



# Careers, Education, Information, Advice and Guidance (CEIAG) and Employability Policy

**Lord Grey Academy**

|                            |           |                      |                |
|----------------------------|-----------|----------------------|----------------|
| <b>Approved by:</b>        | LGB       | <b>Date:</b>         | September 2022 |
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## 1. Introduction

The following policy has been developed to underpin and support Lord Grey Academy's CEIAG Strategic Plan in response to the Department for Education's (DfE) statutory guidance 'Careers guidance and access for education and training providers' January 2018 and to our Ofsted inspection of May 2022.

The aim of this policy is to ensure that standards and resources are well-defined and in place. In turn this will provide a secure platform from which outstanding CEIAG is delivered to all students.

We are committed to meeting national and local expectations in relation to careers by:

- Securing independent and impartial careers guidance for students in Year 7 – Year 13 as required by the 2011 Education Act. In implementing this duty, we will pay particular regard to the Gatsby Benchmark regarding person guidance and Ofsted's inspection criteria for evaluating careers provision in schools (September 2019).
- Fulfilling our duties under the Equality Act 2010 to promote equality of opportunity, foster good relations across all people, eliminate harassment and discriminatory practices and support children with protected characteristics.
- Committing to gaining a nationally recognised careers Quality Award, to demonstrate excellence in CEIAG, which is a recommendation of the statutory guidance.
- Ensure the Academy's CEIAG is aligned with the South East Midlands Local Enterprise Partnership (SEMLEP) 'Growing People' skills plan with Careers and Enterprise Company support through focus on employer engagement, relevant labour market information and provision.

The policy for CEIAG supports and is itself underpinned by a range of key priorities and best practice, including the eight Gatsby benchmarks which were devised from their international careers survey 2014 as what good quality, impartial CEIAG should look like.

The eight Gatsby benchmarks are:

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.
8. Personal guidance.

The Academy's planned CEIAG provision reflects the Career and Development Institute's (CDI) Framework for Careers, Employability and Enterprise Education, as well as the National Curriculum programme of study for PSHE and citizenship.

## 2. Rationale

Careers Education, Information, Advice and Guidance at Lord Grey Academy should provide a foundation for students to move not only into further education, vocational training or employment, but to the next stage of their development as citizens. We wish our students to move on having developed the key employability and enterprise skills which are highly valued by employers, colleges and universities.

By working with key stakeholders, our aim is for every child to fulfill their potential and be inspired to achieve a successful future, develop high aspirations and be ambitious. It is with this objective that our CEIAG policy has been developed.

We are committed to providing a planned programme of high quality Careers Education, Information, Advice and Guidance (CEIAG) to all students and recognise the important role that careers education / work-related learning plays in:

- preparing and supporting young people to sustain employability and achieve personal and economic wellbeing throughout their lives,
- empowering young people to plan and manage their own futures,

- contributing to strategies for raising achievement, especially by increasing motivation,
- raising aspirations and inspiring young people to achieve their full potential,
- developing core competencies, such as communication, resilience, team working, problem solving and personal management, and
- promoting equality, diversity, social mobility and challenging stereotypes.

### 3. Aims & Objectives

Our mission is to support all students to achieve their personal best regardless of background. In pursuit of this, Lord Grey Academy seeks to provide a planned programme of CEIAG for students in partnership with Milton Keynes Council, training Further and Higher Education (FE, HE) providers, businesses, parents, alumni and other external agencies.

The Academy's ambition is to ensure that all students leave equipped with the relevant skills and knowledge required to successfully support their entry to the next stage of their development. To this end, the Academy's CEIAG programme has three main aims:

- Self-Development – enabling students to understand themselves, their strengths and the influences on them, acquiring the core competencies and skills necessary to enable them to access a range of opportunities.
- Career Exploration – investigation of opportunities in learning and work, understanding the changing world of work and labour market information.
- Career Management – developing skills enabling them to make and adjust plans and to manage change and transitions.

Careers education forms an integral part of the curriculum at Lord Grey Academy. The taught curriculum is supported by a comprehensive programme of organised activities. Careers guidance focuses on the specific needs of individual students to promote self-awareness and personal development. The Academy's aim is to provide current and relevant information, in an impartial, confidential and differentiated manner, to enable each student to make well-informed decisions about their future.

