



Orsett Heath Academy
Careers Education, Information, Advice
and Guidance (CEIAG)
March 2020

Key Contact Personnel

Nominated Member of Leadership Staff Responsible: Miss S Rawson

Date written: March 2020

Date of next review: March 2021

This policy will be reviewed at least annually, and following any concerns and / or updates to national / local guidance or procedures

1) Introduction and Context

This policy covers careers education, information, advice and guidance given to students in Key Stages 3 and 4.

Orsett Heath believes that good CEIAG connects learning to the future. It motivates young people by given them a clearer idea of the routes to jobs and careers that they will find engaging and rewarding. Good CEIAG widens pupils' horizons, challenges stereotypes and raises aspirations. It provides pupils with the knowledge and skills necessary to make successful transitions to the next stage of their life. This supports social mobility by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.

2) Objectives

To ensure that pupils:

- To ensure that all students at the school receive a stable careers programme
- To enable all students to learn from information provided by the career and labour market
- The CEIAG programme should be individual and address the needs of each student
- To link the curriculum learning to careers learning
- To provide students with a series of encounters with employers and employees
- To ensure that students have a series of encounters with further and higher education
- To provide each student with the opportunity to receive personal guidance

3) Links with other policies

This policy links with several school policies, practices and action plans including:

- Safeguarding Policy
- SEN&D Policy
- SMSC and British Values Policy
- PSHE and RSE Policy
- Visiting Speaker Policy

4) Legislation

The Department for Education's Careers Strategy was published in December 2017. It set out a series of measures to improve careers guidance in England, including new benchmarks for careers education and instigating the requirement to have a named Careers Leader in every school. Our Careers Leader, Miss Rawson is committed to providing a reviewed and evaluated programme of careers education throughout your time at Orsett Heath which meets the eight Gatsby Benchmarks for careers guidance:

1. A stable careers programme
2. Learning from the career and labour market information
3. Addressing the needs of each pupil
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

We adhere to the DfE's 'Careers guidance and access for education and training providers' (October 2018)

5) Roles and Responsibilities

The school has a series of statutory duties:

- All registered pupils at the school must receive independent careers advice in Years 7 to 11
- This careers advice must be represented in an impartial manner, showing no bias towards a particular institution, education or work options
- This advice must cover a range of education or training options
- This guidance must be in the best interests of the pupil
- There must be an opportunity for education and training providers to access pupils in Year 7 to 11 in order to inform them about approved technical qualifications of apprenticeships
- The school must have a clear policy setting out the manner in which providers will be given access to pupils
- The school will base its careers provision around the Gatsby Benchmarks
- Continuously monitor its CEIAG offer and seek further improvement.

Governor responsibilities:

- Ensure that the School has a clear policy on Careers Education, Information and Guidance (CEIAG) and that it is clearly communicated to all stakeholders
- Ensure that the policy is based on the eight Gatsby Benchmarks
- Ensure that the policy is meeting the school's legal requirements
- Ensure that arrangements are in place to allow a range of educational and training providers to access pupils in Years 7 to 11

Pupils are expected to:

- Fully engage with careers lessons and activities.
- Utilise the available careers resources
- Record careers-related skills, participation and research, reflect upon what has been learnt.
- Identify and set goals for the future.
- Actively participate in workshops, presentations and visits from external employers or providers.
- Attend informative events such as Options Evening
- Take advantage of opportunities offered outside school, such as school trips and projects.

Parents are entitled to have:

- Access to links to the National Careers Service information and other independent websites and resources via the school website.
- The opportunity to contact the independent careers advisor, careers lead and careers coordinator.
- Access to information and guidance through parent information evenings including choosing options

6) Organisation

The current careers programme is delivered through a combination of methods, including explicit lessons provided within the taught PSHE programme in Years 7-11:

- Careers lessons (Run within the school's PSHE programme)
- Tutor Time careers and review sessions
- Assemblies
- Trips and Visits
- External Visitors and Speakers
- Focus day events for key transition years - Y9 (into GCSE) and Y11 (into KS5)
- Careers Interviews during KS4 including 1:1 support
- Subject areas embedding careers into their subject areas
- Visual Displays around School

Breakdown by Half-Term:

