



CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY

APPROVAL DATE	[28/02/2021]
DURATION	[2 Years]
REVIEW DATE	[28/02/2023]
SLT LEAD	Sarah Merrigan, Associate Assistant Headteacher





Part of the Alban Academies Trust

INTRODUCTION

Ridgeway Academy part of the Alban Academies Trust (AAT) seek to maximise the life chances of all our young people and so it is crucial to prepare our students for life beyond school. Our Careers Education, Information, Advice and Guidance (CEIAG) programme, is a vital component in helping our students achieve their aims and ambitions, so they can move with confidence onto the next stage of their education and into working life. We believe the greater the opportunities at school, the better prepared and more empowered our students will be for their future life. A well-planned, progressive programme for 11-18 year olds forms an integral part of the curriculum raising the aspirations of our young people, broadening their horizons and allowing them to achieve their full potential.

AIMS

Careers Education, Information, Advice and Guidance (CEIAG) at Ridgeway Academy will:

- provide good quality independent careers advice to students which inspires them and motivates them to fulfil their potential;
- offer personal advice and guidance which is in the best interest of, and meets the needs of, all students;
- be based on the Gatsby Benchmarks for good careers guidance;
- contribute to the raising of student achievement by encouraging students to develop high aspirations and consider a broad and ambitious range of careers;
- provide opportunities to work in partnership with employers, training providers, local colleges and others;
- offer opportunities to inspire students through real-life contact with the world of work;
- develop enterprise and employability skills in order to prepare students for life in modern Britain and recognise the skills required for self-employment;
- support inclusion, challenge stereotyping and promote equality of opportunity;
- encourage students to see career development as a life-long process;
- develop students' skills and knowledge of careers including career management skills and knowledge of the local labour market (LMI). Labour Market Information is the study of jobs and salaries, employers and employees, sectors, current employment conditions and future trends;
- encourage participation in lifelong learning ensuring students are aware of the full range of academic and technical routes available at each transition point, so that students have the necessary knowledge to make successful transitions;
- provide opportunities for meaningful encounters with employees, employers, further and higher education and experiences of the workplace;
- enable students to develop key skills – communication, application of number, information technology, problem solving, working with others, evaluating their own learning and performance;
- develop an understanding of employee roles, rights and responsibilities;
- support social mobility by improving opportunities for all students, especially those from disadvantaged backgrounds and those with special educational needs and disabilities;
- be weaved and embedded into subjects across the curriculum (including Personal Development) and
- involve parents and carers.



COMMITMENT

Our CEIAG programme is progressive and plays a major contribution to prepare young people for the opportunities, responsibilities and experiences of life. The activities support our students to make informed and realistic decisions at key transition points in both learning and work. The provision has been designed to suit students' individual interests and abilities, whilst helping them to follow a career path and sustain employability throughout their working lives.

At the heart of the school ethos is the notion of **Respect, Responsibility and Relationships**. Our vision is that 'Everyone can achieve' and all students are able to realise their potential. We aim to instill students with a love of learning; to prepare them for challenge but also for change; to teach them to value questions as much as answers and to understand that we are all students. We are preparing students for life at a time where change will come ever faster and where the ability to be flexible and respond to challenge will become ever more important.

We continue to strive to create a positive learning environment where students have a sense of belonging to the school and its wider community, and they develop a healthy respect for themselves and their community in which they live. Ridgeway Academy ensures that students have access to a wide range of opportunities that allows them to develop the confidence to make the most of their abilities.

We provide our students with the opportunities to build the skills and confidence they require to grow into motivated young people, working alongside both the academic and pastoral staff to help the students develop, and stretch their skills and characteristics. Our Careers programme starts in Year 7 where we reflect on students transition between primary and secondary education, moving onto, inspiring our students to think ahead, reflect, and understand their own strengths and interests so that they can be in a position to make good, well informed choices and decisions about their futures at each stage of their education.

Employability is central in preparing our students for success in the outside world. Throughout a Ridgeway Academy education, students are taught the importance of transferable skills; we show them how skills honed at school can transfer into the wider working world, and, importantly, what skills employers are looking for. Entering the working world should not be a shock, and we make sure our students will be prepared.

We also encourage all students to develop their knowledge of the local labour market (LMI). We use key resources including Hertfordshire Opportunities Portal, which highlights the skills, and qualities Hertfordshire employers have stated are most important for young people to possess and demonstrate in the workplace. We are embedding these skills into the school curriculum.