### 4. Leadership and Management

The Academy's CEIAG is planned, delivered, monitored and evaluated by the Careers and Futures Adviser, who is a Level 6 qualified Careers Adviser, in consultation with relevant staff, including:

- |   |                                    |
|---|------------------------------------|
| • Associate Principal                   | • Heads of Years                   |
| • Senior Leadership Team Careers Leader | • PSHE Co-ordinator                |
| • Vice Principal (Safeguarding Lead)    | • Progress and Achievement Leaders |
| • Head of Sixth Form                    | • SENDCO                           |
| • Assistant Principal - KS4             | • CEIAG Link Governor              |
| • Assistant Principal - KS3             | • Form tutors and subject teachers |

### 5. Provision

The CEIAG programme is designed to meet the needs of students at different stages of their learning journey through school. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. Consideration for SEN learners is taken into account and activities are differentiated to ensure an inclusive approach and equality of access.

#### Key Stage 3 provision

In Key Stage 3, all students are introduced to the concept of career planning and management, and introduced to the qualities, attitudes, and skills needed for employability. They are taught how to recognise their own strengths, areas for development, and work preferences and receive appropriate advice and guidance on GCSE options.

#### Key Stage 4 provision

By the end of Key Stage 4, all students will have enhanced their self-knowledge, career management, and employability skills and been given guidance to help identify a range of post-16 options and support networks that they can use to plan and negotiate their career pathways. They will have produced a challenging but realistic plan for their future learning and work, by relating their abilities, attributes and achievements to the

goals they have set themselves.

### **Key Stage 5 provision**

During Key Stage 5, students are encouraged to take responsibility for their careers planning and to enhance their self-knowledge, career management, and employability skills.

Students' progress through these stages will be measured in their Learning Plans, with career planning and management being an integral part of their education and development.

### **Remote Learning**

During times of home learning due to national lockdown, CEIAG is provided through live video appointments with individual students as well as promoting and encouraging attendance to a range of virtual careers events and work experiences.

## **6. Resources**

A careers library is located in the Careers Centre. It is easily accessible to both students and staff. Materials are updated and replaced when necessary. There is a separate collection relevant to older students in the Sixth Form Area.

The Unifrog careers package provides comprehensive career and further/higher education information as well as enabling tracking and analysis of careers work against the Gatsby Benchmarks. The Academy's own Careers Website provides comprehensive information for all key stages.

Funding is allocated in the annual budget planning round. Funding for developments in the Academy's CEIAG and Employability improvement plan is considered in the context of whole school priorities. Sources of external funding are actively sought. Physical resources are updated annually as well as new digital resources purchased as and when needed.

## **7. Safeguarding within CEIAG provision**

Lord Grey Academy works with a number of partners to ensure that all careers and work related learning is safe and secure for students. Visits to / from employers and training/education providers are always accompanied by a DBS cleared member of staff. In addition, employers have responsibility for the health, welfare, and safety of everyone on their premises, including students. Lord Grey Academy ensure that employers are aware of this responsibility and confirm that they:

- Are complying with Child Protection legislation.
- Have informed their insurers of the implications of working with young people aged 14-16 years.
- Agree and implement workable attendance, monitoring, reporting, and emergency procedures in partnership with the Academy.
- Support their staff in adjusting to teaching young people by organising training and establishing workable and effective policies, and complying with legislation and good practice on data protection.
- Ensure all relevant risk assessments are completed.

The Vice Principal - Safeguarding ensures that all students who are out of school on work-related placements are safe, monitored, and receiving a good-quality provision.

## **8. Staff Development and CPD**

Staff training needs for planning and delivering the CEIAG programme are identified through staff appraisal and activities planned to meet them.

The Careers Adviser regularly attends careers meetings / networking events as well as industry specific events in order to ensure they are up to date with all industry and labour market information.

## **9. Policy statement on 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 is the so-called "Baker Clause" and complies with the school's legal obligations under Section 42B of the Education Act 1997.

All students in years 8-13 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;
- to 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;
- to understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact David Smith, Careers Leader 01908 626181

[david.smith@lordgrey.org.uk](mailto:david.smith@lordgrey.org.uk)

Opportunities for access

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:

Recent examples include:

- MK College presence on GCSE results days
- Moulton College, MK College and Soccer Academy were here for a Year 11 Information evening for students and parents in October.
- A visit from the MK College Yellow Bus for Year 12 students on 9th March 2022
- Open days for local colleges are updates on the school 'Careers Calendar' which students have access to eg Bucks College Aylesbury's Open day are put on our calendar.
- During lockdown at least one virtual assembly from the Careers Officer was timed to maximise impact on an upcoming open day at MK College.

Please speak to our Careers Leader if you wish to make an arrangement to come in.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

We actively seek and keep copies of prospectus or other relevant course literature and they are readily found in the Careers Resource Centre and in the Sixth Form area.

