

Careers Education Information Advice and Guidance (CEIAG) Employability and Employer Engagement Policy Provider Access Policy

Rationale

At Madeley School, we are committed to providing a curriculum, which inspires excellence in all its forms and gives all pupils the opportunity to experience success. This curriculum, which is knowledge and experience rich, encourages depth of study and a life-long love of learning, celebrates British Values and prepares our pupils with a wealth of transferable skills. As a result, our pupils will be healthy, happy, well-rounded individuals who contribute positively as citizens in the global society of tomorrow.

Careers education, information, advice and guidance plays an important part in preparing students for the opportunities, responsibilities and experience of life. A programme of relevant activities supports them at key decision making points such as GCSE Options and in preparation for post 16 Education employment and training.

It will equip them with the skills to make informed decisions, to choose pathways that are right for them, be able to manage their careers and aspire to career wellbeing and happiness. In order to achieve their potential pupils must be able to recognise their own strengths, weaknesses and skills sets and identify how to develop and upskill in a world where the employment market is changing faster than ever before.

Aims

Madeley School's Careers Education, Information, Advice and Guidance (CEIAG) Programme has the following aims:

- To achieve the Gatsby Benchmarks to ensure a high standard of careers provision for all pupils
- To contribute to strategies for raising achievement through raising aspirations, motivation and Confidence
- To challenge stereotypes and promote the equality of opportunity
- To reduce the number of students not in employment, education or training in line with local authority guidance
- To reduce the number of students who drop out of courses or switch courses in education or training;
- To develop enterprise and employability skills;
- To contribute to economic prosperity of individuals and communities;
- To focus students on their future aspirations and goals through work with employers;
- To involve parents and careers throughout the delivery of CEIAG;
- To provide students with up to date Labour Market Intelligence (LMI) and key sector growth information.

Commitment

Madeley School is committed to providing our students with a robust programme of CEIAG for all students from Year 7 – 11 and recognises our statutory requirements.

We endeavour to follow the National Framework for CEIAG 11-19 in England (DfES, 2013) and other relevant guidance from DCSF, QCA and Ofsted as it is published.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/748474/181008_schools_statutory_guidance_final.pdf

We have chosen to adopt the CDI (Career Development Institute) Framework for our programme in school.

<https://www.thecdi.net/write/BP556-CDI-Framework-web.pdf>

We have bought in a package of support for 1 day per week from our external partners Changing Education who will provide us with a Qualified L6 Careers Leader (currently John Knight). The focus will be for him to provide our KS4 pupils with expert careers advice to prepare and support them with their transition to post 16 Education employment and training and to organise the Y10 work experience programme. <https://changingeducation.co.uk/>

As part of our service Level Agreement, Changing Education are fully compliant and have their own safeguarding policy that is in line with keeping Children safe in Education.

We buy annually into a subscription to START. <https://www.startprofile.com/> START helps schools and colleges to meet their statutory duties around careers guidance combining the most comprehensive source of information with a personalised student experience. Pupils will access START during specified CIAG lessons but can also access the platform at any time to access up to date employment, apprenticeship and training information.

As a school we are working towards offering a gold standard service to our students against the DFE statutory guidance, the Gatsby Benchmarks www.gatsby.org.uk/education/programmes/good-career-guidance)

The 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.

Madeley School is looking to embed enterprise, employability and quality careers guidance and inspiration into the school's culture and curriculum with a focus on developing structured and sustainable employer partnerships increasing student exposure to the real world of work as part of their preparation for modern life. We are looking to develop the employability of students with a focus on soft skill development, workplace behaviours and exposure to the world of work to enable a successful integration on leaving education into their first job.

Development

This Policy will be developed and reviewed annually in discussion with students, parents, Academy Councillors and advisory staff. We will also ensure any amendments to statutory guidance are reflected in our policy.

Policy Links

The Policy supports and is underpinned by other key school policies including those for Teaching and Learning, Recording and Reporting Achievement, Supporting Equality, Health and Safety and safeguarding. It also supports the School Improvement Plan, linking key priorities.

Staffing

The Principal and Academy Councillors have overall responsibility for CEIAG provision.