Determination and perseverance in a hugely unpredictable and competitive world is important; young people need ambition, but also the ability to rise up from a knock back to achieve a successful and fulfilling future. Understanding what really inspires them, where their interests lie, is what helps build this drive. We work alongside our students to create realistic steps and goals to ensure they can achieve their aspirations.

Ridgeway Academy is committed to providing our students with a CEIAG programme for all students in Years 7-13. Ridgeway Academy endeavours to follow the Government guidance:

- Careers Strategy: Making the Most of Everyone's Skills and Talent
- Careers Guidance and Access for Education and Training Providers
- and other relevant guidance from DFE, QCA and Ofsted as it appears.



STUDENT ENTITLEMENT

Each student is entitled to:

- independent and impartial careers guidance;
- access to external sources of information on the full range of education and training options;
- a stable programme of advice and guidance delivered by individuals with the appropriate skills, experience and qualifications;
- opportunities to engage with a range of employers, education and training providers, covering the full range of academic and technical routes available at each transition point;
- at least one meaningful encounter with an employee or employer each academic year (at least one of which will be Science, Technology, Engineering and Mathematics (STEM) employer);
- have access to good quality Labour Market Information and be supported to use this data to inform their decisions;
- at least one careers interview by the age of 16 with a career professional and the opportunity for a further interview by the age of 18.
- at least one experience of a workplace by the age of 16 and one further experience by the age of 18.

Students will experience all of the elements of the CEIAG programme during their school career. The level of input is differentiated to suit the needs of each individual student. Student need is identified by input from any of the following: Student, Form Tutors, Directors of Learning, Student Support Teams, Parents/Carers, YC Hertfordshire Personal Adviser and Other Professionals.

Formal Careers guidance is provided by a dedicated personal advisor from YC Hertfordshire under arrangements negotiated annually and detailed in the Service Level Agreement. The YC Hertfordshire Advisor has a dedicated interview room and delivers small group and 1:1 sessions.

IMPLEMENTATION

This policy has been developed and is reviewed annually by the Careers Lead, Mrs Sarah Merrigan, Associate Assistant Headteacher and her Line Manager (Mrs Sarah Mitcheson, Headteacher) based on current good practice guidelines by DFE/Ofsted and statutory guidance.

The Careers Lead has overall responsibility for all aspects of the CEIAG programme.

Form Tutors, Subject Teachers, Directors of Learning and the Senior Management Team through a wide variety of activities and events deliver the CEIAG programme across the school's curriculum.

Ridgeway Academy is committed to continuing to fulfil all eight of the Gatsby Benchmarks to ensure that the school provision of CEIAG continues to be outstanding. Therefore, a link governor meets with the Careers Lead and the Headteacher to oversee the monitoring and evaluation of the programme. We also welcome the support of an Enterprise Advisor who supports the school on a strategic level. An Enterprise Advisor is a senior business volunteer who works closely with our school to help develop a practical careers plan. The Careers Lead also meets regularly with a Senior Enterprise Co-ordinator from The Careers and Enterprise Company to review the CEIAG programme at Ridgeway Academy.

Ridgeway Academy is also part of the North Herts, Stevenage, Welwyn Hatfield Careers Hub that aims to bring schools and colleges in the three districts closer to employers, universities and training providers ensuring that all Gatsby Benchmarks are achieved.

YC Hertfordshire provides careers guidance interviews and one to one support for targeted students. The school works with the Local Authority and a range of voluntary / statutory agencies to identify and support students who are in need of targeted support and those at risk of not participating post-16.



This includes students with particular vulnerabilities or receiving support to safeguard them and promote their welfare such as Children in Need. It also includes students with additional needs, such as special educational needs and disabilities and those who may leave care between the ages of 16 and 18.

EXTERNAL PARTNERSHIPS

Ridgeway Academy forms relationships with employers, external agencies, universities, colleges and alumni. Listening to, and learning from, external voices is an important skill and vital to making informed choices. We have an extensive network of professionals and higher education specialists who can help our students with their own decision making for their futures. We work with a wide network of employers to help facilitate work experience, career fairs and offer additional advice about technical educational qualifications or apprenticeships. We provide opportunities to assist the students to develop skills to network and pitch themselves confidently.

This provision includes:

- a bi-annual careers fair;
- work experience (for year 10 and year 12 students);
- termly careers talks;
- mentoring;
- Science, Technology, Engineering and Mathematics (STEM) Inspiration Day and events;
- workplace visits;
- visits to Further Education and Higher Education institutions;
- curriculum projects and
- National Career Events.

Ridgeway Academy has a published policy statement setting out arrangements for provider access. This is available on the school's website.

