

## **Careers Education, Information, Advice and Guidance (CEIAG) and Provider Access Statement Policy Revised 2018**

### **Introduction**

A young person's career reflects the progress they make in learning and work.

It is part of the vision at Rosebery that students learn the skills required in an ever changing global society to manage their careers, sustain employability and achieve personal and economic wellbeing throughout their lives.

### **Commitment**

Rosebery school is committed to fulfilling its statutory duty to secure independent and impartial careers guidance for young people in years 8 - 13 (Education Act 1997) The programme, delivered across all eight Gatsby Benchmarks, is provided through Personal Social Health Education (PSHE) in years 7-11 and through the Tutorial Programme in years 12 and 13 which ensures progression through activities that are appropriate to student's stages of career learning, planning and development including information on the range of options available including apprenticeships and technical courses to promote the best interest of the student to whom the information is being given to.

We are also fully committed to the new Technical and Further Education act 2017 to ensure that there is an opportunity for a range of education and training providers to access students in years 8 – 13 for the purpose of informing them of about approved technical qualifications and apprenticeships.

To view the statutory career guidance please follow this link:

<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>

The school aims to achieve a range of outcomes for young people as defined in the Career Development Institute's Framework for Careers, Employability and Enterprise Education (March 2018).

We are also dedicated in continuing to hold the Investor in Careers Award.

Rosebery endeavours to follow best practice guidance from the careers profession, The Careers and Enterprise Company (CEC) and from other expert bodies such as Ofsted and the Department for Education.

### **Development**

This policy was written and developed in collaboration with the Leadership Team, School Governors and the Careers IAG Manager. It will be reviewed every two years and should be read alongside existing school policies on Equality, Teaching & Learning, Safeguarding, Data protection, and the PSHE policy which includes Personal Wellbeing, Economic Wellbeing and Citizenship.

## **Statement of Entitlement.**

In the delivery of CEIAG, students at Rosebery 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 schools legal responsibility).
- To have access to professional and expert advice and guidance.
- To have access to information about educational options, training and employment at post 16 and 18.
- To find out about technical 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 through option choices, assemblies, group discussions and careers events.
- To understand how to make applications for the full range of academic and technical courses to allow students to consider how the opportunity to study or train in different ways, and in different environments, might suit their skills, interests and aptitudes.

Those who deliver CEIAG are entitled to expect:

- That student 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 invited to attend consultation evenings and other events related to academic progress and career choice
- That specialist help will be provided for those students with special needs, or those identified as potentially NEET (Entering Neither Education, Employment or Training) post 16.
- That CEIAG will be delivered with due regard to Equal Opportunities.

## **Implementation**

CEIAG is taught through the PSHE programme and delivered by the tutors as part of the timetabled curriculum.

- CEIAG is organised by the Careers IAG Manager who also maintains the careers library and interactive careers software which is updated annually. The Careers IAG Manager is on hand throughout the day to offer CEIAG to students.
- We host an annual careers evening and activities throughout the year engaging with local businesses and employers to help raise awareness of employability skills for the students.
- In Year 12 students follow a one-week programme of work experience/shadowing. Our work experience programme is carried out in accordance to the Surrey County Council guidelines.
- Students attend the Surrey Careers Fair, UCAS Higher Education Fair and the National Apprenticeship Show

## **Provider Access**

This statement sets out the school's arrangements for managing the access of providers to all students, in the relevant year groups, at the school for the purpose of giving them information about the provider's technical education qualifications, apprenticeship opportunities and training offers. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

### **Management procedure of provider access requests**

A provider wishing to request access should contact:  
Mrs F Keaveney, Careers IAG Manager on 01372 720439  
[fkeaveney@rosebery.surrey.sch.uk](mailto:fkeaveney@rosebery.surrey.sch.uk)

### **Opportunities for access**

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers.

To view our timetabled careers programme, which can be found on our school website, please follow these links:

<http://www.roseberyschool.co.uk/wp-content/uploads/2015/03/Careers-Map-Key-stage-3-4.pdf>

<http://www.roseberyschool.co.uk/wp-content/uploads/2015/03/Careers-Map-Key-stage-5.pdf>

### **Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader and will include safeguarding arrangements.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Centre, which is managed by the Careers IAG Manager and accessible throughout the day.

### **Monitoring, Review and Evaluation**

The careers programme is planned, monitored and evaluated regularly by the Careers IAG Manager in consultation with the Leadership Team and Governors.

Students are actively involved in the planning, delivery and evaluation of activities.

Funding is allocated in the annual budget planning in the context of whole school priorities and particular needs in the CEIAG area. The Careers IAG Manager is responsible for the effective deployment of resources.

Staff training needs are identified to ensure we can provide our students with up to date CEIAG.