



**Lever Park**

Part of Bolton Impact Trust

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

<b>Reviewed By</b>	<b>Daniel Prendergast/M Taylor</b>
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## Careers Education Information Advice and Guidance (CEIAG) Policy

### Aim

We aim to support pupils to acquire enough skills, knowledge and confidence to make realistic and informed decisions about their future, by raising aspirations and providing impartial and independent information and guidance.

Our careers programme helps to prepare young people for the opportunities, responsibilities and experiences they will encounter as they transition to their post-16 destination and beyond. It is vital that we prepare our pupils for the ever evolving world, as options for young people become more varied and complex. It is essential that we support our students to develop the knowledge and skills they need to make informed choices for their future. All members of staff at Lever Park will support the delivery of CEIAG provision both within and beyond the taught curriculum. This policy sets out how career activities are delivered at school and explains what stakeholders can expect from the careers programme.

The carers programme ensures that pupils:

- Develop the skills and attitudes necessary for success in adult and working life.
- Are aware of the range of opportunities which are realistically available to them in continued education and training.
  - Are equipped with the necessary decision-making skills to manage those same transitions.
    - Develop an awareness of the wide variety of education, training and careers opportunities both locally and nationally.
  - Benefit from links fostered between the school, local businesses and further education establishments
  - Experience the world of work and develop transferable skills
  - Experience a culture of high aspirations, equality of opportunity, in which diversity is celebrated and stereotypes are challenged
  - Receive extra assistance and guidance to reach their potential, where this is necessary

### Context

At Lever Park, we ensure that appropriate advice and guidance is available, including information and support regarding apprenticeships, employment or re-commencement of study with another provider. Lever Park School is a member of the Greater Manchester Combined Authority Careers Hub – Bridge GM. We are committed to providing all pupils in Years 7-11 with a careers programme which is embedded into the curriculum and includes a variety of enrichment activities. As a member of the Careers Hub we are actively working towards the recommendations of the eight Gatsby Benchmarks for ensuring best practice and to meet the requirements of the Department for Education's statutory guidance 2018.

The CEIAG programme at Lever Park School follows the principals of the Gatsby benchmark which sets out a framework of good practice:

1. A stable and embedded programme of careers education and guidance
2. Good quality information about future study options, jobs and the labour market
3. Opportunities for advice and support tailored to young people's needs
4. Subject teaching linked to careers
5. Several opportunities to learn from employers and employees
6. Experiences of workplaces

7. Opportunities to hear from representatives of FE, HE and apprenticeship providers
8. Personal guidance from a professionally qualified careers adviser, at the right time.

## **Objectives**

To achieve the aims outlined, Lever Park will:

- Provide a planned programme of activities to which all students from Years 7-11 are entitled,
- Help them to plan and manage their careers
- Provide information, advice and guidance (IAG) which is impartial, unbiased and is based on the students' needs
- Follow best practice guidance from the careers profession and other expert bodies
- Work in partnership with the outside providers to ensure all students access education, employment or training after KS4
- Aim to provide inspiration and aspiration as well as advice about Local Market information

## **Commitment to CEIAG**

Lever Park School is committed to providing a planned programme of careers education activities to all year groups, including the opportunity for all students to access impartial information and expert independent advice and careers guidance. Lever Park is also committed to maximise the benefits for all students by adopting a whole school approach involving parents, carers, external IAG providers, employers and other local agencies, the wider community and FE and HE establishments.

The school will successfully implement this policy by:

- Ensuring that students are aware of the full range of career opportunities available
- Learning from employers about valued workplace skills and have first-hand workplace experience.
- Offering an excellent programme of advice and guidance delivered by qualified advisers with support tailored to the individual
- Providing information needed to understand job and career opportunities available and how knowledge and skills can help towards particular career paths
- Publishing details of career programmes for young people
- Ensuring students have at least 1 meaningful encounter with employers per year

## **Statutory Requirements and Expectations**

From September 2012, the DFE (Department for Education) determined that schools have a statutory duty to secure independent and impartial careers guidance for their pupils and strongly recommend that a quality careers programme is provided to students in years 8 through to 13. CEIAG has strong links to the teaching and learning process at Lever Park and is relevant across all subject areas.

Section 42A of the Education Act 1997 requires governing bodies to ensure that all registered pupils at the school are provided with independent careers guidance from year 7 (12-13 year olds) to year 11 (15 - 16 year olds). The governing body must ensure that the independent careers guidance provided... ..is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option; ...includes

information on the range of education or training options, including apprenticeships and technical education routes; ...is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given.

### **Information, Advice and Guidance**

We will ensure that all students have access to independent and impartial career guidance and to ensure that students have access to information and advice about all pathways – not just HE. We are committed to career guidance delivered by a Level 6 or above qualified career development professional (Ashley McCarrick - careers adviser from Connexions) who upholds the professional standards of the Career Development Institute.

### **Management, Monitoring and Evaluation**

The Headteacher along with the Careers Leader has strategic responsibility for CEIAG and oversight. To ensure that the careers provision remains effective and fully meets the needs of all students a termly review of the CEIAG will be completed, taking account of destination outcome data and feedback from a range of stakeholders. The programme will be monitored via Compass +, tracking and observation.

