



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

**Last Reviewed:** November 2024

**Responsibility for Review:** Deputy Head Teacher

**Next Review:** September 2025

**Approved By:** Local Governing Body (LGB)

**Dated:** November 2024

### 1.1.1 Rationale

Careers Education, Information, Advice, and Guidance (CEIAG) plays a critical role in preparing students for their future, helping them transition successfully into adulthood. The CEIAG programme aims to equip students with the knowledge and skills needed to make informed decisions about their careers and develop lifelong employability skills.

Our careers provision follows the **Gatsby Benchmarks**, which set out the key elements for a high-quality careers programme:

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. Experience of workplaces
7. Encounters with further and higher education
8. Personal careers guidance from a qualified adviser

The CEIAG programme will be regularly monitored, reviewed, and evaluated using tools such as the **Compass self-audit tool**, stakeholder feedback, and external evaluations (e.g., Quality in Careers Standard).

### 1.1.2 Aims

Our goal is to help students:

- Develop self-awareness and understand their future learning and career options.
- Raise aspirations and increase motivation to improve future opportunities.
- Gain practical experience and insights into the world of work.
- Develop key employability and career management skills.
- Minimize the risk of students becoming **NEET** (Not in Education, Employment, or Training).

### 1.1.3 Statutory Duties

To meet statutory requirements, we will:

- Provide all students with access to independent and impartial careers information and guidance, including support from a qualified careers adviser (at least Level 6 qualification).
- Ensure the school website includes up-to-date information about careers provision and training provider access.
- Publish details of our annual careers programme.
- Appoint a **Careers Leader** with strategic responsibility, whose contact details will be available on the school website.

#### **1.1.4 Role of the Governing Body**

As per **Section 42A of the Education Act 1997**, the Governing Body must:

- Ensure that all registered pupils receive independent careers guidance from Year 8 onwards.
- Present careers information impartially and without bias, covering a full range of education, training, and apprenticeship opportunities.
- Advise the Principal on the development of a careers strategy.
- Facilitate access to education and training providers for students from Year 8 onward to raise awareness of available transition routes.
- Appoint a nominated individual to engage with employers, develop careers strategy, and work with the **Careers & Enterprise Company**.

#### **1.1.5 Links with Other Policies**

This policy supports the following school policies:

- **SEN/Learning Support Policy**
- **Equality and Diversity Policy**
- **School Improvement Plan**
- **Safeguarding Policy**
- **Health & Safety Policy**
- **Character Education Policy**

### 1.1.6 Commitment

At Vista, CEIAG is central to our mission of promoting academic and personal achievement, both during school and in post-school life. We aim to ensure that every student benefits from a comprehensive, inclusive careers programme, supported by our whole-school approach. This involves collaboration with parents, external providers, employers, and relevant agencies.

### 1.1.7 Organisation, Management, and Staffing

The **Head of Careers** manages the day-to-day implementation of the CEIAG programme and reports to the **Assistant Principal** for Student Experience and Curriculum. The **Head of School** oversees the overall strategy through the school improvement plan.

- **Staff Development & CPD:** Careers-related professional development is provided to staff, with appropriate time allocated during INSET or other school sessions.
- **Resources:** The annual CEIAG budget is set by the Senior Leadership Team (SLT). The Head of Careers is responsible for managing the budget, following the school's financial procedures.

### 1.1.8 Curriculum Opportunities

The CEIAG curriculum includes:

- **Careers, Employability, and Enterprise Programme** for Years 7-11.
- **Employer Engagement** and **Work-Related Learning** opportunities for all year groups.

Key learning outcomes include:

- **Self-awareness** and career exploration.
- **Understanding business and industry** and **investigating labour market information**.
- **Employability skills**, including CV writing, interviews, and financial capability.

The programme is based on the **CDI Careers, Employability and Enterprise Framework** (2018).

### **1.1.9 Personalised Opportunities**

Students receive access to:

- **Qualified careers guidance**, including 1:1 interviews and group sessions.
- Information and advice tailored to individual needs, with support from school staff and external providers.
- We use Unifrog as our online platform:

**Unifrog** is a comprehensive careers and higher education platform designed to support students in exploring their post-16 and post-18 options. By bringing together a wide range of opportunities, Unifrog enables students to access information on universities, apprenticeships, further education, and vocational routes, helping them make well-informed decisions about their future. The platform is designed to guide students through the entire process, from researching different pathways to applying for opportunities.

Unifrog includes tools for creating personalised profiles, exploring career options, and discovering courses that align with their skills and interests. It also offers a range of resources to support the application process, such as templates for writing CVs, personal statements, and preparing for interviews. For teachers and careers advisors, Unifrog provides a management system that tracks student progress, facilitates targeted support, and allows for easy communication about available opportunities.