## **10. Monitoring, review and evaluation**

The Careers Adviser and the Careers Leader are responsible for the monitoring, review and evaluation of the programme. Activities that form part of the CEIAG programme are evaluated and information is used to inform planning for the next year. Evaluation focuses on how effective the event/activity has been in helping students to achieve the intended learning outcomes. The programme for any future year draws on information from a number of sources including:

- Student and staff surveys.
- Evaluation of activities as and when they happen for one off activities .
- Evaluation of on-going activities at the end of the academic year.
- Student feedback e.g. Careers day evaluations.
- Information on intended destinations for year 11, 12 and 13 learners.

- NEET and destination data.

This is then turned into a detailed programme and this is reported to the LT and governing body.

## 11. Partnerships and Service Level Agreements

The CEIAG programme is greatly enhanced through our links with a number of partners. We constantly strive to expand and improve our links with employers and other local organisations. CEIAG is delivered in partnership with the Milton Keynes Youth Advice and Guidance Service, SEMLEP, local employers, Milton Keynes College, other local colleges, Study Higher, Trinity College Oxford University, Buckingham University, Oxford Brookes University, Bucks New University, Unifrog, and WorkTree. Any agreements and Service Level Agreements are reviewed annually.

## 12. Business Links

The Academy actively seeks links with business. We build relationships with a wide range of businesses from different industries; these relationships are used to ensure CEIAG is relevant and where possible delivered by those in industry. These relationships are reviewed annually and new partnerships are constantly being sought.

## 13. Engaging Parents / Carers / Alumni

The school seeks to actively engage parents / carers in the formulation and development of careers provision. Regular careers updates together with requests for assistance with careers events are provided through the school newsletter and other social media. A database of parents / carers / volunteers / alumni able and willing to support with events and other planned activities such as work experience is maintained and updated by the Careers Adviser.

The Careers Adviser comes to relevant Parent Engagement events such as the Year 9 Option Choices Evening to help parents understand the choices and implications.

Parents/carers are vital to students' understanding of career choices and the decisions they make. We provide all parents/guardians with up-to-date information on choices at 14+, 16+ and 18+ and arrange parents' information sessions. They are also encouraged to make appointments to talk to teachers or the Careers Adviser to discuss individual concerns.

## 14. Links to other policies

The CEIAG policy also supports and is underpinned by the following Lord Grey Academy policies:

- Education Visits Policy
- PSHE & Citizenship Policy
- Teaching and Learning Policy
- Safeguarding Policy

## 15. Glossary

DfE Department for Education  
 CDI Career Development Institute  
 HE Higher Education  
 CEIAG Careers Education, Information, Advice and Guidance  
 FE Further Education  
 NEET Not in Education, Employment, or Training  
 PSHE Personal, Social, Health Education  
 SENDCO Special Educational Needs Co-ordinator  
 SEN Special Educational Needs  
 EAL English as an additional language  
 SEMLEP South East Midlands Local Enterprise Partnership

## **Appendix A**

### **Lord Grey Academy Provider Access Policy Statement Introduction**

This policy statement sets out LGA's arrangements for managing the access of providers to students for the purpose of giving them information about the provider's education or training offer. This complies with LGA's legal obligations under Section 42B of the Education Act 1997.

#### **Student entitlement**

- All students in Years 9-13 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;
- To hear from a range of local providers about the opportunities they offer regarding technical education and apprenticeships – through options events, assemblies, careers workshops and taster events.
- To understand how to make applications for technical courses and apprenticeships.

#### **Management of provider access requests**

##### **Procedure**

An employer or apprenticeship/training/further or higher education provider wishing to request access should contact Careers Adviser, Telephone 01908 626180 or by email [careers@lordgrey.org.uk](mailto:careers@lordgrey.org.uk)

##### **Opportunities for access**

A range of events, which are integrated into the LGA careers programme, will offer providers an opportunity to come into school and college to speak to students and/or their parents. The calendar of events varies from year to year; therefore, providers need to contact the appropriate staff member named above to identify the most suitable opportunity. These events are usually calendared well in advance, and are published on the website, so it is essential that providers contact us early in the academic year to be involved in our planning. Access to students will be granted on the understanding that the information and guidance offered by providers is relevant and age appropriate for our students.

LGA's policy on safeguarding sets out our approach to allowing providers into its schools as visitors to talk to our students.

##### **Premises and facilities**

LGA will make available the main hall or classrooms for discussions between the provider and students, as appropriate to the activity. We will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed with the Careers Adviser in advance of the visit.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Centre, which is managed by the Careers Adviser. The Careers Centre is available to all students.



## Appendix B Lord Grey Academy CEIAG Statement for Parents

At Lord Grey we have an active careers programme for our young people, with the aim of ensuring that students have high aspirations for their career and work choices, and are beginning to develop their employability skills so that they are best-placed to access the widest possible range of options when they leave school.

