



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

Adopted by Board	2020
Review Date	2021

CEIAG Policy

(Careers Education, Information, Advice and Guidance)

Introduction

At Bexhill Academy, we believe that careers education helps our young people to develop the knowledge, confidence and skills they need to make well-informed, carefully considered choices. This prepares them for their future, whether at Sixth Form College, Further Education, Higher Education, Training, or an Apprenticeship and in readiness for the World of Work. We develop and focus on transferable skills and 'what employers want'.

Statutory guidance from the Department for Education states that *the careers strategy sets out that every school and academy providing secondary education should use the Gatsby Charitable Foundation's Benchmarks to develop and improve their careers provision. The Gatsby Benchmarks are not a statutory framework but by adopting them, schools can be confident that they are fulfilling their legal duties: the existing duties to secure independent careers guidance and provide opportunities to a range of providers to inform pupils about technical education qualifications or apprenticeships and the new duty to publish information about the careers programme on the school website.* <http://www.bexhillacademy.org/about/careers-information-for-parents2fcarers>

The Eight Gatsby Benchmarks are:

- Benchmark 1 – A stable careers programme
- Benchmark 2 – Learning from career and labour market information
- Benchmark 3 – Addressing the needs of each pupil
- Benchmark 4 – Linking curriculum learning to careers
- Benchmark 5 – Encounters with employers and employees
- Benchmark 6 – Experiences of workplaces
- Benchmark 7 – Encounters with further and higher education
- Benchmark 8 – Personal guidance

Our Governor for Careers Representative and Careers Lead is Catherine Davies, Executive Principal. There is a vacancy for Assistant Principal 3 (see **management**). Our Careers Adviser is Tracey J Holden. All staff at Bexhill Academy have a responsibility for careers education for our students.

All our students have the opportunity for a 1:1 Careers Guidance Discussion with Tracey, our Careers Adviser. This compliments our careers education within the curriculum. Tracey believes that from Year 7 discussions need to be the foundation of understanding for future choices and careers preparation. By Year 9 our students are prepared and ready to make those important GCSE option choices and by Year 11 they have a clear vision of their post 16 pathways.

Careers education also draws on and contributes to the whole academy curricular development of students transferable and employability skills. The Academy promotes the key employability skills of:

- Verbal Communication
- Written Communication
- Financial Literacy
- Punctuality & Reliability
- Decision Making

- Leadership
- Resilience
- Team Work
- Positive Attitude
- Emotional Intelligence
- Creative Thinking
- Problem Solving
- Numeracy
- IT

Labour Market Information (LMI) *(Obtained from the Office for National Statistics and Gov.UK - August 2020)*

LMI for the South East shows that the growth industries are Health & Social Care, Construction, Manufacturing, IT, Digital and Creative, and Professional, scientific and technical. The most popular jobs are in Wholesale & Retail, Health & Social Care, Education, Administration and Accommodation & Food. Big names in our area include Hastings Direct, NGS, P&O Ferries, Brakes, Samsung, Premier Foods, Saga and BAE Systems.

Apprenticeship opportunities in the South East range from Dental Nurse, Business and Administration, Chef, Teaching Assistant, Hair & Beauty, Accountancy, Digital Marketing and Website Administrator, with approximately 1400 live vacancies.

Staffing

All staff are integral to careers information, advice and guidance through their roles as subject teachers. Staff deliver career focused sessions wherever possible in line with their area of specialism and experience.

Tracey, our Careers Adviser is a qualified career professional and holds the OCR Level 6 Diploma in Career Guidance and Development (QCF). She is a member of the Career Development Institute (CDI) and on the register of careers professionals. This ensures compliance with the CDI code of ethics and maintains annual CPD requirements. Tracey is also a HE Champion with Uni-Connect.

In Year 11 all students are offered a 1:1 Guidance Interview if one has not already taken place, or as an opportunity to update their Action Plan, either with Tracey or My Future Starts Here.

Delivery

The careers programme includes careers education sessions through PSHE, career guidance activities, individual interviews, information and research activities and visits.

In Year 9, 180 students participate in the Futuready programme, facilitated by Hastings Direct.

Work related learning includes our annual Careers Fair, Open Door visits as well as the opportunity for a five-day work experience placement in Year 10. We have plans to involve the community and have Employability Agents in Year 7 – 9. Employers will be encouraged to mentor students, from all attainment levels, to further develop transferable and employability skills, making our young people the best they can be and their first choice.

