



CAVENDISH  
EDUCATION

Trinity School and College



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

*Trinity puts children's rights at the heart of our provision in order to improve well-being and develop every child's talents and abilities to their full potential. Trinity recognises the United Nations Convention on the Rights of the Child putting it into practice within the school and beyond.*

*This policy promotes Article 23: children with a disability have the right to live a full life with dignity and, as far as possible, independence; Articles 28-29: the right to an education, which develops every child's personality, talents and abilities to their full potential.*

The Department of Education Statutory Guidance of October 2018 identifies the need for schools to

*'use the Gatsby Charitable Foundation's Benchmarks to develop and improve their careers provision. The Benchmarks go further by defining all of the elements of an excellent careers programme, based on the best national and international research'.*

This policy should be written in conjunction with the following policies:

- Assessment for learning
- Enterprise Policy
- Equality and Diversity Policy
- Health and Safety
- Special Educational Needs Policy
- Curriculum for Life Policy

- Safeguarding Policies
- Enterprise Policies including Tickety Boo, Mirror Image and Szuzsanna Restaurant and Coffee House.

## **1. Introduction**

This policy will structure how Trinity plan and manage learning programmes, the curriculum and careers advice so that all Trinity learners get a good start and are well prepared for the next stage in their education, training or employment.

Trinity promotes the access of good quality and impartial information on careers advice and guidance, future education, employment, self-employment or training through the appointment of a Careers Guidance and Employability Tutor, working in collaboration with Medway Youth Trust and Annual and Interim Review process.

Trinity provides access to Employability Qualifications, Careers Guidance and Work Experience Awards, Certificate of Personal Effectiveness, Wider Key Skills and Personal Progress/Life Skills Diplomas as Core subjects together with Duke of Edinburgh Award and a range of vocational learning subjects, all of which cover aspects of Careers, Employability and Enterprise modules.

Trinity has a statutory duty (Section 42A and Section 45A of the Education Act 1997) to provide independent careers education in Years 8 to 13 and to give advice and guidance to young people so they are inspired and motivated to fulfil their potential. Trinity will help every learner to develop high aspirations and consider a broad and ambitious range of careers.

Trinity is committed to

*‘working towards the national validation for CEIAG Quality Awards –  
The Quality in Careers Standard and Gatsby Benchmarks’*

### **Responsibility for the Careers, Employability and Enterprise Education Provision**

Mrs Georgina Moorcroft

Lead Executive for Pastoral, Welfare and Safeguarding

NPQSL, CPT3A, DTLLs, QTLS, CIAG Level 6

## **2. Commitment:**

Trinity is committed to providing a planned, independent (outside of Trinity) and impartial (both internal and external) programme of careers education, information, advice and guidance for all students in Years 8 onwards.

### 3. Aims

- To provide an CAIEG programme which is to be inclusive, allowing our learners to gain the knowledge, understanding, skills, attitudes and attributes required to make informed choices; also challenge stereotypes and which will help to increase student confidence and motivation.
- To provide a programme which is pupil-centred, integrated into the whole curriculum and based on a partnership with students and their parents / carers, local employers, colleges (including independent) together with independent inspirational speakers who are in careers which have been identified by learners as aspirational career goals.
- To ensure that the benefits to students of CEIAG are valued, assessed and continually improved through use of destinations data and student voice and parliament.

Trinity aims to

- to contribute to strategies for raising achievement, especially by increasing motivation
- to support inclusion, challenge stereotyping and promote equality of opportunity
- to encourage participation in continued learning including higher education and further education
- to develop enterprise and employment skills
- to reduce drop out from and course switching in education and training
- to contribute to the economic prosperity of individuals and communities
- to meet the needs of all our students through appropriate differentiation
- to focus students on their future aspirations
- to involve parents and carers

Trinity work to achieve The Eight Gatsby Benchmarks of Good Career Guidance and this is how we work to achieve them:

#### 1. A stable careers programme

All students from KS4 attend Employability lessons where they learn about how to search for a job, what are the options available to them, what to expect in an interview and how to dress, what to expect from an induction programme, health and safety etc.

