

CAREERS EDUCATION, INFORMATION, ADVICE & GUIDANCE (CEIAG) POLICY

Issue Number: 3

Issue Date: June 2023

Next Review Date: June 2024

Reference: DAT-CEIAG

Approved By: ABA

Approval Date: June 2023

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1 The Policy Statement

1.1 Purpose

Careers Education helps young people to develop the knowledge, confidence and skills that they need to make well-informed, considered choices and plans that enable them to progress smoothly into further learning and work, now and in the future. As an academy we must ensure that high quality information and guidance enables our students to make the best of their talents and achieve their ambitions by choosing the pathway that is right for them.

1.2 Aims

Delta Academies Trust has a statutory requirement when delivering careers education in its academies, to ensure that information about learning options and careers is presented impartially and that advice promotes the best interests of pupils. We aim to ensure that our programmes:

- Empower young people to plan and manage their own futures
- Respond to the needs of each learner
- Provide comprehensive information and advice
- Raise aspirations
- Actively promote equality of opportunity and challenge stereotypes
- Help young people to progress

2 Entitlement Statements

2.1 Student entitlement

Teachers in the academies and qualified career professionals will support students' career development in a number of ways including:

- Information and discussion in lessons, drop-down days and assemblies to help students make informed decisions about their future.
- Access to careers advisers in a variety of ways, including individual meetings.
- Drop-in sessions, enrichment activities and on results days.
- Careers information and IT based careers programmes.

- Information and updates on notice boards, plasma screens and the academy website.
- The academy uses a tracking system to identify the needs of all students to target students who require early or additional support in their transition students, parents/carers and academy staff can refer students for one-to-one careers support. Students can access CEIAG through one-to-one interviews, workshops and enrichment activities.

2.2 Parent/Carer entitlement

Parents can access careers support for their child in a variety of ways including:

- individual meetings
- drop-in sessions, options and parents' evenings and on results days
- Careers information and computer-based careers programmes, such as the Portal and National Careers Service website.
- Information and updates on the academy's website and Twitter

2.3 Provider entitlement

Providers (Apprenticeship Providers, Employers, Colleges and UTCs etc.) can access students to promote their programmes in a variety of ways including:

- Careers Cafes – weekly sessions that promote particular employment sectors and the routes into those industries
- Careers & Aspirations Fair – large event where all providers can access parents and students
- Key Stage 3 Options Evening – focused next step curriculum and career pathway events for choices at GCSE, A Level and beyond.
- Y11 Pie Night – an evening session focused on engaging students in revision and thinking about their next steps
- CEIAG Step Up Days – Whole school careers themed events

2.4 Equality and Diversity

The careers education and guidance delivery satisfies the requirements of the academy's Equal Opportunities Policy. All students, regardless of their race, class, gender, faith or special educational needs, have the same access to our resources, wherever possible.

3 Delivery of the CEIAG provision

3.1 Place within the Curriculum and Tutorial Support system

The careers curriculum has been devised following the guidance of the ACEG National Framework for all year groups in core provision and/or drop-down days. This is supplemented by the following:

- Programme of assemblies, enrichment workshops and external visits.
- Inset for staff includes training and updates on careers information by qualified careers professionals.
- On personal development days a wide variety of companies and apprenticeship providers may also attend offering advice and guidance.
- We may also organize specific events for parents/carers and students to provide specialist support.

3.2 Monitoring and tracking of young people

Delta Academies Trust places a responsibility on its academies to maintain a full and comprehensive tracking system that gives every student a RAG rating for intervention.

The academy tracks:

- Intended destinations
- Supports the September Guarantee and Activity Survey (collecting data on sixth form, apprenticeship starters)
- Offering individualized support to those students who are at risk of becoming NEET or become NEET.
- The academy maintains records of all CEIAG interventions and interviews.
- Vulnerable students who are at risk of becoming NEET are referred to their Local Authority team for additional support.

4 Management of CEIAG Provision

4.1 Management

The CEIAG Programme and work experience is planned and implemented by the school's careers leader and designated member of SLT and involves working closely with the staff, students, parents and the wider community. This area is supported by a nominated link member of the Education Advisory Board.

4.2 Staffing

All staff contribute to CEIAG through their roles as tutors, subject teachers, curriculum leaders, learning managers, careers professionals and senior leaders. Staff training is provided on a regular basis and updates are given in briefing or circulated via email and the VLE. Staff are provided with guidance sheets, handouts and option booklets. All staff have access to the CEIAG portal which includes specific information and resources.

4.3 Provision of external and Independent careers guidance

Independent and impartial careers advice and guidance is provided via qualified careers professionals, a range of CEIAG computer-based programmes and websites in addition to our links with businesses and training providers. Students are also encouraged to access the National Careers Service via a link on the academy website.

4.4 Other formal and informal partnerships

The academy has a range of formal and informal partnership arrangements including with post-16 providers, colleges, employers, HE and training providers. These include Barnsley College, Pontefract New College, Shelley College and Sheffield University.

4.5 Information resources

A range of careers information, in a variety of formats, is provided in the Careers Hub and the Learning Resource Centre so that it is accessible to all students. Resources are managed in the academy to ensure that they are up to date and meet the needs of all students. The Careers Inc Portal also

provides quality assured information, links to other approved websites and online resources are also signposted.