Students are asked to complete surveys and questionnaires on their career interests so we are able to target support and organise specific events, such as university and apprenticeship talks, as well as monitor how student career interests change and evolve over time.

The Academy holds a Careers Fair in the autumn each year to which local employers and further education providers are invited. The focus audience is students from Year 11 but we plan to open this to all year groups in the future.

Year 7 students have the opportunity to visit local colleges and universities in Term 6 and further visits for Year 8 – 10 take place in Terms 4 and 5.

The Careers and Enterprise Company (CEC) <https://www.careersandenterprise.co.uk/> support Bexhill Academy with the delivery of the careers programme and the Gatsby Benchmarks. Tracey, our Careers Adviser, meets termly with the CEC Co-Ordinator and CEC Adviser appointed to the school from Focus SB <https://www.focus-sb.co.uk/>.

Past students are encouraged to join our Alumni and Future First <https://futurefirst.org.uk> offer support with employability workshops, world of work talks and attendance at parent's evenings – linked working is being developed for more involvement from this service.

There is a clear programme of transition support starting in Year 10 to help students make a positive transition to post 16 options. Mr Ben Eldridge is our Year 11 Learning Lead and in charge of Post 16 transition.

Management

The main careers team and employment panel comprises of members of the SLT who will meet once a term. The Careers Lead, Catherine Davies (CDA), currently oversees the Careers Adviser until the Vacancy for Assistant Principal 3 is fulfilled – their responsibilities will include:

- Equal Access to education
- Transformation
- Strategic working group line
- Learning & Impact – harder to reach
- Mentoring
- Careers and transition post 16
- Pupil Premium Groups

Employment Panel and Careers Adviser responsibilities include:

- Employability (Mrs E Gordon/EGO)
- Attendance/Punctuality – in readiness for employment (Mrs T Hillman/THI)
- The Impact of careers in the curriculum and aspiration (Mrs Wendy Minns/WMI)
- All students are work ready (Mr Lee Starkey/LST)
- STEM and Apprenticeships (Mr Farouk Tumi/FTU)
- Inclusion and employability pathways (Mrs Lucy Culshaw/LCU)
- Behaviour for Life (Mr Chris Steward/CST)
- Written and verbal communication (Miss Holly Skidmore/HSK)
- Destination Data (Mr Ben Eldridge/BEL)

Careers Adviser (Miss Tracey J Holden)

- responsible for the delivery of Information Advice and Guidance
- responsible for the organisation and administration of work experience at Key Stage 4;
- work closely with the link Governor for Careers (currently CDA)
- liaises with students, tutors, parents and governors;
- Identifies and promotes links with local and national employers and their organisations;
- assists in the provision of extended work experience plans for appropriate individuals, in conjunction with others e.g. Leadership Team, Learning Leads, Form Tutors, parents/carers etc;
- evaluates events and the contributions of outside agencies to ensure the Career Education aims are met;
- organises visits to local colleges, universities work-based education and training providers;
- works with the relevant Learning Lead to identify appropriate opportunities for supplementary local college and work-based education;
- sources and maintains an effective collection of published material, including training provider prospectuses, updates the academy careers website page and computer based resources, to assist students in making informed career choices;
- organises world of work talks by outside speakers and attendance at selected, appropriate, special events.

Careers information, advice and guidance is very much a whole school activity – every member of staff, when approached, should respond with appropriate information and support, referring students to the careers advisor for advice and guidance where appropriate. Careers Champions are encouraged so each department has a representative that is the link between the Careers Adviser and the curriculum area. They provide feedback on the great work they are doing around careers.

Links to other policies

The policy for CEIAG supports and is itself underpinned by a range of key academy policies, including;

- Curriculum
- Teaching and Learning
- Safeguarding
- SEND
- Equal Opportunities

Evaluation

Careers provision is evaluated by;

- the analysis of the destinations of students after they have left the academy and, where available, information about their progress in further or higher education, training and employment (BEL)
- through surveys of students, parents/carers and staff in the academy;
- feedback from students who have used the services of My Future Starts Here and our school based Careers Adviser via peer mentor sessions and Survey Monkey
- Feedback from employers;
- Reporting to SLT and the governors annually.