



Colston's Girls' School

Careers Education, Information, Advice and Guidance (CEIAG) Policy and Providers Access Statement

Reviewed and approved by:	Local Governing Body
Date Approved:	June 2018
Date of Next Review:	June 2021
Responsibility:	Assistant Principal with responsibility for Careers

1. Introduction and Context

Careers Education, Information, Advice and Guidance (CEIAG) is an important component of the 14-19 Curriculum and at Colston's Girls' School (CGS) we fully support the statutory requirement for a programme of careers education in Years 8 – 11. (Careers guidance and access for education and training providers).

Statutory guidance for governing bodies, school leaders and school staff. DfE. January 2018). CGS offers a planned programme of activities to support students in choosing career pathways that will stimulate and fulfil, defy stereotypes, enable social mobility and develop autonomous individuals who are empowered to drive their own future careers. Our careers guidance programme aims to support students in their transition to positive destinations such as apprenticeships, technical routes, sixth form, further education, university or employment with training.

CGS supports the eight Gatsby benchmarks of an excellent careers programme (shown in full in appendix 2), based on the best national and international research:

- A stable careers programme
- Learning from career and labour market information
- Addressing the needs of each pupil
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces
- Encounters with further and higher education
- Personal guidance

2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships. Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these

students. This is outlined in section 42B of the Education Act 1997. Appendix 1 of this policy shows how our school complies with these requirements.

All students in years 8 to 13 at Colston's Girls' School are entitled to: Find out about technical education qualifications and apprenticeship opportunities, as part of our 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. Understand how to make applications for the full range of academic and technical courses

3. Overview of Careers Education Information and Guidance events undertaken each year:

	September	October	November	December	January	February	March	April	May	June	July
Year 7	PSHE Resource development				PSHE Resources						
Year 8	PSHE Resource development				PSHE Resources						
Year 9	PSHE Resource development		Options 4 me Event - 28th November 2017 (1pm - 4pm) - ALL Year 9 (Review & Reflection) / Targeted 10 & 11 / Appointments 12&13		Careers Focus On Options Evening	Raising Aspirations - UWE	Tenners challenge 4th to 28th March		Industry Visits Fortnight		
Year 10				Work Experience Planning			CV Preparation			Destinations for 2019 Take whole year group to Weston College Pathways Day	
Year 11	Destinations (Existing Y11)	Visits from independent post-16 providers from across the city in assembly time		Destinations for 2018	Destinations for 2018	NEET for 2018	UWE HE & FE Day				
Year 12	Destinations (Existing Y12)		External Careers Advisor	External CA	External CA	External CA					
Year 13	Destinations (Existing Y13)		Options 4 me Event		Professional Placement Planning	Higher Apprenticeships	Professional Placement Final organisation		University Visits		
			Options 4 me Event			Higher Apprenticeships	Linked In Preparation				

CEIAG Plan 2018-2019

4. Actions and Responsibilities

Vice Principal, Kerry McCullagh, line manages the Careers Lead Claire Anderton to implement the Careers Policy. We work closely with best practice organisations within the City of Bristol and the Careers and Enterprise Company to develop, deliver, evaluate and improve the comprehensive CEIAG programme that is shown above. In addition to the above Careers Guidance will be available to students in the following ways:

- Up to date careers opportunities available via the student portal and the careers library
- Online resources such as Careers Pilot
- All tutors trained to contribute to CEIAG through their roles as tutors, mentors and subject teachers.
- The deployment of Independent Careers Advisors.

5. Monitoring and Review

CEIAG is monitored and evaluated via student, parent and staff voice, a quality assurance programme and strategic oversight is via the named governor, Paula Coonerty.

Appendix 1 Provider Access Statement

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes 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.

Management of Provider Access Requests

Opportunities for Access: our provision includes various opportunities for students to access a range of events. These are mainly integrated into the school's CEIAG programme. These events are therefore delivered internally and externally with contribution from external providers where appropriate.

Procedure

A provider wishing to request access should contact Claire Anderton, Careers Lead, via the school contact details. Local providers are invited to key relevant events from the CEIAG calendar, in addition, external providers interested in coming into school should speak to Claire Anderton to identify the most suitable opportunity.

The CGS Visitor's Policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students and must be followed in its entirety.

Resources

Once visits have been agreed, the school will provide appropriate rooming to facilitate the visit, along with the use of a loan laptop and presentation facilities including internet access and audio/visual. Providers are welcome to leave a copy of their prospectus or other relevant course literature.

Linked policies:

Visiting speakers' policy
Safeguarding policy

Appendix 2 The Gatsby Benchmarks for good Careers Guidance

1. A STABLE CAREERS PROGRAMME

Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.

2. LEARNING FROM CAREER AND LABOUR MARKET INFORMATION

Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.

3. ADDRESSING THE NEEDS OF EACH STUDENT

Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.

4. LINKING CURRICULUM LEARNING TO CAREERS

All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.

5. ENCOUNTERS WITH EMPLOYERS AND EMPLOYEES

Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.

6. EXPERIENCES OF WORKPLACES

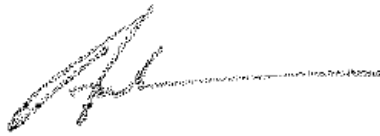
Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.

7. ENCOUNTERS WITH FURTHER AND HIGHER EDUCATION

All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.

8. PERSONAL GUIDANCE

Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all students but should be timed to meet their individual needs.

A handwritten signature in black ink, appearing to be 'A. K.', written in a cursive style.

Signed

Date June 2018

Chair of LGB

Next Review Date: June 2021