



*Creative
Education
Trust*

CAREERS EDUCATION, INFORMATION AND GUIDANCE POLICY

Introduction

Creative Education Trust schools aim to equip all their students with the skills, knowledge, confidence and understanding to support their lifelong learning and chosen career pathway. We are committed to providing independent careers guidance and a structured programme as the legal entitlement of all students from years 7-13, so that they can make impartial and informed choices regarding higher education, vocational training, apprenticeships or employment. This commitment has three elements:

- A planned programme of activities designed to help students plan and manage their careers
- Information and guidance which is impartial, unbiased and based on students' needs
- Compliance with national frameworks for good practice in CEIAG, in particular, the Gatsby Benchmarks introduced by the Department for Education in 2013.

The CEIAG policy supports and is underpinned by each school's policies for Teaching and Learning, Assessment, SEND, SMSC and Behaviour for Learning, and by the Improvement Plan.

Statutory requirements and expectations

Creative Education Trust schools are committed to fulfilling their statutory duties in relation to CEIAG; and are expected, in addition, to make use of resources, training and extra-curricular opportunities organised centrally for all member schools.

Entitlements

Every Creative Education Trust student is entitled to high-quality career education and guidance as part of their formal education. These entitlements are informed and guided by the eight Gatsby Benchmarks which the DfE recommends that each school meet and corresponds in outline to this list.

- A careers programme tailored to their year group, which raises aspirations and challenges stereotypes
- Access to a qualified, impartial careers advisor for personal guidance
- Information and guidance on higher education, vocational training, apprenticeships, and employment opportunities, early enough to inform GCSE options
- High-quality opportunities that develop students' employability and enterprise skills
- Information about the world of work and the labour market
- Opportunities to learn about jobs within their local area, and how they can make a difference in their local communities.
- A curriculum that embeds information on careers and employability throughout.



- Interactions with a broad range of employers, employed people, higher education institutions, and apprenticeship providers, in the form of talks, events, assemblies and classroom activities
- Access to an alumni network after leaving school for further professional development and to contribute to careers education in their school.

Appendix A gives detail on the entitlement for all year groups at Caister Academy.

Roles and Responsibilities

A CEIAG system leader, appointed by the executive from within the Trust's network, provides the technical expertise necessary to plan structures, training or resources necessary to the schools' successful performance with respect to CEIAG.

Caister Academy's senior leadership team is responsible for ensuring that careers have an uncompromised profile in the curriculum, and that the school's Careers Leader or Adviser, who is an appropriately trained career development professional, is enabled and resourced to meet the statutory requirements for CEIAG.

Caister Academy's Careers Leader is responsible for the school's strategy for implementing the list of entitlements above, the delivery of them to every child, and the evaluation of each element according to criteria agreed with the responsible SLT member in accordance with higher level targets set for the school.

Caister Academy also employs a Career Advisor, trained to level 6, who provides personal guidance to students in areas such as labour market information, career pathways, progression routes, developing goals and making decisions.

Caister Academy's Academic Improvement Board's or Academy Council's link member for Careers is responsible for supporting careers as a strategic priority in the school's Improvement Plan, and for assisting schools to access local business networks and employers.

Creative Education Trust's central Programmes team compliments schools' statutory provision by organising cross-Trust events, competitions and other activities that expose pupils further to the world of work. Programmes also work with teaching staff to ensure that the six Key Concepts of Knowledge Connected are embedded into the curriculum as skills transferable to work and employment.

Funding and resourcing

Funding for CEIAG, sufficient to deliver the list of entitlements above, is allocated in every Creative Education School's budget.

Creative Education Trust Schools are encouraged to explore additional sources of external funding or services in kind from local businesses and employers.

Where potential economies of scale are realised in procuring external provision on behalf of several schools, the CEIAG system leader for the Trust will negotiate



contracts and quality assess the performance of external providers using evaluation data supplied by each school's Careers Leader or Adviser.

Schools are expected to allocate a reasonable portion of their enrichment budget towards participation in the cross-Trust events, competitions and other activities organised by the central Programmes team. These activities are subsidised by a central budget for Programmes, and by successful applications to Trusts, Foundations and other funders made by Programmes colleagues.

Monitoring, reviewing, evaluating and reporting

Each Creative Education Trust school's success in delivering the CEIAG entitlements above is reported annually to the Trust's Education Standard's Committee.

Each Creative Education Trust school will regularly review their careers provision using the Compass Tool.

Creative Education Trust's Director of Programmes is responsible for monitoring each school's delivery of the entitlements above and providing structures, training or resources necessary to successful performance.

Principals report to the Director of Programmes on the school's delivery of the CEIAG entitlements above. CEIAG performance criteria for the individual school is agreed between the CEIAG leader and the responsible SLT member.

Support agencies and providers

On behalf of its member schools, Creative Education Trust has annual agreements with Future First to manage the electronic platform for the alumni network and deliver careers events in schools; and with Unifrog to ease students' access to Higher Education.

Provider Access Statement

Caister Academy manages the access of providers of CEIAG and related employability programmes to students for the purpose of giving students information about the providers' education or training offers.

To deliver the list of entitlements above to every student, careers events for each year group are integrated into the calendar. These events are opportunities for providers to come into school to speak to pupils and/or their parents, or to do so remotely on electronic platforms.

Appendix B is a list of careers events for which access is given to providers for each group at Caister Academy.

Caister Academy will make spaces available for discussions between the provider and students as appropriate to the activity, along with projection equipment to support presentations which has been requested and agreed in advance.



Providers visiting the school should expect to be supervised by a member of school staff, in line with Creative Education Trust's Child Protection and Safeguarding policies.

Providers are permitted to leave prospectuses and literature related to their training at the school.

Providers wishing to request access to Caister Academy should contact:

Mr Robert Arger

Careers Leader – CET Norfolk Secondaries

Email: robert.arger2@caisteracademy.org.uk

Tel: 01493 720542 or 07949 262801



Appendix A: CEIAG activities year 7-11

Year 7	<p>PSHE Topic – Financial Management</p> <p>Ethics Topic – Careers: Transitions, Stereotypes and Personal Qualities</p> <p>UEA Future Stars</p>
Year 8	<p>PSHE Topic – Career Skills</p> <p>Ethics Topic – Careers: Investigating Work</p>
Year 9	<p>Ethics Topic – Careers: Teamwork & Making Decisions</p> <p>UEA Subject Discovery</p>
Year 10	<p>World of Work Form Programme</p> <p>Norfolk Skills and Careers Festival Visit</p> <p>PSHE Topic – Careers including CV Writing</p> <p>Work Experience 27th June – 1st July</p> <p>UEA Wonderfest</p>
Year 11	<p>One-to-one Guidance</p> <p>Application Support & Destination Tracking</p> <p>East Norfolk Sixth Form College Visit</p> <p>East Coast College Visit (TBC)</p>

Appendix B: CEIAG external agencies and providers programme of events 7-11

Year 7-8	Parents Evening
Year 9	Options Evening, Assemblies and Workshops
Year 10	<p>Work Experience Assemblies and Workshops.</p> <p>Post 16 Pathways – Talks, Workshops and Assemblies.</p>
Year 11	Post 16 Options Evening, Mock Results Evening, Talks, Workshops and Assemblies.