

## CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY

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 Revised: 25 January 2021<sup>1</sup>  
 Next review: January 2024  
 Co-ordinator: Mark Beaman

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### Rationale

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. All students in Years 7 to 14 are entitled to information and advice to enable them to make decisions and plans, so they may pursue relevant and realistic goals for education, training, enterprise and work.

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### Purpose and entitlement

At Sandwich Technology School a planned progressive programme of activities supports our students in choosing pathways that suit their interests and abilities and helps them to follow a career path and sustain employability throughout their working lives. Students are entitled to independent CEIAG delivered by trained staff. CEIAG is person-centred, impartial and confidential; it will be integrated into the whole curriculum wherever possible and will be based on a partnership with students and their parents/carers.

At Sandwich Technology School the required Careers Leader role is undertaken by our full time and fully qualified Careers Advisor.

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### Implementation (Roles and Responsibilities)

#### Management

Careers is line managed by the Assistant Headteacher (AHT) for Supporting Succession, whose key roles within CEIAG are:

- to oversee career education and to ensure the school is meeting its statutory obligations;
- to promote and represent the area of careers education to governors and the leadership team.

The school employs a dedicated Careers Advisor whose key roles are:

- to provide effective and timely support and guidance for students in helping them formulate career plans and make applications for the next stage of their learning journey;
- to monitor and record destination information, reviewing and sharing updates of each student cohort;
- to provide CEIAG that endeavors to raise aspirations from Year 7, prior to and at key points of decision making and options;
- to enrich the school's curriculum by organising one-off, age-appropriate, careers-related events for students throughout the year;
- to represent the school externally with employers and post-secondary learning providers and to develop contacts beyond the school building;
- to maintain an effective careers education programme tailored for each year group's requirements;
- to oversee and track work experience placements for post-16 students as part of their curriculum offer;
- to effectively communicate messages and information regarding CEIAG to school staff, parents/carers and students;

#### Staffing

All staff are expected to contribute to careers education through their roles as tutors, subject teachers and support staff, acting as positive role models in a variety of jobs where appropriate. Specific careers lesson

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<sup>1</sup> 'Partnerships' section updated to reflect current relationships and confirmation added that the school holds the full Investors in Careers Award

plans are provided by the Careers Advisor each term and identified advice and guidance is given to staff where appropriate and required.

Delivery is provided through SMSC, SEAL activities and assemblies. The Careers Advisor provides specialist one-to-one and group careers guidance and maintains careers information, which is available in the 'Careers' section of the Library and the Sixth Form Study Centre. An online careers information page is also available on the school website and is maintained and updated regularly by the Careers Advisor.

Work-related learning is overseen by the relevant Raising Standards Leader in partnership with the Careers Advisor. Work experience placements which are subject/course specific are planned and implemented by Heads of Subject and Key Stage 5 staff.

The Raising Standards Leaders for each year group maintain a close partnership that enables smoother transitions between years for students. Each leader is responsible for organising key, age-specific, relevant and regular events for their year groups throughout the year. Year 7 focuses on developing personal awareness and career types, Year 8 looks at skills and qualifications needed for different careers as part of the options process, Year 9 raises awareness of higher education opportunities, Year 10 considers the skills required for work and provides opportunities to meet employers and further education providers. Students in Year 11 focus on the post-16 application process, receiving specific information on different education provision and apprenticeship routes.

### Curriculum

The CEIAG programme provides impartial information and includes careers education lessons as part of SEAL, careers guidance activities, (including individual interviews), information and research activities, work related learning, enterprise education, action planning and recording achievement (using Progress File). Other focused events, such as careers carousels, mock interviews and Higher Education activities are also provided. Work experience preparation and feedback takes place as part of the programme.

Cross-curricular careers education occurs within the school as topics across the curriculum provide the appropriate context for the introduction of information about careers, qualifications and entry requirements. All subject leaders including STEM (Science, Technology, Engineering and Maths) have a continued focus on raising the CEIAG agenda within their departments.

The delivery of CEIAG programmes is underpinned by the Career Development Institute's (CDI's) areas of learning for careers, employability and enterprise education and measured using the Gatsby benchmarks.

### Partnerships

The school is a member of the Kent and Medway Progression Federation, working with three Universities and the Local Authority to raise aspirations of all students and to encourage access to Higher Education, particularly for students from disadvantaged backgrounds. The school also maintains a partnership with the Enterprise Adviser Network which, by providing strategic counsel, developing career engagement plans and unlocking relationships with local businesses, makes it easier to connect with local employers. Relationships with Kent County Council's Skills and Employability Service and local training providers enable other options such as apprenticeships and training programmes to be promoted within the school.

Sandwich Technology School involves parents and carers at the key decision points in the education of their children through the process of: progress reports, parents' evenings, options evening for Year 8 and UCAS information evenings for Years 12, 13 and 14. Parents are invited to join information, advice and guidance interviews as appropriate and work with the school in selecting relevant work experience placements as required. Local universities, colleges, training providers and apprenticeship ambassadors attend parents' evenings, open evenings and other events where appropriate. The school enables opportunities for local education and training providers to have access to all pupils in Year 8 to Year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships. External providers can request access to provide relevant careers information by contacting the school's Careers Advisor.

### Resources

Funding is allocated in the annual budget planning round in the context of the whole school priorities. Sources of external funding are actively sought.

### Monitoring, review and evaluation

The CEIAG provision is measured against the Gatsby benchmarks and is reviewed biannually by the Assistant Headteacher (AHT) for Supporting Succession and the Careers Advisor. Improvements are made using the CDI framework's areas of learning for careers, employability and enterprise education.

Partnerships with the Education Business Partnership Kent, Kent and Medway Progression Federation and the Enterprise Adviser Network are reviewed annually.

Provision is reviewed by students throughout the year using feedback forms and in the Student AGM Meetings. Tutors are required to provide feedback after careers activities and events. All feedback is reviewed by the Careers Advisor and the Assistant Headteacher (AHT) for Supporting Succession.

The use of the careers benchmark tool 'Compass' helps to evaluate the school's careers activity against best practice. The evaluation is based on the well-known Gatsby Good Career Guidance Benchmarks.

Review is supported by the Careers and Enterprise Company, the Enterprise Adviser and Network as well as governor and SLT input.

Sandwich Technology School has achieved the full Investors in Careers Award, the kite mark for quality in Careers Education, Information, Advice and Guidance (CEIAG), which will be reviewed in 2022.

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### **Links to other policies/documents**

- Equality policy
  - Health and Safety Policy
  - Special Educational Needs Policy
  - Teaching and Learning Policy
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## Policy statement on provider access

### Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

### Pupil entitlement

All pupils in Years 8 to 13 are entitled to:

- find out about technical education 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;
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- understand how to make applications for the full range of academic and technical courses.

### Management of provider access requests

#### *Procedure*

A provider wishing to request access should contact Sarah Rooke, Careers Advisor:

Telephone: 01304 610006;  
Email: sarah.rooke@sandwich-tech.kent.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 pupils and/or their parents/carers. Please speak to our Careers Advisor to identify the most suitable opportunity.

#### *Premises and facilities*

The school will make the main hall or classrooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available audio-visual and other specialist equipment to support provider presentations. This will be discussed and agreed in advance of the visit with the Careers Advisor.

Providers are welcome to leave a copy of their prospectus or other relevant course literature to be displayed in the careers section of the Open Learning Centre.