Mr Royall is the dedicated and named SLT link for CEIAG who supports implementation of CEIAG across the school. All staff contribute to CEIAG through their roles as tutors and subject teachers. CEIAG is delivered specifically through the school's Personal Development Programme which at KS3 is delivered by form tutors during weekly timetabled lessons and at KS4 on specified timely drop-down days.

Student Entitlement

Students are entitled to CEIAG that meets professional and ethical standards of practice, which is young person centred, impartial and confidential. The Careers programme is designed to meet the needs of students at Madeley School. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. The programme on offer will enable students to understand themselves, their interests, likes, dislikes and what they are good at and how this affects their choices and decision making.

The programme will also ensure students have a rounded careers experience ensuring their learning in school is relevant and linked to future prospects, connecting key areas of the curriculum to the world of work. The programme allows relevant exposure to employers and working life to develop employability and enterprise skills and also impact on decision making. Students will receive knowledge around LMI and sector growth utilising the Local Enterprise Partnership (LEP) identified priorities.

Students are encouraged to:

- Find out about different options open to them at key decision making points
- What qualifications are needed for their chosen vocation
- Develop skills they need for working life
- Develop a clear plan of action for their future
- Make effective applications for work, training and further and higher education
- Every student at KS4 will have the opportunity and will understand how to access a one- to-one appointments with the Careers Advisor through staff request, e-mail and face-to face

We will:

- Treat you equally and as an individual
- Give you the impartial and unbiased careers information, advice and guidance
- Ensure that you see employers in school through pre-organised events
- Give you any extra help that you might need

Curriculum

The career programme covers careers education activities, including assemblies, guest speakers and taster sessions, alongside individual career guidance interviews, group sessions, trips and drop down days. As a school we are working towards the embedding of Careers and work-related learning tasks into some subject areas.

The careers curriculum is based on the CDI Framework and is taught in careers modules in each year group as follows:

Careers Modules - Themes by Year group

Year 7 – Self Awareness

Year 8 – Linking subjects to job

Year 9 – Career Exploration

Year 10 – Employability Skills & Preparing for Work Experience

Year 11 – Post 16 options

Parents and Carers

Parental involvement is encouraged at all stages.

There is a parent section on the school website which has been developed to help parents to become more involved. The CEIAG Lead Mr Royall, is available to speak to parents via e-mail or phone and is also available at Parents Evenings and Open Evenings.

Mr Knight our Careers Advisor from Changing Education is also available to speak to parents via e-mail or phone as required and will be in attendance at Y9,10 & 11 Parents Evenings. Mr Knight is happy for parents to attend pupil meetings where appropriate. Meetings can be arranged through Miss Leese in the school office.

Employer Partnerships

Madeley school is working with the Careers and Enterprise Company to establish links with a range of employers. Madeley school is looking to develop a more systematic and structured approach to ensure the school-employer partnership is powerful and purposeful.

Currently the school is working with but not limited to:

- KMF (Applied Materials);

Monitoring Review and Evaluations

All details of student one to one interviews are recorded on SIMs and where appropriate will have individualised action plans. Destinations for students in year 11 are recorded and their progress with applications checked and updated.

Careers guidance is monitored and evaluated on a regular basis throughout the year with key staff and students and via appropriate evaluation of activities.

An Audit of CEIAG provision is carried out annually to ensure suitable progress is being made. A CEIAG annual review document is published yearly outlining specific and detailed information about CEIAG work being carried out.

CEIAG Manager Development

The Careers Leader, Mr Royall remains up to date with the fast changing landscape with regular meetings with the CEC through Beverley Ashley, through regular meetings with Changing Education staff and through liaison with our local colleges and training providers.

This information is fed back to relevant staff in school and delivery plans and adapted accordingly.

Feedback is taken from pupils and staff at the end of each module in the Personal Development programme. This information is used to update and drive planning for future use. All development points are linked into whole School Improvement Plans.

Policy developed and reviewed by Mr L Royall – September 2023

Provide Access Policy

Madeley School

Introduction

This policy Statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of providing them with information regarding the provider's education or training offer at each transition point. This complies with the school's legal obligation under section 42B of the education act 1997.