The platform's comprehensive nature ensures that students receive impartial and unbiased information, empowering them to make the best choices for their academic and career futures. By integrating career guidance with practical resources and real-time updates, Unifrog supports students in their transition from school to the wider world of education and work.

### **1.1.10 Outcomes, Monitoring, Review, and Evaluation**

The Head of Careers is responsible for monitoring, reviewing, and evaluating the effectiveness of the careers programme, ensuring it aligns with the **Gatsby Benchmarks** and the **CDI Framework**. Evaluation methods include surveys, staff feedback, destination data, and the **Compass Gatsby Benchmark tool**.

#### **1.1.11 Partnerships and Employer Engagement**

Vista collaborates with:

- **Local businesses and employers** to facilitate work experience and career insights.
- **Enterprise Advisers** and **Enterprise Co-ordinators** to link students with business networks.
- **Further and Higher Education Providers** to offer information and taster days.
- **Training providers** like **Futures First** and **Young Enterprise** to deliver specialized career advice.

#### **1.1.12 Engaging with Parents/Carers**

We recognize the key role parents/carers play in shaping students' career choices. Information is shared regularly via the school website, newsletters, and direct communication through platforms like **EduLink** and **In Touch**. Parents are invited to attend events and have access to guidance at **Parents' Evenings**.

#### **1.1.13 Communication**

Careers information is communicated through:

- The school **website**, updated regularly with relevant details.
- Weekly student bulletins, **careers events**, and **email notifications**.
- Regular engagement with external partners via the **Enterprise Co-ordinator** and business networks.

#### **1.1.14 Supporting Vulnerable Groups**

Students with additional needs will receive tailored support to ensure they can access careers provision. The **Head of Careers** works closely with the **SENCo**, **Inclusion Manager** and **AP Lead** to ensure appropriate provision.

### **1.1.15 Appendices**

#### **1.1.15.1 Appendix 1: Definitions of Key Terms**

- **Careers Education:** A progressive curriculum helping students understand careers, learning, and work.
- **Work-Related Learning:** Experiences and opportunities to understand the workplace and develop employability skills.
- **Employer Engagement:** Activities involving employers to help students understand the world of work.
- **Personal Career Guidance:** One-to-one support from a qualified career adviser.
- **Independent and Impartial Guidance:** Guidance that is unbiased, from external sources, covering all pathways and options.

#### **1.1.15.2 Appendix 2: Learners' Entitlement**

Students are entitled to:

- Careers lessons and activities.
- Access to a dedicated careers professional.
- Information and advice on post-16 and post-18 options.
- Opportunities to meet employers and explore various career paths.

### **1.1.16 Appendix 3: The Gatsby Benchmarks**

The **Gatsby Benchmarks** are a set of eight guidelines aimed at improving career guidance in schools. They focus on key areas such as employer engagement, personalised advice, and learning from labour market information, and are used to assess the quality of a school's career programme.

### **Roles and Responsibilities**

Careers guidance is the responsibility of all relevant staff at Littleport.

Listed below are key members of staff who have responsibility for CEIAG.

Name	Title	Main responsibilities
<b>Nick Harrison</b>	Head of School	To oversee all careers engagement and ensure that SLT are fully informed of all opportunities and experiences.
<b>Karen Lonsdale</b>	Careers Lead	Developing CEIAG strategy, ensuring careers programme offers all students opportunities and enrichment. This will then guarantee that when they leave LITTLEPORT they have had a comprehensive careers experience which, ensuring that when they enter the world of work they are fully prepared.
<b>Jessica Webb</b>	Enrichment Coordinator	
<b>Juliet Martin</b>	Guidance Adviser	To offer 1:1 interviews to all students at a time within their school life when it is the most pertinent to their development.
<b>Naomi D'Cunha</b>	SENCo	Co-ordinating EHCP paperwork and advising Guidance Advisor of students who require interviews. Ensuring that all SEN students engage fully with the CEIAG programme.
<b>Chloe Mitchell</b>	Enterprise Co-ordinator	To support employer engagement and liaise with Careers Leader to ensure that all opportunities are available and offered to LITTLEPORT from the local area and beyond.
<b>Chloe Mitchell</b>	Enterprise Adviser	Liaising with Careers Leader to ensure that the Business Community provide experiences for students of the world of work.
<b>Jo Evans</b>	Link Governor	To ensure that LITTLEPORT fulfils its statutory requirements in respect of CEIAG. Offer support as required.



<b>Karen Lonsdale</b>	PSHE Lead	Responsibility for organising PSHE programme. To ensure that CEIAG is integral to the process and that relevant time is made available to accommodate the logistics.
<b>Jon Gilbert</b>	Pupil Premium Lead	Responsibility to ensure that all pupil premium students engage in the CEIAG programme, by attending organising trips and being offered 1:1 guidance.