Year	Where will it be covered?	What topics will be covered?	Gatsby Benchmark
Year 7			
Autumn 1	Assembly / Tutor Time / Visual Displays	CEIAG Overview and self-evaluation	1
	External Speakers or Visitor	Encounter with employer or employee	5
Autumn 2	PSHE Curriculum Time	Developing skills and aspirations (careers, teamwork and enterprise skills, and raising aspirations)	1
	Tutor Time	Academic Review with aim to raise aspirations	3
Spring 1	Assembly / Tutor Time / Visual Displays	National Apprenticeship Week	2
	External Speakers or Visitors	Encounter with employer or employee	5
Spring 2	Assembly / Tutor Time / Visual Displays	National Careers Week	2
	Tutor Time	Academic Review with aim to raise aspirations	3

Summer 1	Trips / Visit	Experience of a workplace	6
	Trip / Visit / External Speaker	Encounter with higher or further education	7
Summer 2	PSHE Curriculum Time	Financial decision making (saving, borrowing, budgeting and making financial choices)	1
	Tutor Time	Academic Review with aim to raise aspirations	3

Breakdown by Benchmark:

Benchmark	1	2	3	4	5	6	7	8
Description	A stable careers programme	Learning from career and labour mark information	Addressing the needs of each pupil	Linking curriculum learning to careers	Encounters with employers and employees	Experience of work place	Encounters with further and higher education	Personal guidance
Year 7	<ul style="list-style-type: none"> PSHE lessons twice a fortnight with two half-terms dedicated to 'Living in the Wider World' including CAIEG 	<ul style="list-style-type: none"> Access to Online Careers Assessment provider – Fast Tomato Visual displays around school including updated LMI Board National Apprenticeship week & National Careers Week discussed in assembly and tutor time at given time 	<ul style="list-style-type: none"> Access to Online Careers Assessment Provider – Fast Tomato Tutor Time Academic Reviews once a term discussing progress and aspirations 	<ul style="list-style-type: none"> Access to Online Careers Assessment Provider – Fast Tomato Subject areas embedding careers into their subject areas and 'Careers Champions' across Subjects 	<ul style="list-style-type: none"> External visitors and speakers including: <ul style="list-style-type: none"> Alumni (initially WES Future First) visit and speaker Inspiring the Future Volunteers Speakers for Schools 'icould' session run within PSHE programme twice a year 	<ul style="list-style-type: none"> Trips and Visits including: <ul style="list-style-type: none"> STEM Ambassador Visit WorldSkills Live UK 	<ul style="list-style-type: none"> Essex University Trip 	<ul style="list-style-type: none"> Lunchtime 'drop in' sessions with careers leader

7) Provider Access

This section of the policy sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

All pupils in Years 7 to 11 are entitled:

- To find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeship – through options events, assemblies and groups discussions and taster events
- To understand how to make applications for the full range of academic and technical courses

Management of Provider Access Requests:

A provider wishing to request access should contact the Head of School, Miss S Rawson – rawsons@oha.swecet.org The Head of School will assess the suitability of the provider, in line with the guidance set out in the school's Visiting Speaker Policy, and will make the final decision as to the suitability of any guest speaker or external group.

Opportunities for Access:

The school offers a comprehensive Careers Education, Information, Advice and Guidance programme and an overview of this programme can be seen on the school website.

Please speak to the above contact to identify the most suitable opportunity for you

The school will make a suitable space available for discussions between the provider and students, as appropriate to the activity. The school will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit.

Providers are welcome to leave a copy of their prospectus or other relevant course literature so that they can be displayed within school.

8) Careers and SEND Provision

Every pupil with SEND follows the same programme of careers as their peers, with adaptation and support from the SEND team where appropriate

Pupils with SEND will have a discussion with the SENCO and parents/carers before the GCSE options process to enable early identification of any necessary adaptations or interventions according to need to support their career aspirations. Pupils can self-refer and tutors are also able to raise concerns. If current provision cannot fully address a pupil's additional need, advice will be sought from the National Careers Service

9) Monitoring and Review

The Head of School will ensure that:

- Lesson observations are completed within PSHE curriculum to review the careers teaching
- There has been completion of Careers Audit Tool annually (Compass)
- Feedback is sought from students, parents, and outside providers

The policy will be reviewed annually