All pupils in years 8-11 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 opportunities available at each transition point;
- To hear from local providers and 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.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11).

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- answer questions from pupils.

Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the [Making it meaningful checklist](#).

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

Destinations of our pupils

Last year our year 11 pupils moved to range of providers in the local area after school: This included: Newcastle College (NCSG), Cheshire College South & West, Reaseheath College, Stoke on Trent Sixth form college.

Management of Provider Requests

Procedure – A provider wishing to request access should contact Lee Royall, Assistant Principal – CEIAG Coordinator
Telephone 01782 987800 lee.royall@madeley.set.org

Opportunities for access

A number of events on the school calendar, integrate into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and their parents:

Year Group	Autumn 2023	Spring 2024	Summer 2024
8	Year 8 parents evening PD (PSHEe Lessons) Wednesdays 9:05-10:05 Assemblies: Providers can use assemblies to present their offer to full cohorts or to those interested. Lunch time drop ins: Providers can hold drop in sessions by prior arrangement	National careers & Apprenticeship week PD (PSHEe Lessons) Wednesdays 9:05-10:05 Assemblies: Providers can use assemblies to present their offer to full cohorts or to those interested. Lunch time drop ins: Providers can hold drop in sessions by prior arrangement	PD (PSHEe Lessons) Wednesdays 9:05-10:05 Assemblies: Providers can use assemblies to present their offer to full cohorts or to those interested. Lunch time drop ins: Providers can hold drop in sessions by prior arrangement
9	PD (PSHEe Lessons) Wednesdays 9:10-10:10 Assemblies: Providers can use assemblies to present their offer to full cohorts or to those interested. Lunch time drop ins: Providers can hold drop	Year 9 Options and Parents Evening PD (PSHEe Lessons) Wednesdays 9:10-10:10 Assemblies: Providers can use assemblies to present their offer to full cohorts or to those interested.	PD (PSHEe Lessons) Wednesdays 9:10-10:10 Assemblies: Providers can use assemblies to present their offer to full cohorts or to those interested. Lunch time drop ins: Providers can hold drop in

	in sessions by prior arrangement	Lunch time drop ins: Providers can hold drop in sessions by prior arrangement	sessions by prior arrangement
10	PD (PSHEe Lessons) Assemblies: Providers can use assemblies to present their offer to full cohorts or to those interested. Lunch time drop ins: Providers can hold drop in sessions by prior arrangement	PD (PSHEe Lessons) Year 10 parents evening PD (PSHEe) drop down days Assemblies: Providers can use assemblies to present their offer to full cohorts or to those interested. Lunch time drop ins: Providers can hold drop in sessions by prior arrangement	Year 10 parents evening (TBC) PD (PSHEe Lessons) Wednesdays 9:05-10:05 Preparing for Work Experience Day (TBA) Assemblies: Providers can use assemblies to present their offer to full cohorts or to those interested. Lunch time drop ins: Providers can hold drop in sessions by prior arrangement
11	College and training provider Presentation day PD (PSHEe) Drop down day Assemblies: Providers can use assemblies to present their offer to full cohorts or to those interested. Lunch time drop ins: Providers can hold drop in sessions by prior arrangement	Year 11 parents evening PD (PSHEe) drop down days Assemblies: Providers can use assemblies to present their offer to full cohorts or to those interested. Lunch time drop ins: Providers can hold drop in sessions by prior arrangement	PD (PSHEe) drop down days Assemblies: Providers can use assemblies to present their offer to full cohorts or to those interested. Lunch time drop ins: Providers can hold drop in sessions by prior arrangement

Premises and facilities

The school will make the main hall or classrooms available for discussions between the provider and pupils, 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.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the main reception desk.

Complaints:

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

Approval and review

Approved [Awaiting Approval - *Sept 2023*] by Governors at Curriculum and Standards Committee

Next review: September 2023

Signed: Tom Barr Chair of Governors

Lee Nixon Principal

Policy Review:

Signed by: (Principal)

Signed by: (Chair of
Academy
Council)

Date:

Next Review Date: September 2024