

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

## Equalities Statement

In our Trust we work to ensure that there is equality of opportunity for all members of our community who hold a range of protected characteristics as defined by the Equality Act 2010, as well as having regard to other factors which have the potential to cause inequality, such as, socio-economic factors. For further information, please see our Equalities Policy.

### Document Management

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Approved by:	Board of Trustees
Responsible for:	Secondary Improvement Team

*Before formulating this policy consideration was given to Best Practice outlined in the CDI Careers Guidance in Schools and Colleges; the Gatsby Benchmarks; and the statutory Careers Guidance and Access for Education and Training Providers (pub. DfE, September 2022).*

## **Contents**

1. Content	3
2. Purpose	3
3. Scope	3
4. Aims and Objectives	3
5. Learner outcomes	4
6. CEIAG Implementation	5
7. Student Entitlement	6
Appendix 2 – Offsite Provision	8

## **1. Content**

Peacehaven Community School puts the needs of each student at the centre of all learning and social experiences, and has a commitment to delivering a high standard of CEIAG. Through CEIAG work Peacehaven Community School seeks to ensure every student gains the confidence and self-belief alongside the skills, knowledge and experience required to manage their own career progress.

Peacehaven Community School has appointed a Link Governor for Careers, Amanda Francis. The governing body will review and monitor the CEIAG within school via updates submitted by the school careers adviser to the local governing body.

## **2. Purpose**

The purpose of the Peacehaven Community School CEIAG policy is to explain the way in which Peacehaven Community School prepares students for transition into the world of work, FE/HE, and Apprenticeships. Peacehaven Community School celebrates the positive differences of all students and recognises their worth within the workplace. This leads to bespoke ways of working with each student to ensure needs are met through the CEIAG programme. Students will be equipped with the skills required to follow their chosen career pathway.

## **3. Scope**

Subject teachers are encouraged and supported to make links to CEIAG throughout Key Stages 3, 4 and 5. Examples include:

- Science - trip to the Science Museum London
- Science - trip to the Dome in Brighton - Science Live
- Drama - trip to Glyndebourne
- Art - trip to the The Tate Gallery
- English - External speakers - eg Author visit - how to become an author

**Careers education is also delivered through the PSHE programme**

<b>Year</b>	<b>Content</b>	<b>Term</b>	<b>Number of weeks</b>
7	Developing skills and aspirations - careers, teamwork and enterprise skills and raising aspirations	2	7
7	Financial decision making - saving, borrowing budgeting and making financial choices	6	4
8	Community and careers -equality of opportunity in careers and life choices, and different types of patterns of work	2	7
9	Setting goals - Learning strengths, career options and goal setting as part of the GCSE options process	4	6
9	Employability skills - employability and online presence	6	4
10	Work Experience - preparation and evaluation of work experience and readiness for work	2	7
11	Next Steps - Application processes, and skills for further education, employment and career progression	1	7

#### **4. Aims and Objectives**

##### **Aims**

The overarching aim is to deliver professional careers education, information, advice and guidance. Careers guidance is delivered by our two onsite specialist Careers Advisers and our external careers advisor as well as PSHE teachers and individual subject staff. Students will have opportunities embedded within the CEIAG programme to develop employability skills and will be supported to manage their careers pathway.

##### **Objectives**

Students will have access to an onsite specialist Careers Adviser for impartial 1:1 careers guidance.

Access to our Careers Education Programme will support students to:

- develop their employability skills and their self-awareness of their skills and interests;
- explore their options;
- develop an understanding of education, training and employment routes.

Students will have opportunities to go out on work experience, undertake voluntary work, take part in day trips to colleges, universities, industry trips, employer talks within school, build a CV, and practise interview techniques.

## **5. Learner outcomes**

Students will be able to:

- where appropriate, try out different work opportunities;
- gain an insight into the labour market;
- gain an understanding of skills sets and how skills are transferable;
- develop an understanding of soft skills, hard skills, and how to promote themselves using CVs/application forms/interviews;
- develop the skills employers look for such as resilience, team work, and problem solving;
- have access to both paper-based and online resources to assist in their research about careers;
- have access to impartial information on options Post-16 and Post-18 and beyond;
- gain support and guidance through the full HE application process, including accessing Student Finance and providing parental support where needed.

