

Careers Education Information and Guidance CEIAG Policy

Policy Review

The responsibility of reviewing and maintaining this policy is Craig Dembicki (Managing Director). This policy will be reviewed annually.

Start date of policy: **1st September 2023**

Updated: **24th June 2024**

Date of next review: **31st August 2025**

Signed



Craig Dembicki
Managing Director
Education 1st

Introduction

We value each pupil's aspirations, and we ensure that we do what we can to support each pupil to get closer to these goals. However, we need to highlight to parents, carers and school commissioners that it remains the statutory responsibility of the Commissioning School to ensure that all registered pupils have access to their careers entitlement. Local Authorities also have a responsibility to work with schools and education providers in supporting planning for pupils transitioning into Post 16 provision. This is especially important for vulnerable learners, including those pupils with special educational needs and disabilities (SEND).

The Statutory Duty for Schools to Provide Careers Guidance

All schools now have a legal duty to provide all registered learners at school with independent careers guidance from year 7 to year 13. Young people want and need to be well-informed when making subject and career decisions.

Governing Bodies must ensure that pupils receive independent careers guidance – and that the guidance provided:

- Is presented in an impartial manner.
- Includes information on the range of education or training options, including apprenticeships and other vocational pathways.
- Is guidance that the person giving it considers will promote the best interests of the learners to whom it is given.

The [March 2015 statutory Careers Guidance](#) applies all pupils:

- In school from year 7 to year 13.
- All students in college up to and including the age of 18.
- Students aged up to 25 with a current education, health and care plan (EHCP) in place.

The guidance places an emphasis on high quality, independent careers guidance to help learners emerge from school more fully rounded and ready for the world of work.

The Gatsby Benchmarks

The Government expects all secondary schools and colleges to use the internationally recognised [Gatsby Benchmarks](#) to develop a careers programme that increases opportunities for students to access everything from experiences of the workplace and personal guidance with a careers adviser, to engagement with employers, colleges, training providers and universities.

Providing Independent Guidance for Parents and Carers

Parents and carers are encouraged to check with school's about the arrangements for careers advice outlined in the Schools Careers or CEIAG Policy – normally published on the school website. CEIAG should enable all KS4, and Post 16 learners make the best available choice about their future pathways.

Progression at the ages of 16 to further learning is now required for every young person. This means that they must be in the position to make informed choices about their study programmes. Young peoples' choices are critical, and they must make the right choice.

Pupils with Education Health and Care Plans (EHCPs)

Learners' aspirations should be recorded at least once a year through reviews of their Education and Health and Care plans.

Careers and CEAIG at Education 1st

Education 1st is a short-term and part-time alternative education provision intervention. Unlike schools and colleges we do not have a legal responsibility to provide the statutory careers programmes or guidance in the same way that full time education providers do. More broadly, our careers and progression input is delivered through our programme of mentor support and develops learners' knowledge, skills and understanding of:

- Vocational skills and pathways.
- Key skills in communication, literacy and numeracy.
- Independence skills.
- Personal and social skills, including keeping safe.

To help us all to focus on Careers Education 1st will:

KS3 (11-14)

- Make links to the world of work for adults and jobs with pupils in as a matter of good practice.
- Attend annual reviews of pupils with EHCPs we are working with.
- Expect that employment is mentioned in all annual reviews for EHCPs.

KS4 (14-16)

- Encourage pupils to identify personal traits, strengths and skills and develop confidence and have high expectations of themselves.
- Encourage pupils to think about what they might like to achieve after school.
- Introduce pupils to careers resources and inform them how to use them.
- Introduce pupils to career software and websites.
- Signpost learners and their families to careers exploration websites, and Bristol's Offer.
- Support pupils to explore post 16 pathways.
- Encourage and support pupils to find out more about specific courses/careers.
- Encourage pupils to attend college open days and taster days.
- Support pupils to attend college open days and taster days where necessary.
- Signpost students and their families to information events at other establishments
- Support pupils to build on personal strengths and begin to link skills to specific careers enabling realistic and informed decisions, including at EHCP reviews.
- Work with local authority Post 16 Teams in planning September destinations where invited to do so.

KS5 (16-18)

- Support students explore Post 18/19 pathways.
- Encourage students to think about the kind of behaviour potential employers look for.

Useful Websites for Careers Information

[Career Pilot](#) has information about:

- Different careers.
- Whether there are many jobs in different sectors.
- Training and education providers in the south of England.

Your school or college might have accounts for this site, or you can make your own.

[BBC Bitesize Careers](#) has videos about different careers and advice for writing CVs and applications.

[Icould](#) is for secondary school students. It has videos about different careers with clear information about the numbers of jobs in the sector you're interested in.

[Start](#) is for young people aged 11 to 18. You can set up an account and make a profile. There's information about job sectors, and a section about big employers with descriptions of the kinds of work and apprenticeships they offer. Every job type comes with a grade that tells you how many jobs are in that sector.

Job Quizzes

[The Icould buzz quiz](#) is short and suggests some good career areas to look at.

[Prospects](#) has two quizzes: a short job matching one, and a longer career planner. If you make an account, it saves your results so you can come back to them.

[Start](#) has four surveys about your interests, skills, qualities and work preferences. You'll need to register and log in to do the surveys. They're saved in your profile and good job matches are suggested for you.

Other Places for Information

[Creative Youth Network](#) runs drop-in sessions on Wednesday afternoons. These sessions can help you find a job, a course or a training opportunity.

Your [local library](#) will have prospectuses for local colleges and post 16 education providers.

To get help understanding your Post 16 options in Bristol

The [Bristol Post 16 Participation website](#) has the latest information about opportunities.

[Bristol City Council's Post 16 Directory](#) lists all post 16 education providers.

Email: post16participation@bristol.gov.uk

Call: 0117 352 5750 (Post 16 Participation)