Working with our array of external partners, the school fulfils the requirement for all students from year 7 to year 13 to have at least one meaningful encounter each year with an employer and for all students to have an experience of at least one workplace by the age of 16 and one further experience by the age of 18.

RESOURCES

The budget for Careers is allocated on an annual basis. Additional resources can be requested.

The Careers Lead has responsibility for the management and deployment of the careers budget and careers resources. Resources including free advice and support are sought in order to enhance provision further.

STAFF DEVELOPMENT

Ridgeway Academy keep abreast of changes to statutory and non-statutory guidance, as well as changing labour market and education information and opportunities. Staff with dedicated responsibility for careers provision receive training to lead, manage and deliver the school's careers programme.

Training needs are identified through performance management, staff appraisals and line management meetings. Continuing Professional Development (CPD) is offered to relevant staff as opportunities arise. Information from these CPD sessions is disseminated to staff through the schools CPD programme. Staff attend local careers network meetings to share good practice with other local



secondary schools and careers providers. The Careers Leader is a Gatsby advocate. Line managers monitor staff development.

All staff contribute to the CEIAG programme through their roles as tutors and subject teachers. Staff Training needs are identified as part of the ongoing evaluation process. The Careers Lead provides updates to all staff through staff meetings and briefings.

PARENTS AND CARERS

Parental involvement is actively encouraged at all stages. Online resources have been specifically chosen to help parents/carers become more involved. All online resources are easily accessed through the links on the school website. Parents/Carers are kept up to date with careers related information through letters, newsletter's, social media channels, emails, CEIAG events and the school website. Parents are welcome to attend career interviews and where necessary, are invited.

CAREERS EDUCATION

In all year groups, all curriculum areas make links to the world of work and careers education.

Ridgeway Academy deliver a structured CEIAG programme, which is reviewed on an annual basis, and involves all year groups. Below are some of the key activities, which we offer:

- Careers units in key stage 3, Personal Development lessons;
- Careers units in key stage 5, Personal Development lessons;
- Tutorial programmes for all year groups;
- Collapsed timetable days focusing on employability and enterprise skills;
- Extra-curricular activities and enrichment events (including career talks, workplace visits, guest speakers, work placements, mentoring, college and university visits, motivational speakers);
- Work experience programme (year 10 and year 12);
- Careers assemblies;
- Annual careers fair (internal and external);
- Workplace visits, Further Education and Higher Education visits;
- National Careers Service website and remote assemblies;
- Access to career resources e.g. Unifrog
- Department for Work and Pensions School Advisor support (assemblies and workshops);
- Apprenticeship Support and Knowledge (ASK) for Schools Programme (assemblies and workshops);
- Individual careers guidance sessions with a qualified careers professional in year 11 for all students and opportunity for a further interview in key stage 5 (identified students receive additional careers guidance sessions and support prior to year 11 and again in key stage 5). In addition all students can request a careers guidance session;
- Creating a learning environment which allows and encourages students to tackle real-life challenges and
- Employer based curriculum projects / challenges.

KEY STAGE 3 PROVISION

- Subject areas promoting careers within curriculum areas;
- Tutorial programme;
- Personal Development lessons focusing on careers, employability skills, local labour market information;



- Access to online independent, impartial advice via online packages (Unifrog) and the National Careers Service;
- Information, Advice and Guidance (IAG) assemblies;
- Workplace visits, college and university visits;
- GCSE Taster Lesson;
- Information, Advice and Guidance (IAG) collapsed timetable day focusing on employability skills;
- Access to careers and information, advice and guidance (IAG) enrichment and extra-curricular activities and events including careers talks;
- Careers fair;
- Work Shadowing Day;
- Year 9 Options Evening;
- Access to guidance interviews (by student / parent request).

By the end of Key Stage 3 all students will have:

- A better understanding of their strengths, achievements and areas for development;
- A better understanding of the full range of 14-19 opportunities for progression;
- An understanding of the qualities, attitudes and skills needed for employability;
- Used online careers resources to research opportunities including to support them with their Key Stage 4 options;
- Taken part in opportunities to meet employers directly;
- Received appropriate advice and guidance on Key Stage 4 options and
- Prepared an individual action plan that sets broad learning and work goals.

