

# Careers Education, Information, Advice and Guidance Policy

## Myton School



Approved by:

FPE Committee

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February 2023

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February 2024

**Myton School Values**

**Preparing all our students for lifelong success  
through:**

**Developing self-assured learners  
Removing barriers  
Working together  
Investing in staff**

**Table of Contents**

**1.0 Aims and Learning Objectives..... 2**

**2.0 Policy Scope ..... 2**

**3.0 Objectives: ..... 3**

**4.0 School Responsibilities ..... 3**

**5.0 Governor Responsibilities ..... 4**

**6.0 Monitoring, Evaluation and Review ..... 4**

**1.0 Aims and Learning Objectives**

Myton School seeks to prepare all our young people for lifelong success. Careers Education, Information, Advice and Guidance (CEIAG) at Myton School will be tailored to individual needs and will be aimed at widening student’s horizons, challenging stereotypes, removing barriers and raising aspirations to provide students with the necessary knowledge and skills to make transitions that allow for successful future employment outcomes. We are committed to working towards all the Gatsby benchmarks so that every student can have the right information, right skills, and right experiences to become a self-assured young person, building a rewarding career.

**2.0 Policy Scope**

This policy covers Careers Education, Information, Advice and Guidance given to students in Key Stages Three and Four.

The policy also applies to Year 11 students after they finish their examinations in June of their final year and before they start at their next place of education, employment

or training. Though not necessarily in school regularly and attending lessons in July and August of Year 11, the policy is still applicable.

The policy has been reviewed in line with the recently published DfE guidance document 'Careers guidance and access for education and training providers – Statutory guidance for governing bodies, school leaders and school staff. (DfE, January 2018)

This policy accepts the 8 Gatsby Charitable Foundation's benchmarks as set out in the DfE guidance.

This policy covers the legal duty of schools to ensure that a range of education and training providers can access pupils in Year 7 to Year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships.

This policy refers to events and opportunities in both Key Stages and in all years and these events will impact upon all students at the school.

All members of staff at Myton School are expected to be aware of this policy and the importance of Careers Education, Information, Advice and Guidance (CEIAG) in the education of students; CEIAG is not the sole responsibility of the Careers Advisor.

It is important therefore that students leave school aware of themselves as individuals, aware of the opportunities available to them and able to make some decisions about their own life. They should be prepared for the transition from full time education to the world beyond. It is to these aspects of personal and social development that this policy will contribute.

### 3.0 Objectives:

The objectives of the Careers Education, Information, Advice and Guidance policy are as follows:

(Gatsby Benchmarks)

1. **A stable career programme**
2. **Learning for career and labour market information**
3. **Addressing the needs of each student**
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 Career Guidance**

### 4.0 School Responsibilities

The school has a series of statutory duties:

All registered pupils at the school must receive independent careers guidance in Years 7 to 13

The careers guidance must be represented in an impartial manner, showing no bias towards a particular institution, education or work option

The guidance must cover a range of education or training options

The guidance must be in the best interests of the pupil

There must be an opportunity for education and training providers to access pupils in Year 7 – Year 13 in order to inform them about approved technical qualifications or apprenticeships.

The school must have a clear policy setting out the manner in which providers will be given access to pupils. See Provider Access Policy. This policy and these arrangements are published on the school website.

The school will base its careers provision around the Gatsby Benchmarks. Myton School believes that good CEIAG connects learning to the future. It motivates young people by giving them a clearer idea of the routes to jobs and careers that they will find engaging and rewarding. Good CEIAG widens pupils' horizons, challenges stereotypes and raises aspirations. It provides pupils with the knowledge and skills necessary to make successful transitions to the next stage of their life. This supports social mobility by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.

The school will continuously monitor its CEIAG offer and seek further improvement. This will be done by the personnel involved in the design and delivery of the programme as well as by external stakeholders who assess the work of the school (Coventry and Warwickshire Careers Hub, Ofsted)

## 5.0 Governor Responsibilities

The governing body will ensure that the School has a clear policy on Careers Education, Information and Guidance (CEIAG) and that this is clearly communicated to all stakeholders. They should ensure that this policy is:

based on the eight Gatsby Benchmarks

meeting the school's legal requirements

The governing body will ensure that arrangements are in place to allow a range of educational and training providers to access pupils in Years 7 – 11.

There will be a member of the governing body who takes a strategic interest in CEIAG and encourages employer engagement

## 6.0 Monitoring, Evaluation and Review

The Headteacher will ensure that:

the work of the Careers Advisor and CEIAG events are supported and monitored by a member of the Senior Leadership Team has an overview of CEIAG work and reports regularly back to the team.

The effectiveness of this policy will be measured in a variety of ways:

Feedback from stakeholders through mechanisms such as provider, student and parent surveys.

Feedback from external visitors to the school such as the Coventry and Warwickshire Careers Hub and Ofsted

The governors of Myton School will review this policy every three years.