

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

### **Philosophy and Vision:**

To provide all pupils with high quality CEIAG (Careers Education, Information, Advice and Guidance) throughout their five or seven year journey at St Paul's. All pupils at St Paul's will be prepared for the roles they can play in the community and for the challenges that the wider world will present in their adult lives including in the world of work. All members of staff, and stakeholders beyond the school, have an important role to play in this provision which is integral to the curriculum.

### **Principles and Parameters:**

[Good Career Guidance](#), published in 2014 by the Gatsby Foundation, reported on international evidence for 'what works' in career development.

*“Comparing the costs with the benefits, PwC estimate that, for example, if one more pupil is prevented from becoming NEET, the avoided cost to the Exchequer would be enough to provide career guidance to the benchmark level for 280 pupils.”*

#### ***Excerpt from “Good Career Guidance”***

“Good Career Guidance” recommended eight benchmarks against which school CEIAG should be measured against. The eight benchmarks were explicitly referenced throughout the DfE's Careers Strategy (December 2017) and the [Statutory Guidance for Careers](#) (January 2018). As such it is a requirement for schools to implement a CEIAG programme compliant with the Gatsby Benchmarks.

St Paul's maintains ambitions for CEIAG beyond those outlined by the GATSBY Benchmarks but will ensure, through assessment tools such as [Compass Tracker](#) that the programme for CEIAG is at least as comprehensive and effective as the national standard.

### **Leadership and Management:**

A named member of Leadership Group has oversight of the CEIAG programme and works closely with the designated Careers Leader. Other members of staff have additional responsibility for Work Experience, the leadership and management of Work Related Learning day, and for leading on UCAS. The Sixth Form Leadership team work closely with the Careers Leader to ensure all students have a pathway post-18. Colleagues work together to communicate with stakeholders (including outside agencies and organisations), co-ordinate, manage, monitor and evaluate the CEIAG programme.

**The CEIAG programme:**

Careers Education, Information, Advice and Guidance at St Paul's is an umbrella term for many activities and events integral to our curriculum.



There is a structured 5/7 year CEIAG programme for all learners which enables them to take part in a wide range of high quality activities and events that contribute to the aims and vision set out in this policy.

The opportunity for current pupils to meet, talk with, and learn from past pupils is powerful. Therefore the Alumni and Supporters Network is established to help 'make real' for students the pathways available to them after school. Wherever possible Alumni and Supporters are involved in the delivery of the CEIAG programme.

| Year group | CEIAG programme of activities   |
|------------|---|
| 7          | <ul style="list-style-type: none"> <li>● Issued with login information and supported to access Unifrog</li> <li>● Careers session to explore online careers database and Labour Market Information (LMI)</li> <li>● Work out session – employer encounters (delivered by Worktree)</li> <li>● “Careers in the curriculum” to include:               <ul style="list-style-type: none"> <li>● Outside speakers arranged by departments to support encounters with employers and the raising of aspirations</li> <li>● Appropriate trips arranged to arranged by departments</li> </ul> </li> <li>● Work Related Learning Day – “Healthy Schools”</li> <li>● Online access to Unifrog, LMI and CEIAG content for pupils and parents through the website, social media and itslearning</li> <li>● STEM careers assemblies to complement coherent information shared in lessons by STEM subjects</li> </ul>   |
| 8          | <ul style="list-style-type: none"> <li>● Careers session to explore online careers database and LMI</li> <li>● Work out session - employer encounters (delivered by Worktree)</li> <li>● “Careers in the curriculum” to include:               <ul style="list-style-type: none"> <li>● Outside speakers arranged by departments to support encounters with employers and the raising of aspirations</li> <li>● Appropriate trips arranged to arranged by departments</li> </ul> </li> <li>● Careers Fair where pupils will gain access to employers and representatives from further and higher education. This is timed to complement the options process.</li> <li>● Work Related Learning Day – “STEM day”</li> <li>● Online access to Unifrog, LMI and CEIAG content for pupils and parents through the website, social media and itslearning</li> <li>● STEM careers assemblies to complement coherent information shared in lessons by STEM subjects</li> </ul>                    |
| 9          | <ul style="list-style-type: none"> <li>● Careers session to explore online careers database and LMI</li> <li>● “Get that job” Work out session (delivered by Worktree)</li> <li>● “Journey to work” assemblies and content delivered during tutor time</li> <li>● “Careers in the curriculum” to include:               <ul style="list-style-type: none"> <li>● Outside speakers arranged by departments to support encounters with employers and the raising of aspirations</li> <li>● Appropriate trips arranged to arranged by departments</li> </ul> </li> <li>● Work Related Learning Day – “Steps Into Work Day” (<i>employer encounters and employability skills geared towards supporting the “Journey to work”, delivered by Worktree</i>)</li> <li>● Online access to Unifrog, LMI and CEIAG content for pupils and parents through the website, social media and itslearning</li> <li>● Bucks New university educational visits for targeted pupils (EAL, PP etc.)</li> </ul> |
| 10         | <ul style="list-style-type: none"> <li>● “Journey to work” assemblies and content delivered during tutor time</li> <li>● “Careers in the curriculum” to include:</li> </ul>   |