Evaluation will take place via pupil and parent questionnaires. We will also evaluate the employer’s effectiveness that we use to ensure that our pupils are getting the best out of the offer. We pride ourselves in the Quality Assurance process that takes place at Lever Park. For example, the following monitoring and assessment visits/processes take place as well as the above to ensure we meet all of the required standards set by the DfE:

- Link Governor – Visit once a term to look at the careers programme
- Link advisor from Greater Manchester Combined Authority - Termly meeting to look at careers programme and to assess the compass report regularly
- Complete the Compass report – Completed termly
- Trust wide Careers Hub – Meet on a termly basis
- LA Careers Hub – Meet on a termly basis
- Careers links are also quality assured throughout the curriculum and throughout the enrichment programme when individual subjects are scrutinised.

### **Roles and Responsibilities**

All staff contribute to careers guidance through their roles as tutors and subject teachers. The careers provision is managed by the SLT lead for careers guidance and a careers team that have specific roles.

Mr Daniel Prendergast, KS4 and Careers Lead:	Responsible for the monitoring, evaluation and planning of the careers programme
Mr Richard King, Careers Link Governor:	Responsible for providing strategic support and challenge of Lever Park’s careers programme and governor level
Mr Matthew Taylor, Academy Lead:	Responsible for strategic support and evaluations of processes carried out by the careers lea

Mrs Melissa Smith, Assistant Head and Senior Leader of Curriculum:	Responsible for ensuring that careers is embedded throughout the school curriculum
Miss Andrea Whitehead, SENCO:	Responsible for ensuring that SEND pupils gain appropriate access to the careers programme. Ensuring post 16 destinations have all appropriate information
Miss Ashley McCarrick, Connexions Advisor:	Responsible for coordinating and providing independent 1:1 careers information and guidance

### Staff Development

All staff are expected to contribute to the career learning and development of students in their different roles. To meet the training needs that arise from this, we will ensure that all staff will have access to appropriate CPD which will be regularly reviewed and monitored with a continual awareness of local and national careers agendas. All staff and education partners are expected to have regard to the 2019 code of ethics of the Career Development Institute

### Funding and Resourcing

The Senior Leadership Team is responsible for the effective deployment of resources. Sources of external funding are actively sought, and shared provision is used where appropriate and efficient, particularly in conjunction with our local network of providers. The careers provision at the school includes a Careers Leader, financial funding for Connexions IAG provision, Careers Budget allocation and Workspace for Careers related matters.

### Stakeholders and Partners

**Parents/Carers-** At Lever Park, we recognise the important role that parents have in their child's career development. Parents are integral partners in the career development of their child and we aim to support them in developing the confidence and capability to support their child's planning and decision-making. We encourage and promote parental involvement through its CEIAG programme. Parent/carers are welcomed into the schools to discuss their son/daughter's progress anytime throughout the year. Our careers team collect students' career aspirations regularly to allow discussion around progress relating to next steps, career ideas and career planning, as well as academic progress.

Parents are entitled to have:

- Access to links to the National Careers Service information and other independent websites and resources via the school website.

- The opportunity to contact the independent careers advisor, careers lead and careers coordinator.
- Access to information and guidance through ongoing parent/carer school contact.

Parents and carers are kept up to date with career- related events and activities affecting their son/daughter via letters and texts home and the school website. Parents and carers are always welcome to contact the Careers Leader, Daniel Prendergast, Prendergastd@boltonimpacttrust.org.uk, 01204 332666 to seek advice and ask any questions they might have regarding careers pathways.

### **Careers Support Agencies**

The school has an annual agreement with Connexions and our designated careers guidance officer visits the school on a weekly basis to support our pupils in researching, developing informed decisions and applying for relevant post 16 destinations.

Ashley McCarrick, Connexions Career Service, BASE, Marsden Road, Bolton, BL1 2PF, M: 07766298039 T: 01204 334450

### **Employers, Community Partners and Learning Providers**

The CEIAG programme is greatly enhanced through links which help to ensure that pupils' learning is current and relevant. We work closely with local employers and employees including previous pupils, parents and other local groups. A number of events, integrated into the school careers programme, offer providers an opportunity to come into school to speak to pupils and/or their parents. This involvement enhances the provision of work experience placements, careers talks, careers carousel, workplace visits and mock interviews. In addition, we work closely with the local FE College. We always strive to expand and improve our contacts. Governors are regularly updated on the careers programme and there is an active link governor.

### **Equal Opportunities**

The school is keen to promote equal opportunities, challenge stereotypical thinking about the kind of careers available to them and address limiting beliefs. All students can access advice and guidance tailored to their needs with support to explore options that suit their preferences, skills and strengths. All members of staff work to facilitate early-identification of students requiring additional support, with no limit placed on how many times a student might see a careers adviser should additional support be necessary to avoid the student from becoming NEET ('September Guarantee'). Pupils who are deemed LAC can access additional support via the pupil premium.

### **Careers and SEND Provision**

Every pupil with SEND follows the same programme of careers as their peers, with adaption and support from the SENCO where appropriate. Pupils can self-refer and form tutors are also able to raise concerns. If current provision cannot fully address a pupil's additional need, advice will be sought from the National Careers Service. The SENCO meets with parents/carers to discuss option suitability where individual need is likely to have an impact on choices made during the option process. The SENCO and the Careers Leader supports

work experience placements, ensuring that providers are aware of individual needs, in order to promote a positive experience. Future career plans and post 16 destination discussions are discussed during EHCP annual reviews for Year 9 pupils and onwards with the support of the Connexions advisor.

### **Policy Statement for Provider Access**

A provider wishing to request access should contact Matthew Taylor (Academy Lead) or Daniel Prendergast (Careers Lead), via 01204 332666 or [contact@boltonimpacttrust.org.uk](mailto:contact@boltonimpacttrust.org.uk). Please see separate policy for further details.

