

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

**Date of issue:** 01/12/2021

## 1. Introduction

- 1.1 The Two Counties Trust works in collaboration with different schools in the Nottinghamshire and Derbyshire area to provide a comprehensive Careers Service to years 7-13.

## 2. Aim

- 2.1 Our aim is to provide an outstanding service to help prepare students in the local community for the next transition into Higher Education, Apprenticeship, Further Education or Employment.

## 3. Vision

- 3.1 The vision at The Two Counties Trust is to provide students with opportunities and experiences that increase the life choices of students and provide students with transferable skills and a good understanding of employability. We aim to ensure all students are prepared for the world of work and have a good understanding of how they are able to achieve future career goals.
- 3.2 We work with local companies and providers to ensure that all students will have at least 1 interaction with an employer for every year they are in education, they will receive at least 1 Careers Guidance appointment by the age of 16 and at least 2 by the age of 18.

## 4. Careers Leaders

- 4.1 Each school has one named Careers Leader and one named Careers Adviser who are contactable to discuss the provision we have in place. Contact details are found at Appendix 1.
- 4.2 The Careers Leader will engage with the school's designated teacher for looked after and previously looked after children to identify students who need targeted support or who are at risk of not participating post-16. (Education and Skills Act 2008)
- 4.3 The careers lead will pay particular attention to young people who are NEET (Not in Education, Employment or Training), working with local partners to develop provision and referring those who are eligible for support.

## 5. Our Commitment

- 5.1 The Two Counties Trust is committed to providing a planned programme of careers education for all students in years 7-13 and information, advice, and guidance (IAG) including students who are supported through an EHCP.
- 5.2 In a highly competitive employment market the choices students make are taking on new levels of complexity. This requires a planned programme of careers education, information, advice, and guidance (CEIAG) that allows students to develop the skills for employability, which develops their knowledge, skills and understanding to make well-informed and realistic decisions about their future in learning and work and which encourages young people to aspire and to make successful transitions and achieve positive progression
- 5.3 The Two Counties Trust Careers Team endeavours to follow the Careers Education framework 7-19 (DCSF 2010) and other relevant guidance from the DCSF, DfE and The Gatsby Benchmark requirements. This policy has been reviewed in line with the published DfE guidance document (DfE, July 2021).
- 5.4 The Two Counties Trust accepts that there is an increasing need for schools and colleges to work in partnership with employers, careers advisers, local authorities and other education and training providers to support students to prepare for the workplace and to make informed choices about the next step in their education or training due to the government's reforms to technical education and skills and the impact of COVID-19 on the labour market.
- 5.5 The Two Counties Trust is committed to ensuring all schools act impartially, in line with their statutory duty or contractual requirement, and not show bias towards any route, be that academic or technical. All schools will promote a full range of technical options.
- 5.6 Student destinations will be monitored and appropriate for all students and we are committed to ensuring students move onto the next level at the correct stage.



5.7 All destinations data will be logged using compass+ by September 2022.

## 6. Entitlement

- 6.1 Students are entitled to careers education and IAG that meets professional standards of practice and is personalised and impartial.
- 6.2 Every student has an entitlement which sets out exactly what they receive in years 7-13 with regard to CEIAG.
- 6.3 This entitlement is publicised and shared with students and parents through the assemblies, consultation evenings and on the school website. It will be integrated into students' experience of the whole curriculum and based on a partnership with students and their parents or carers.
- 6.4 The Two Counties Trust will ensure that all students are aware of the benefits of apprenticeships, T Levels and other approved technical education qualifications and can consider them, alongside 8 academic options, when making decisions about their next steps. Schools will not promote Higher Education (HE) as a better or more favourable route than Further Education (FE) and apprenticeships.

## 7. Raising Aspirations within the schools

- 7.1 The Careers team aims to raise aspirations of all students and sees CEIAG as playing a central role in this through:
- Dedicated curriculum time/PSHE/tutor time one-one-one guidance interviews
  - Careers awareness raising events/trips/workshops and employability days
  - Progress and Guidance activities work experience
  - Mock interviews and assemblies
  - Career library tours
- 7.2 The Two Counties Trust will access the range of support made available by the department, particularly through The Careers & Enterprise Company and the National Careers Service, to help schools to achieve the Gatsby Benchmarks.