|           |   |
|-----------|---|
|           | <ul style="list-style-type: none"> <li>● Outside speakers arranged by departments to support encounters with employers and the raising of aspirations</li> <li>● Appropriate trips arranged to arranged by departments</li> <li>● iWork sessions for targeted pupils in need of additional support to be successful on work experience placements</li> <li>● Work Related Learning Day – “Enterprise”</li> <li>● Two week work experience placements (in collaboration with Best Practice) and visit from member of staff</li> <li>● Careers interviews with careers adviser (in collaboration with Prospects)</li> <li>● Online access to Unifrog, LMI and CEIAG content for pupils and parents through the website, social media and itslearning</li> <li>● Bucks New university educational visits for targeted pupils (EAL, PP etc.)</li> </ul>   |
| <b>11</b> | <ul style="list-style-type: none"> <li>● Work out session - employer encounters (delivered by Worktree)</li> <li>● Post-16 open evening and guidance through assemblies and during tutor time</li> <li>● 1-1 post-16 interviews</li> <li>● “Careers in the curriculum” to include: <ul style="list-style-type: none"> <li>● Outside speakers arranged by departments to support encounters with employers and the raising of aspirations</li> <li>● Appropriate trips arranged to arranged by departments</li> </ul> </li> <li>● Online access to Unifrog, LMI and CEIAG content for pupils and parents through the website, social media and itslearning</li> <li>● “Apprenticeships” events attended by (or available to) all pupils</li> <li>● Oxbridge university educational visits for targeted pupils</li> <li>● Careers interviews with careers adviser (in collaboration with Prospects)</li> <li>● Bespoke support put in place by pastoral and learning support teams for pupils with additional needs to ensure all pupils have pathways post-16</li> <li>● Support and advice on results day</li> </ul>                                |
| <b>12</b> | <ul style="list-style-type: none"> <li>● “Careers in the curriculum” to include: <ul style="list-style-type: none"> <li>● Outside speakers arranged by departments to support encounters with employers and the raising of aspirations</li> <li>● Appropriate trips arranged to arranged by departments</li> </ul> </li> <li>● Online access to Unifrog, LMI and CEIAG content for pupils and parents through the website, social media and itslearning</li> <li>● “Apprenticeships” events attended by (or available to) all pupils</li> <li>● Sector Workouts provided by Worktree for specific subject areas; Apprenticeships and Social Sciences in 2020</li> <li>● Preparation for work experience through assemblies, tutor time and lesson time for all “vocational qualifications only” pupils</li> <li>● One week work experience placements (in collaboration with Best Practice) and visit from member of staff for all “vocational qualifications only” pupils</li> <li>● Oxbridge university educational visits for targeted pupils</li> <li>● Work Related Learning Day – preparation for UCAS and university applications</li> </ul> |

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|--|---|
|  | <ul style="list-style-type: none"> <li>• Support for all pupils to engage in meaningful work experience (not vocational qualifications only) pupils)</li> <li>• Established procedures to encourage and support University visits</li> <li>• Opportunity for careers interview with the careers adviser</li> <li>• Future Pathways day including Apprenticeship Roadshow</li> </ul>   |
| <p style="text-align: center;"><b>13</b></p> | <ul style="list-style-type: none"> <li>• “Careers in the curriculum” to include:             <ul style="list-style-type: none"> <li>• Outside speakers arranged by departments to support encounters with employers and the raising of aspirations</li> <li>• Appropriate trips arranged to arranged by departments</li> </ul> </li> <li>• Online access to Unifrog, LMI and CEIAG content for pupils and parents through the website, social media and itslearning</li> <li>• “Apprenticeships” events, including apprentice workout, attended by (or available to) all pupils Established procedures to encourage and support University visits</li> <li>• Opportunity for careers interview with the careers adviser</li> <li>• Bespoke support put in place by pastoral and learning support teams for pupils with additional needs to ensure all pupils have pathways after sixth form</li> <li>• Support and advice on results day</li> </ul> |

### **Work Experience:**

Work experience forms a key part of the overall CEIAG programme and is incredibly valuable in developing pupils’ employability and other workplace skills the school environment cannot provide. The school, pupils and parents will work in partnership with Best Practice to arrange placements during Year 10. Sixth form students will all have a one week work experience placement during Year 12.

The placement during Year 10 will be undertaken for two weeks, usually in January. Safeguarding, including health and safety, is of the highest priority. All pupils will receive a visit or phone call from a member of staff during their placement. When planning work experience we consider:

- Entitlement of all students to a placement
- The importance of employers conducting adequate risk assessments
- The importance of matching pupil placements taking into account any particular needs
- The importance of adequate briefing and de-briefing of pupils before and after placement
- The need for clear communication with all stakeholders including parents



- The need for satisfactory documentation covering vetting, monitoring, pupil job descriptions, induction and supervision arrangements, including prohibited activities

### **Monitoring and Evaluation:**

As part of the annual Department Development Plan, this is undertaken by the Assistant Headteacher and the Careers Leader. Individual activities are evaluated by pupils, staff and if appropriate, outside providers. Regular meetings are held to evaluate and improve activities. In addition Compass and Compass Tracker are used to quality assure that the CEIAG programme is at least compliant with relevant statutory frameworks.

**Review: Pentecost 2025 by Leadership group for Presentation to the Curriculum and Teaching Committee**