By the time students are ready to leave school they should be able to make their own career plan, involving the following:

- start to independently make action plans for the future;
- feel informed and confident about managing their transitions into HE, FE, Apprenticeships or the workplace;
- know how to look for opportunities and who to ask for assistance if support is required;
- be able to complete application forms for jobs and for University or College, and update CVs.

Each student's progression will be tracked and monitored by the school. All students are part of a PCS Careers Google Classroom which is regularly updated with events, newsletters, careers support and guidance as well as a tracking document for them to log all of their activities/interactions/events across the year. This is monitored by their PSHE teachers.

- careers activities/meetings/events;
- in school career talks by employers/apprenticeship providers/HE providers;
- work experience;
- voluntary work;
- enterprise activities;
- part time work;
- industry/Career visit;
- college visit;
- university visit;
- careers guidance interview.

Students' progression will be tracked and monitored via the destinations database, created and updated by the school's Careers and HE Adviser each academic year.

## **6. CEIAG Implementation**

Learners are encouraged to attend employer/provider talks within school to learn about different employment opportunities.

Learners from Year 10 have the opportunity to take part in trips to industry/universities/colleges/careers and skills events/UCAS events on a 1 to 1 and small group basis.

Careers guidance interviews by the onsite specialist Careers Adviser will be available from Year 10 onwards.

Links between the PCS SENCo and the PCS Careers Advisers will ensure the most appropriate approach is being utilised to enhance careers understanding for each of the school's EHCP students. Parents/carers are invited to any 1:1 meetings.

Collaborative work between the Careers Adviser and post 16 providers will support learners moving into the sixth form and transition from the sixth form to employment, further education or training.

Networking with colleges/employers/universities will ensure students are supported with transition and that systems are in place to support students.

## **7. Student Entitlement**

All students, including those from vulnerable groups, are entitled to equal access to the same provision.

The Careers Activity Plan for all year groups is published on the school website under Information – Careers. A comprehensive overarching careers learning journey as well as a SEND learning journey mapping the opportunities and events for each year group can be also be found on our website and is clearly advertised in our careers hub.

Our PSHE Scheme of Work outlines the core themes covered to support living in the wider world. Yr 7 Developing skills and aspirations, Financial Decision Making. Yr 8 Community and careers, Digital literacy. Yr 9 Setting goals, Employability skills. Yr 10 Work experience. Yr 11 Next steps.

Different talks are targeted at students across all year groups. i.e. apprenticeships/university talks. Industry talks are also available to students, usually from Year 10 upwards. From Year 9 students explore post-16 options.

Students will be supported on visits to post-16 provision and skills events. This includes college and university visits which may potentially influence post 16 choices, employer visits and support with application forms.

Parents/carers are introduced to the onsite Careers Advisers from Year 7, via our Careers newsletter. They are also available at parent's evenings and are introduced to all students in their PSHE lessons. Our careers advisers are available to give support and guidance every day in our careers hub from 8:00am - 4:00pm.

## **8. Destinations**

Student destinations are held on a school database, with a range of returns made to the Local Authority as required. Progress is tracked and assistance is available to learners if they require information, advice and guidance after leaving school.

## **9. Policy Review**

To be reviewed every three years or sooner if required.

## **10. Links to other policies**

**Child Protection and Safeguarding Policy**

**Provider Access Policy Statement**

## Appendix 1

This policy should be read in conjunction with the **Provider Access Policy Statement**. This is published on the school website.

## Appendix 2 – Off Site Provision

Off Site provision at Peacehaven Community School.

This list is not exhaustive and is always growing to meet the specific interests of our students.

First Generation Scholars Programme - University of Sussex  
Open Doors

### **Voluntary work opportunities:**

All students in year 9 have the opportunity to take part in the Duke of Edinburgh Bronze Award and as a result take part in between 3 and 6 months of voluntary work.

Within school, the student leadership structure allows students to support and volunteer to work with different curriculum areas.

Post work experience a number of students have been offered unpaid work in order to gain further experience in a specific field of interest.

### **Work Experience opportunities:**

**At PCS all year 10 students are expected to take part in a Work experience placement. These are organised through family members and friends or through East Sussex providers. In the next academic year, year 10 will be undertaking work experience from 12th June 2023 - 16th June 2023.**

**More recent work experience placements have included working in local primary schools and nurseries, placements at The Grand Hotel Brighton, local retail and hospitality venues, Techrelate a Tech company in London**