## 8. Development

- 8.1 The Two Counties Trust is committed to supporting all schools within the Trust to achieve the Quality in Careers Award Level 7.
- 8.2 The Two Counties Trust is committed to working towards a matrix accreditation, the local quality award for careers education and IAG in recognition of its high quality CEIAG provision. This will review and quality assure our programme to ensure that we are providing the best service and guidance to students.
- 8.3 This policy is reviewed annually through discussions with, the Trust's impartial Careers Adviser, students, parents, governors, advisory staff and other external partners where appropriate.

## 9. Curriculum Delivery

- 9.1 Each school has a designated link on their own website which will identify the calendar of events for all year groups.
- 9.2 Each individual school website will also have the contact details for each Careers Leader.
- 9.3 Under the Careers tab on the websites you will find access to different websites for each year group to help them with next steps. Students, parents, staff and employers will be able to also view the Providers Access Policy on each school website which will allow you to access the Careers programme linked to the Gatsby Benchmarks.

## 10. Monitoring Review & Evaluation

- 10.1 Provision and delivery is evaluated with staff and students from appropriate year groups. The results of evaluation are used to inform, review, and develop CEIAG. A programme of ongoing monitoring is used as part of faculty monitoring. The results of evaluation are communicated to the team through discussion at Faculty meetings.



- 10.2 The overall CEIAG programme is evaluated annually by the Careers, IAG and Employment Pathways Coordinator using the evaluations and monitoring feedback throughout the year from the various activities and events held.
- 10.3 At the end of each topic/module/activity/event the lead members of staff, the PDE Coordinator or the Careers, IAG and Employment Pathways Coordinator reviews the activity. Evaluation methods include questionnaires, feedback forms and informal discussion. The results of evaluation are communicated to relevant staff by formal meeting and e-mail.
- 10.4 Joint activities and events held through the Trust are monitored and reviewed at the Two Counties Trust review meetings.

## 11. Student Involvement

- 11.1 Students are involved in the planning, delivery and evaluation of the programme at different schools. At the end of each scheme of work for PDE, students complete an evaluation to help inform future planning. Student evaluations are undertaken after specific careers events such as the Year 10 Enterprise week and Work experience.
- 11.2 Students have access to software packages to allow them to track their careers experiences such as through Unifrog.

## 12. Staff Development and Training

- 12.1 The training and support needs of staff involved in co-ordinating, delivering and supporting careers education and IAG are identified and met through a continuing professional development programme, as well as being identified via the monitoring, review, and evaluation of the programme.
- 12.2 The Careers Team attend regular appraisal reviews and set targets to ensure CPD is being completed to meet identified training needs normally within a school year and links this to the Performance Management process.
- 12.3 The careers team are supported through the regional careers and enterprise hub to access training and ensure they are up to date with developments.

## 13. Recording

- 13.1 Career learning is recorded based on curriculum delivery outcomes in accordance with the National Framework.
- 13.2 All interviews are held on a private record which has been agreed with all students. Only the Careers Team have access to this information, unless there is a breach of safety for an individual and only then will information discussed be passed on to the safeguarding teams.
- 13.3 All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.

## 14. Governance

- 14.1 Every school will have a member of the governing body who acts as a Link Governor and who takes a strategic interest in careers education and guidance and encourages employer engagement.
- 14.2 The governing body will monitor the policy framework for their school to ensure that The Two Counties Trust has a clear policy on CEIAG and that this is clearly communicated to all stakeholders. The policy will be based on the eight Gatsby benchmarks and meeting legal requirements.
- 14.3 The governing body for each school will ensure that local arrangements are in place to allow a range of educational and training provision for years 7 to 13
- 14.4 The governing body will make sure that independent careers guidance is provided to all 11- to- 18-year-olds and students aged up to 25 with an education, health and care plan, and that it 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;



## 15. General Data Protection Regulation

15.1 All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.

### Appendix 1

Role	Contact Name	Contact Details
Careers Lead	<a href="#">Martin Cooper</a>	<a href="mailto:Martin.Cooper@manor.ttct.co.uk">Martin.Cooper@manor.ttct.co.uk</a>
Careers Adviser	<a href="#">Andrew Evans</a>	<a href="mailto:andrew.evans@manor.ttct.co.uk">andrew.evans@manor.ttct.co.uk</a>