#### 2. Learning from career and labour market information

Students are made aware of local job and apprenticeship vacancies which includes information such as qualifications and skills needed, employment sectors, employers, jobs, salaries and employment trends

### 3. Addressing the needs of each pupil

Each student has a personalised timetable which is in place to meet their own individual needs. This includes any interventions which are in place to meet the outcomes of their EHC plan and weekly Employability skills lessons.

### 4. Linking curriculum learning to careers

Each year college holds an option evening inviting students and parents along to introduce to them to courses which are going to be offered the following year. If there are any particular courses which students would like to take which would link with a career interest we look into the possibility of the college running the course or find links with courses which the college is running e.g. units within occupational studies or short course

### 5. Encounters with employers and employees

During the work experience placements students are expected to meet with their line managers and carry out their jobs and meet expectations within their job description.

When we have the opportunity we invite employers and companies to come into college to speak out their experiences, give insight and knowledge of their companies or business to the students

### 6. Experiences of workplaces

Trinity encourage work experience placements and in the past we have arranged for placements at a local hotel supporting the Catering and hospitality course, Hairdressers supporting the Hair and Beauty course and Kent Film office supporting the media course.

Trinity provide ongoing work experience placements in the school for the students completing the TA course

### 7. Encounters with further and higher education

Students of the college are given the opportunity to visit other FE colleges and attend taster days at e.g. Mid Kent College and UCA College. Dates are supplied of the open events and evenings for them to visit out of College or School hours.

Attending local careers fayres and events

### 8. Personal guidance

Each student has a careers interview with a qualified careers information advice and guidance advocate who is employed at the school and college. We also have

careers advice and guidance mentors come in to see year 10 and college students, however this is only for students who are funded by Medway Local Authority to attend the school or college.

Mock interviews are offered to all students as part of their Employability Skills lessons

#### **4. Learning Objectives**

- To provide students with planned activities to help them understand themselves and the influences on them and to help them investigate opportunities in learning and work.
- To provide students with the skills, attitudes, attributes and behaviours needed for a successful transition into the world of work and adult life in general.
- To enable students to relate their own abilities, attributes and achievements to career intentions and make informed choices based on an informed evaluation of the alternatives.
- To provide access to accredited programmes for awards and qualifications within the area of CEIAG to support learners developing knowledge and understanding in the curriculum area.

#### **5. Educational Opportunities to include**

- Careers education through Employability learning sessions, including those used in Curriculum for Life, ICT preparation for the Annual Review, Functional English, Personal and Social Development, Certificate of Personal Effectiveness and Wider Key Skills.
- Work experience for learners who are ready for the next phase of developing employability experience in the community after initial work experience within the school.
- Activity and Event days which promote working with others, problem solving, improving own learning and performance, discussion, communication, ICT skills for employment.

#### **6. Monitoring, Review and Evaluation:**

To provide training and development in the area of Careers Guidance and Employability teaching and learning opportunities across the curriculum through the Level 5 Delivering Employability Skills F/504/0225 award.

To review the policy every two years (or sooner if there are any significant changes) with Directors and the Headteacher who has the responsibility for ensuring that Employability and Careers Guidance is delivered across all key stages.

## **7. Equality and Diversity**

Careers education is provided to all learners at Trinity. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

## **8. Parents and Carers**

Parental involvement is encouraged at all stages through the Annual and Interim reviews. Online resources have been chosen to support the Work Experience and Careers Guidance Short Course (ASDAN). Parents are kept up to date with careers related information through letters, parentmail and open days. Parents are welcome at careers interviews and the school promotes the careers fayres being provided within the local community and beyond (e.g. London).

## **9. Management**

This policy and the coordination of the Employability, Work Experience and Careers programme is completed by Mrs Georgina Moorcroft, CAIG Level 6 professional Vice Principal.

Lead Executive Pastoral, Welfare and Safeguarding

**Date: November 2019**

**Review Date: September 2020**



Elizabeth Baines, Executive Principal/Governor

**Ratified 18<sup>th</sup> November 2019**