



# ABBEY COLLEGE, RAMSEY

## CAREERS EDUCATION, INFORMATION, ADVICE & GUIDANCE POLICY

**Policy Developed by:** Samantha Moore - SLT member with responsibility for Careers

**Reviewing committee:** Education Committee

**Frequency of Review:** Annually

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**Date Approved:** 3<sup>rd</sup> December 2024

**To be reviewed:** Autumn 2025

## **1 PRINCIPLES**

Careers Education, Information, Advice and Guidance (CEIAG) develops a number of attributes including knowledge: of oneself and of possible opportunities, skills: including decision making and action planning, attitudes: self-reliance, responsibility to self and others and positive self-esteem.

The Careers Advisor at Abbey College Ramsey provides students at the College with information, advice, guidance and support on a number of areas including Careers Education.

The CEIAG programme, which has been developed alongside the 8 Gatsby Benchmarks and the CDI's Career Development Framework, is an important structure set in place to motivate students to raise their aspirations and attainments.

All students from Year 7 through to Year 13 participate in a programme that will encourage their career development to be a continual process. We work in conjunction with parents, carers, teaching staff, employers, training providers and our partner, Growth Works and our Enterprise Coordinator, to provide a high quality programme for the students at the college.

Therefore, we ensure that:

- Students are treated without prejudice and have an entitlement to CEIAG regardless of race, gender, gender expression, religion, ability, disability, social background or sexual orientation.
- Students have equal access to accurate, up to date and impartial information free from stereotyping and bias.
- Students personal aspirations are the most important factor in any activity and should be treated with respect.
- CEIAG runs through the whole curriculum.

## **2 AIMS AND OBJECTIVES**

To prepare all students, regardless of ability, for adult life by providing a coherent programme of preparation, guidance and mentoring from 11-18 years.

In particular we aim to achieve the following:

- To reflect positively equality for all students.

- To develop sound skills in making choices and be flexible and adaptable in relation to opportunities available locally, nationally, in Europe and world-wide, both now and later in life.
- To develop an awareness of themselves as individuals, and how they interact with others.
- To have an ability to be flexible, to adjust to change and to make effective use of it.
- To prepare students for the transfer from school to adult life including further education, training and work.
- To prepare and move towards personal autonomy in important aspects of life.

We hope to achieve our aims by establishing a framework and structure to reach the following goals and objectives:

- To establish a coherent CEIAG programme for all students that is developed alongside the 8 Gatsby benchmarks.
- To review annually and revise, where necessary, and evaluate the provision made.
- To develop staff expertise.
- To identify training needs.
- To provide students with advice and guidance.
- To encourage students to be actively involved in work experience, preparing a Curriculum Vitae/Personal Statement, access to the Careers Leader and team, Careers Resources, including Unifrog, and CIAG Evening Next Steps Careers Fair.
- To continue to develop links with the local community, including employers.
- To examine cross-curricular themes as identified in the National Curriculum.

### **3 PROCEDURES AND RESPONSIBILITIES**

#### **Organisation of CEIAG**

CEIAG is fed through the curriculum in a variety of ways. The main events are organised through the Careers Coordinator and then further strands are linked to Form Time, Social Studies lessons and work experience alongside individual subject work e.g. careers plan and bespoke programmes delivered by the Careers Coordinator/teaching staff.

A variety of teaching and learning styles are employed for CEIAG. This can range from presentations, assemblies, group activities, research using IT software, open days, visits, speakers, employer engagement events and individual research activities.

Differentiation is provided through the variety of resources used, tasks carried out, provided and through the individual support and guidance of groups and individuals.

All students from Years 7-13 have an opportunity to meet with the Careers Advisor on an individual basis.

Career planning begins in Year 7 through using Unifrog to create a careers profile, delivery of assemblies and lessons.

Students in Years 7 to 13 are invited to attend the college's annual Careers Fair where representatives from local colleges, universities, professional organisations, training providers and employers are on hand to offer information, advice and guidance on career opportunities. The College's Careers Coordinator and Careers Advisor are present at the College's annual Careers Fair.

Year 10 students take a block period of work experience with particular students undertaking additional work experience as required, and have preparation assemblies and lessons beforehand. Year 12 students have the opportunity to carry out work shadowing.

Post 16 option choices assemblies and lessons are delivered in Year 11 with support provided to Year 12 and 13 students with options post 18. Subject teachers are involved in the option choices events for Year 8 and Year 11.

The Senior Transition Adviser specialist in SEND is invited to the Year 11 Annual Reviews to discuss transition arrangements.

College Transition Advisers are invited to meet with Year 11 students to discuss transition to college.

### **Assessment**

Assessment within CEIAG is mainly in the form of student self-assessment supported by discussion with Raising Standards Leads, Form Tutors, Teachers,.

### **Moral and Spiritual Education**

CEIAG will contribute to each student's moral, spiritual and cultural development by helping them to recognise the meaning and value of different types of work to individuals, communities and the country as a whole.

### **Equal Opportunities**

CEIAG will help to promote the College's policy on equal opportunities by providing a range of resources which match individual needs, helping students recognise the importance of equal opportunities in working life and monitoring resources to ensure the absence of stereotyping.

### **Special Education Needs & Disabilities (SEND)**

CEIAG will promote the College's policy on SEND by providing a specialist Senior Transition Adviser and a range of resources to match individual needs.

### **Staff Development**

All staff involved are entitled to CEIAG training.

### **Resources**

The CEIAG has a number of resources that can be used by the students. As far as possible these are regularly updated. They currently include:

- Careers Hub, with a range of literature including books, leaflets, college prospectuses, reading books and magazines on topical careers issues and a PC where a variety of careers information/programmes can be accessed.
- Computers with careers programmes located elsewhere within the College, posters, information on the Careers Notice Boards and TV screen.

### **Partnership**

We work in partnership with the following:

- Growth Works and our Enterprise Coordinator.
- Local and national industry and businesses – who will support Work Experience, Careers Fair and numerous other activities.
- Further and Higher Education Institutions and training providers – who attend the annual Careers Fair, Year 9 Next Steps Employability Day and assemblies and exchange up to date information and advice.
- Parents and carers – who will exchange information, contribute to the programme, and, where appropriate, evaluate provision.
- Volunteers – who participate in mock job/apprenticeship/university interviews.

## **4 EVALUATION**

The CEIAG policy and programme will be regularly monitored and evaluated, through a variety of techniques, to ensure as far as possible:

- Relevance to student needs.
- It links with the whole School Improvement Plan.
- It will effectively respond to change, eg OfSTED recommendations.

- The evaluation of lessons, careers events/activities will be undertaken by students, teachers, employers, education institutions and training providers.
- Work experience/annual Careers Fair will be evaluated by students, parents/carers, employers, education institutions and training providers.
- Assessment of CEIAG is undertaken by the Senior Leadership Team and Governing Body.