The Gatsby Report sets out best practice, and we are working hard to achieve each benchmark. These are:

- a stable careers programme
- learning from career and labour market information
- addressing the needs of each student
- linking curriculum learning to careers
- encounters with employers and employees
- experiences of workplaces
- encounters with Further Education and Higher Education
- personal guidance.

Some of the activities and support our students can benefit from are listed below.

### University and employer visits.

**Workshops** – We offer a range of workshops, run internally by our Careers and Futures Adviser (e.g. CV writing for Year 10 upwards) and externally by education and training providers (e.g. Personal Statements for Y12 by Trinity College, Oxford University.)

**Individual and tailored advice and guidance** – All students are able to book a 1:1 careers appointment with our Careers Adviser. By the end of Year 11, all students should have had at least one such appointment, and in Years 12 and 13, they have the opportunity to request another.

Unifrog sessions - often during Form Time with relevant information shared with Form Tutors.

### How Can Parents Help?

Support and encouragement at home is the most important aspect to starting a fulfilling and successful career.

Here are a few of the ways that we need your help:

- Look at the Lord Grey career website with your son or daughter and familiarise yourself with it long before they reach the relevant year group. This will help them with future planning and thinking about their goals and aspirations for the future as well as their employability skills.
- Talk to them about the world of work in general terms – what you like and dislike about your own role, the jobs of those they know and come into contact with, some of the challenges and realities of the working world – as this helps them to build up a picture of what they want from work.
- Encourage students to be independent in their research – be supportive, but let them make their own choices.
- If your son/daughter has a careers appointment, they will come away with an action plan. Encourage them to discuss this with you and help them achieve the action points. This plan is also summarised on their Unifrog record.
- Help them to weigh up the advantages and disadvantages of different routes and how these may suit them as individuals.
- Encourage them to start planning early – for example, we encourage students in Year 10 to start thinking about their plans for the end of Year 11 (if not before.)
- If they take part in any Careers event please talk with them before the day about what they hope to learn, and afterwards talk about what they have learnt.

The full plan of careers events that the Academy runs, by year group, is published on the website, or available from [careers@lordgrey.org.uk](mailto:careers@lordgrey.org.uk) Telephone 01908 626180

## Appendix C

### Lord Grey Academy CEIAG Statement for Students

We want you to leave Lord Grey with high aspirations for your career and work choices and are with strong employability skills so that you are well-placed to access the widest possible range of options when you leave school.

The Gatsby Report sets out best practice, and we are working hard to achieve each benchmark. These are:

- a stable careers programme
- learning from career and labour market information
- addressing the needs of each student
- linking curriculum learning to careers
- encounters with employers and employees
- experiences of workplaces
- encounters with Further Education and Higher Education
- personal guidance.

The list of activities planned for your year is published on the Academy website, or available from the Careers Centre. In addition to these planned events, there are many ad-hoc presentations, workshops, and visits.

Lots of these links and many more resources are available on the LG Careers website, there is a link from your desktops and also on the career pages of the LGA website. Please let the Careers and Futures Adviser, or your tutor, know if you can't access this for any reason.

#### Careers information websites

[www.unifrog.org](http://www.unifrog.org)

[www.icould.com](http://www.icould.com)

<https://nationalcareersservice.direct.gov.uk>

#### Apprenticeship Information and Find an Apprenticeship Service

<https://www.apprenticeships.gov.uk>

<https://amazingapprenticeships.com>

#### General Information, Options and Choices, Work Experience and Higher Education Alternatives

[www.studentladder.co.uk](http://www.studentladder.co.uk)

[www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk)

#### Higher Education Opportunities

[www.ucas.com](http://www.ucas.com)

<https://discoveruni.gov.uk/>

#### Accessing Support

Sometimes the decisions you need to make can seem overwhelming. But it is important to know that there is lots of help in the Academy. It is also important to consider what you can do to help yourself.

- Look at some of the websites above independently or with your parents and carers.
- Talk to older people that you know about their job and the world of work– what they like and dislike about their own role, what are the challenges that they face in work, is there anything they wish they had done differently, or what was the best decision that they made? This will help you to build up a picture of what you want from work.
- If you have a careers appointment, you will take away an action plan. Read this carefully and commit to following through on any of the actions you agreed. Discuss it with your parents and carers.
- Weigh up the advantages and disadvantages of different routes and how these may suit you as

individuals.

- Start planning early – for example, in Year 10 we encourage you to start thinking about your plans for the end of Year 11.
- Actively participate in careers days, career workouts and any other provision that is made for you. Discuss these experiences at home.
- Check the LG Careers website, your emails, and noticeboards regularly for details of careers news, speakers and updates.
- Embrace all opportunities that you are given - there won't be so many once you leave education.

We welcome feedback on the value of our careers provision, if you have any comments or suggestions please do let us know.