KEY STAGE 4 PROVISION

- Subject areas promoting careers within curriculum areas;
- Tutorial programme;
- Careers fair;
- College and university visits;
- A Level Taster Lesson;
- Individual careers interviews in year 11 (additional support for identified students);
- Apprenticeship awareness programme;
- Access to online independent, impartial advice via online packages (Unifrog) and the National Careers Service;
- Information, Advice and Guidance (IAG) assemblies;
- Workplace visits, college and university visits;
- Information, Advice and Guidance (IAG) collapsed timetable day focusing on enterprise and employability skills;
- Year 11 Next Steps Evening;
- Access to careers and information, advice and guidance (IAG) enrichment and extra-curricular activities and events and
- Work experience (year 10) including Preparation for Work Experience support.

By the end of Key Stage 4 all students will have:

- Enhanced their self-knowledge, career management and employability skills;
- Used online packages and other sources of advice to investigate and explore future choices and progression routes;
- The opportunity to experience the world of work through a work placement and workplace visits;
- Been given direct access to employers, colleges, training providers and universities;
- Been given independent, impartial one to one advice on post-16 options and pathways;



- Completed an employability folder which includes a CV, personal statement and evidence of a mock interview and
- 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

- Subject areas promoting careers within curriculum areas;
- Tutorial programme;
- Careers units in key stage 5, Personal Development lessons;
- Careers fair;
- College and university visits (UCAS Conference / UCAS Oxbridge Conference);
- Individual careers interviews in year 12 and year 13 (additional support for identified students);
- Apprenticeship Awareness programme;
- National Apprenticeship Show;
- University Guidance;
- Taster Lectures;
- Volunteering Presentation;
- Gap Year Presentation;
- Student Finance Presentation;
- Assessment Centre Workshop;
- Teamwork Challenge;
- Presentation Challenge;
- Paired Reading Scheme with KS3 students;
- Mentoring Scheme with KS3 students;
- Tutors have regular 1:1 sessions to help support students with their choices;
- Oxbridge information;
- CV advice and mock interviews;
- Evening events;
- Access to online independent, impartial advice via online packages (Unifrog) and the National Careers Service;
- Information, Advice and Guidance (IAG) assemblies;
- Workplace visits, college and university visits;
- Information, Advice and Guidance (IAG) collapsed timetable day focusing on enterprise and employability skills;
- Access to careers and information, advice and guidance (IAG) enrichment and extra-curricular activities and events and
- Work experience (year 12) including Preparation for Work Experience support.

By the end of Key Stage 5 all students will have:

- Enhanced their self-knowledge, career management and employability skills;
- Up to date knowledge of the labour market, post-18 career pathways including university, Higher and Degree Apprenticeships, employment and volunteering opportunities;
- Researched and evaluated all post-18 progression routes;
- Received guidance through the UCAS application procedure;
- Developed and used strategies required to cope with the challenge of managing career transitions;
- Been given guidance on enhancing their employability skills;
- Realised the importance of their personal network;



- Practiced and prepared for the recruitment and selection process;
- The opportunity to experience the world of work through a work placement and workplace visits;
- Been given direct access to employers, universities and training providers;
- Been given independent, impartial one to one advice on post-18 options and pathways;

ASSESSMENT

Careers learning is assessed using the learning outcomes from the Careers Development Institute (CDI) Framework for Careers, Enterprise and Employability Education. Student progress and the quality of work is assessed through a range of assessment methods including self-assessment, peer assessment, self-evaluation and teacher assessment.

The schools Quality Assurance procedures are used to QA careers provision through termly work scrutinies, learning walks, lesson observations and student focus groups.

MONITORING AND EVALUATION

Our Careers Lead sits within the Senior Leadership Team and is responsible for the monitoring, review and evaluation of the programme. The Careers Lead reports into the Headteacher and the governing body on a half termly basis regarding the effectiveness and impact of different initiatives within the Careers programme. This is monitored at management, school and trust level.

Ridgeway Academy use the Gatsby Benchmarks through the use of the Careers and Enterprise Company's Compass and Tracker toolkits. The Enterprise Advisor and the Enterprise Co-ordinator in conjunction with the Careers Lead monitor progress against these Benchmarks at regular meetings. Support from the school's link governor is also welcomed.

All Career activities will be reviewed through feedback from students and staff. Ridgeway Academy will also work with parents, employers, the local community and stakeholders to ensure that students are able to make informed choices about their future.

When reviewing the CEIAG programme, the School Improvement Plan (SIP) is used to ensure that Careers is fully supporting whole school aims.

LINKS WITH OTHER POLICIES

This policy supports and is underpinned by key school policies including those for Teaching and Learning, Personal Development, Equal Opportunities and Diversity, Gift and Talented, Provider Access and SEND.





Part of the Alban Academies Trust