



Castle Newnham School

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY

Careers Education, Advice and Guidance (CEIAG) and Employability Policy

Governors' Committee:	Curriculum & Standards Committee
Adopted by the Governing Body on:	21 June 2021
Signed: (Chair of Committee)	
Signed: (Headteacher)	
Proposed date of review:	June 2023

A. RATIONALE

Careers Education, Information, Advice and Guidance (CEIAG) across Castle Newnham School should provide a foundation for pupils to move onto their 'Next Steps' which could be either: sixth form education; vocational training at college or an apprenticeship. We want our pupils to move on having developed key employability and enterprise skills that are highly valued by employers, colleges and universities, and to the next stage of their development as citizens. By working with key stakeholders our aim is for every pupil to fulfil their potential and be inspired to achieve a successful future, develop high aspirations and be ambitious.

We are committed to providing a planned programme of high quality Careers Education, Information, Advice and Guidance (CEIAG) to all pupils and recognise the important role that careers education / work-related learning plays in:

- preparing and supporting young people to sustain employability and achieve personal and economic wellbeing throughout their lives
- empowering young people to plan and manage their own futures
- contributing to strategies for raising achievement, especially by increasing motivation
- raising aspirations and inspiring young people to achieve their full potential
- developing core competencies, such as communication, resilience, team working, problem solving and personal management
- promoting equality, diversity, social mobility and challenging stereotypes

The following policy has been developed to underpin and support Castle Newnham's CEIAG in response to the DfE statutory guidance 'Careers guidance and access for education and training providers' January 2018.

The CEIAG policy also supports and is underpinned by the following policies:

Education Visits Policy
Teaching and Learning Policy
Single Equality Policy

and continually refers to pupils' 'Bright Futures'.

B. AIM

The aim of this policy is to ensure that standards and resources are well-defined and in place in order to deliver CEIAG to all pupils. We are committed to meeting national and local expectations in relation to careers by:

- Securing impartial careers guidance for students in Year 7 – Year 11 as required by the 2011 Education Act. In implementing this duty, we will pay particular regard to the Eight Gatsby Benchmarks
- Fulfilling our duties under the Equality Act 2010 to promote equality of opportunity, foster good relations across all people, eliminate harassment and discriminatory practices and support children with protected characteristics.

- Ensure the school's CEIAG is aligned with the South East Midlands Local Enterprise Partnership (SEMLEP) and the Careers and Enterprise Company.

Castle Newnham's aim is to provide current and relevant information, in an impartial, confidential and differentiated manner, to enable each pupil to make well-informed decisions about their future.

C. PRINCIPLES

The CEIAG policy supports and is itself underpinned by the eight Gatsby benchmarks which were devised from their international careers survey 2014 as what good, quality, impartial CEIAG should look like.

The eight Gatsby benchmarks are:

1. A stable careers programme
2. Learning from 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

The school's CEIAG provision reflects the Career Development Institute's (CDI) Framework for Careers, Employability and Enterprise Education, as well as the National Curriculum programme of study for PSHE and citizenship.

D. PROCESSES – SECONDARY

At Castle Newnham, careers education forms an integral part of the curriculum and is underpinned by the use of the careers platform, Unifrog. All pupils join the careers platform in Y7 and continue using this throughout their secondary journey. The taught curriculum is supported by a comprehensive programme of organised activities, in partnership with Bedford Borough Council, training and HE providers, businesses, parents, alumni and other external agencies. Careers guidance focuses on the specific needs of individual pupils to promote self-awareness and personal development.

Leadership and Management

The School's CEIAG is planned, delivered, monitored and evaluated by the Assistant Principal for Aspiration and Achievement, in consultation with the SLT, Head of Years and other relevant people, including:

- Form tutors and subject teachers
- CEIAG Link Governor
- SEMLEP Enterprise Adviser

CEIAG Provision

The CEIAG programme is designed to meet the needs of pupils at different stages of their learning journey throughout the school. It is differentiated to ensure progression through activities that are appropriate to pupils' stages of career learning, planning and development. Consideration for SEND learners is taken into account and activities are differentiated to ensure an inclusive approach and equality of access.

All pupils study careers topics within Personal Development lessons. An outline of topics and annual events can be seen below:

Key Stage 3

Year 7	Year 8	Year 9
The World Of Work	Enterprise Skills	Take Your Child to Work Day
Interpersonal Skills	Employability Skills	Newnham College, Cambridge visit for high attaining girls
Team Work	Workplace Skills	Bedfordshire University visit
Entrepreneurial Skills	Employment and Self Employment	Soft skills workshop JC+
How do I choose the right career?	Unifrog	Y9 Apprenticeship assembly
Unifrog		Y9 Options Evening
		Y9 Options – 1-1 interviews
		Careers Planning
		STEAM and STEM Jobs
		Post 16 and Post 18 Options

		Unifrog
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Key Stage 4

Year 10	Year 11
Preparing your CV for an interview	Next steps – applications
Mock 1-1 Interview with JC+	Careers/ Apprenticeships
Finances and Ethical Financing	Careers & Labour market information
Careers & Labour market information	Unifrog – careers research
Y10 Careers/Next Steps 1-1 interviews	Unifrog
Kimberley 6 th Form College visit	Rights and Responsibilities in the Workplace
Unifrog	How to ‘get the job’
Next Steps Day – July	College Applications
CVs	Financing
Applications	
Job Interviews	

Partnerships and Service Level Agreements

The CEIAG programme is greatly enhanced through our links with a number of partners. We constantly strive to expand and improve our links with employers and other local organisations. CEIAG is delivered in partnership with the Bedford Borough external Careers Adviser, SEMLEP and local employers.

Business Links

Castle Newnham School is a member of the Careers and Enterprise Programme. Our Careers and Enterprise Company Enterprise Coordinator and Adviser work with us to build employer engagement and to create lasting connections between the trust and local businesses.

Engaging Parents / Carers / Alumni

The school seeks to actively engage parents / carers in the formulation and development of careers provision. Regular careers updates, together with requests for assistance with careers events are provided through the school newsletter and other social media. Parents/carers are vital to pupils' understanding of career choices and the decisions they make. We provide all parents/guardians with up-to-date information on choices at 16+ and arrange parents' information sessions. They are also encouraged to make appointments to talk to teachers or our Careers Adviser to discuss individual concerns.

E. MONITORING, ASSESSMENT & EVALUATION

The Assistant Principal (Aspiration and Achievement) is responsible for the monitoring, review and evaluation of the CEIAG programme. Activities that form part of the CEIAG programme are evaluated and information is used to inform planning for the next year. The annual report for CEIAG draws information from a number of sources including:

- Pupil, parents and staff surveys
- Evaluation of activities
- Pupil feedback e.g. Next Steps Day evaluations
- Information on intended destinations for year 11 pupils
- NEET and destination data

This is then used to inform the School Improvement Plan. This policy will be reviewed every two years.