



# Allerton Grange School

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

Designated Lead: Jordan Macrow, Assistant Headteacher  
Louise Mills, Careers Leader

Reviewed October 2023

Review cycle: 1 year

Next review: October 2024

## **Careers Education Information, Advice and Guidance**

### **Introduction**

It is our vision at AGS that all students acquire and develop the skills needed in an ever changing global society to manage their future, sustain employability and achieve personal and economic wellbeing throughout their lives.

### **Commitment**

AGS is committed to fulfilling its statutory duty outlined in section 42A and 45A of the Education Act 1997. The delivery of our Careers Education, Information and Guidance is informed by the Department for Education's statutory guidance, 'Careers guidance and access for education and training providers, March 2015', updated in January 2023.

AGS will 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.
- Promotes the best interests of the pupil to whom it is given.

AGS strives to meet the eight Gatsby Benchmarks that are recognised to be the core dimensions of good careers and enterprise provision in schools:

- To provide a stable careers programme in each of its academies
- To support learning from career and labour market information
- To address the needs of each pupil
- To link curriculum learning to careers where possible
- To provide encounters with employers and employees
- To provide opportunities for and guidance on workplace experiences
- To provide encounters with further and higher education
- To offer personalised, impartial guidance

### **Delivery**

CEIAG is delivered via curriculum-based learning, through the Planning for Progress programme at Key Stage Three and the AGS Futures programme at Key Stage Four, as well as through a range of additional opportunities offered to each year group. A detailed plan of the provision for all year groups can be found here ([link to provision plan](#)), some examples of the opportunities offered to our students are;

- Independent and impartial careers guidance from a Level 6 qualified Careers Guidance Practitioner.
- Employer engagement opportunities
- Workplace visits
- Subject specific careers challenges
- Higher education experiences
- Employability skills development
- Work experience
- Access to online resources
- Engagement with organisations designed to open opportunities to pupils (The Ahead Partnership, Department of Work and Pensions, Amazing Apprenticeships, STEM Ambassadors, Speakers4Schools, Into University and Inspiring the Future)

The CEIAG programme is designed to ensure progression through activities that are appropriate to student's stages of work related learning, career planning and development.

AGS endeavours to follow best practice guidance from expert bodies such as Ofsted and the Department for Education and from other careers professionals such as: Employers and Training Providers, local FE and HE Educational institutions, the National Careers Service, Leeds City Council's Careers IAG Network and LEP.

## **Purpose**

The AGS careers programme is designed to:

- Encourage students to be ambitious, broaden their horizons and explore their own career aspirations throughout their life at school.
- Support inclusion, challenge stereotypes and promoting equality of opportunity.
- Ensure students feel knowledgeable and informed about how to take their next step in their learning or career.
- Help students to understand the changing world of work and current labour market information.
- Facilitate meaningful encounters with employers and higher education provider for all students.
- Support positive transition, post-16 and post-18.
- Enable students to develop the research skills and knowledge of tools to find out about opportunities available to them.
- Ensure students know where to access help and information on online platforms when searching for careers or educational opportunities.
- Help students to develop their employability skills to aid successful transition into the world of work. In particular they should be clear as to what "transferable skills" are, how these can be evidenced and how they relate to the workplace.

- Encourage participation in continued learning including further/higher education and apprenticeships.
- Contribute to strategies for raising attainment, particularly by increasing motivation.
- Help student recognise their own strengths and weaknesses and how this may relate to different careers areas.

## **Entitlement**

In the delivery of CEIAG, students at AGS are entitled to expect:

- To be treated and respected as individuals.
- To be provided with the opportunity to learn the skills and gain the knowledge needed to earn a living, once they enter employment.
- To be offered support in choosing a career path.
- To be offered confidential advice and support (within the CEIAG context).
- To have access to professional and expert advice and guidance.
- To have access to information about all options, training and employment post 16 and post 18.

Those who deliver CEIAG are entitled to expect:

- That students will actively participate in the CEIAG process.
- That students will be realistic when making decisions/choices for their future.
- That students will work hard to achieve their full potential.
- That students will carry out agreed actions.

Parents/carers are also entitled to expect:

- That they will be kept informed of careers activities going on in school and be invited to attend events where appropriate.
- That specialist help will be provided for those students with special needs, or those identified as potentially NEET (not engaged in Education, Employment or Training).
- That students with an EHCP will be seen from YR9 upwards for individual guidance and that, where appropriate, the Careers Guidance Practitioner will attend all their EHCP reviews (in addition these students will be tracked up to their 25<sup>th</sup> birthday for support).
- All leavers will be tracked until their 19<sup>th</sup> birthday to make sure that they are not NEET or tracked until their 25<sup>th</sup> birthday if they have an EHCP.
- AGS CEIAG will be underpinned by equality and diversity and be delivered with due regard to Equal Opportunities.

## **Careers Education Advice & Guidance Implementation**

- CEIAG is overseen by: SLT (Jordan Macrow) and the CEIAG link Governor (Steph Nyirenda)
- CEIAG is led and co-ordinated by Louise Mills.

- CEIAG is taught in part through the PSHE (Monisha Mahoney).
- CEIAG is delivered in part by employers and other educational providers
- CEIAG is supported by Key stage Leaders, Curriculum Leaders, Year Teams and Curriculum Leaders.

### **Careers Engagement and Resources**

There is an annual allocation of money for careers resources and staff CPD. The Careers Leader is responsible for the effective deployment of these funds. In house training is ongoing for relevant members of staff and designated bespoke training is delivered for specific issues related to the careers curriculum to ensure that we provide the students with up to date information.

### **Staffing and Staff Development**

The Careers Leader regularly liaises with the LEP, educational providers, a wide range of employers, Department of Work and Pensions and networks within the CEIAG community to ensure AGS has the relevant links and knowledge to make the careers programme current and effective.

Furthermore, the Careers Leader liaises with SLT, middle leaders, pastoral teams and governors (by invitation) on a regular basis to update staff on current trends.

### **Assessment and Review**

The Careers Leader is responsible for the annual review of the careers policy and programme. The next review date is October 2024.

The evaluation of our careers programme is ongoing and is evaluated by feedback from staff, students, parent, employers and educational providers.

Destination data of our students is also used as an indication of the success of the careers programme.

### **Careers Leader**

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