning and experiences. It is a planned element of the Key Stage 3 and Key Stage 4 curriculum, commencing in Year 7 and delivered as an integrated element of the Personal Development (PD) Curriculum. It is delivered by a fully qualified team of staff through Years 7-9 then via a Careers Programme during Years 10-11. Plume College (Years 12 and 13) also have an embedded wide and extensive tutorial programme that incorporates CEIAG.

The advice and guidance that students receive is impartial and supportive, helping them to make their own appropriate careers decisions. In terms of delivery, all staff have a responsibility to provide CEIAG and whilst delivery is predominantly taught within tutorial and PD, all staff will be expected to contribute through roles as tutors and curriculum subject teachers, in addition to specific staff responsibilities to CEIAG.

All stakeholders have access to careers information through the academy website via the careers hub, featuring specialist software and online links. This section of the website is maintained by the Subject Leader for CEIAG and updated on a regular basis.

Our taught CEIAG curriculum is linked to the CDI framework for careers and work-related education and our programme includes:

- self-awareness
- self- determination
- self-improvement as a learner
- exploring careers and careers development
- investigating work and working life
- understanding business and industry
- investigating jobs and labour market information (LMI)
- valuing equality, diversity and inclusion
- learning about safe working practices and environments
- making the most of careers information, advice and guidance
- preparing for employability
- showing initiative and enterprise
- developing personal financial capability.

All students have access to independent and impartial careers advice and guidance from a fully qualified Careers Adviser from Directions IAG Ltd.

Plume Academy firmly believes in the Work Experience Programme as an opportunity to experience the world of work, as well as developing 'work skills' such as punctuality, planning, team work plus many others. This is currently offered to our Year 10 and 12 students. Students are actively involved in the arrangement of their placement with appropriate guidance where needed. Work experience is an integral part of the CEIAG Programme and is implemented by the Careers Team who work closely with the Pastoral Team on this key aspect. Year 12 students are offered the opportunity to undertake a period of work shadowing in the summer term. The application and coordinating process is organised by the College's Head and Assistant Head of Year 12 and 13 as well as the Student Achievement and Progression Manager.

### **Monitoring and Evaluation**

The CEIAG Lead coordinates the careers programme working closely with relevant staff and is responsible to the SLT. This area is supported by linked Trustees and members of the Senior Leadership Team with overall responsibility for CEIAG. The CEIAG Programme is planned, monitored and evaluated by the CEIAG Lead in consultation with Directions IAG Ltd.

Monitoring of CEIAG takes place through:

1. The CEIAG Lead internally audits the programme against the Gatsby Benchmarks using the CEC Compass tool, taking into account feedback on processes from all stakeholders.
2. Use of student feedback via Microsoft Forms is used to reflect on delivery and inform future planning.

The CEIAG Lead will report provision activities and evaluation of events to the associated SLT members and link Trustee for CEIAG.