4.6 Budget

Funding is allocated in the academy to a careers annual budget, maximum use will be made of quality assured free resources and currency/longevity of careers materials is taken into consideration when purchased priced materials.

4.7 Staff development

All staff should have access to a minimum of 1 hour per year through CPD time to update themselves in relation to current developments in careers pathways. Specific needs are identified in conjunction with the academy CPD co-ordinator and reviewed on an annual basis.

4.8 Monitoring, review and evaluation

A report will be submitted to the Educational Advisory Board on an annual basis, including an account of activities, a review of progress and an evaluation of pupil and parental response to provision.

Appendices

Appendix A: Leadership & Management – Named Contact

Position	Name	Title
AAB Member	Mrs Emma Parenti elp1320@yahoo.co.uk	Link Governor
Named Contact Academy Leadership Team	Mrs Hannah Gregory GregoryH@deltatrust.org.uk 01226 232306	Assistant Principal
Operational Leader	Mr Dave Bond BondD@dartonacademy.org.uk 01226 232306	Careers Lead
EPC Coordinator	Ms Katie Gibson gibsonk@dartonacademy.org.uk	Assistant Principal

Appendix B: Staffing

Position	Name	Title
Learning Managers	Mrs Diane Hillier	Year 7
		Year 8
	Mrs Michelle Simmons	Year 9
	Mrs Gemma Hope	Year 10
	Mrs Vanessa Houghland	Year 11
Curriculum Leaders	Mrs Jenna Russell	CTL English
	Mr Chris Ashley	CTL Maths
	Mrs Alica Rushworth	CTL Science
	Mr Lee Clayton	CTL Physical Education
	Mr Matt Nolan	CTL History
	Mrs Kirsty Stephenson	CTL Geography
	Mrs Dawn Considine	CTL RE/ EPC
	Mrs Sheridan Atkinson	CTL MFL
	Mr Zak Iqbal	CTL Information Technology
	Mrs Kerry Penney	CTL Technology
	Mrs Amie Hudson	CTL Art

Appendix C: Provision of External and Independent Careers Guidance

Organisation	Name	Title
Progress Careers.	Mrs Jane McKinney	Progress Careers Advisors
	MckinneyJ@dartonacademy.org.uk	
	01226 232306	Progress Careers Advisor
	Mrs Ginney Sheldon	
	SheldonG@dartonacademy.org.uk	
	01226 232306	

Appendix D: Other Formal & Informal Partnerships

Organisation	Name	Title
Barnsley College	Ms Sophie Morgan	Information Advisor
New College		
Pontefract	Mr Neil Mumby	Assistant Principal
Shelley College	Mrs J Dukeson	Student Recruitment Officer
BMBC	Mrs Angela Deakin	Enterprise Adviser
	AngelaDeakin@Barnsley.gov.uk	
Premdor	Amber Richardson	Enterprise Link
	arichardson@masonite.com	
HEPPSY	Charlotte Rodbourne	Link Coordinator
	C.Rodbourne@shu.ac.uk	

Appendix E: Information Resources

Organisation	Resource	Location
Progress Careers.	Online Portal	Academy Website
Careers Hub / Library	Careers Office	A206
Noticeboards	Careers Notice Board	Floors 1,2 and 3

Appendix F: Careers Education Plan

Every young person needs high-quality career guidance to make informed decisions about their future. At Darton Academy we look to provide the following support for all our students. We have based our structure of support using the Gatsby benchmark tool. The eight benchmarks are a framework for good career guidance; developed to support schools in providing students with the best possible careers education, information, advice, and guidance. The eight Gatsby benchmarks of Good Career Guidance are:

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. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance Please refer to the appendix for further information

Curriculum Activities and Progression Year Group	
Year 7	<ul style="list-style-type: none"> • Access to an impartial Careers advice to help with career exploration and to address stereotypes or misconceptions. • Appropriate subject specific advice in relation to careers. • An enrichment day which has a careers focus delivered by enterprise Partners Premdor, • Access to a range of outside speakers and guest assemblies from a wide range of different areas e.g. Industries/ Universities through the HEPP programme. • Access to specific careers events and outside providers through Careers Drop Down Days and outside providers. • Access to activities and providers related to National Careers Week and National Apprenticeship Week
Year 8	<ul style="list-style-type: none"> • Access to an impartial careers advice to help with career exploration and to address stereotypes or misconceptions. • A progressive Careers Education programme delivered by Form Tutors as part of the Future Friday agenda. • An enrichment day which has a careers focus delivered by enterprise partners Premdor. • Access to a range of outside speaker sand guest assemblies from a wide range of different areas eg Industries/ Universities through the HEPP programme Access to specific careers events and outside providers through Careers Drop Days and outside providers. • Access to activities and providers related to National Careers Week and National Apprenticeship Week.
Year 9	<ul style="list-style-type: none"> • Access to careers advice provided by FE colleges, apprenticeship providers, and specialists in different areas of employment. • Transition support is offered for students and parents/carers before making choices about Options for KS4. • A progressive careers education programme delivered by form tutors as part of the Future Friday agenda.

	<ul style="list-style-type: none"> • Careers Advice for students with SEND, the Year 9 transition review provides a key opportunity to discuss career aspirations. Linked to EHCP. • Access to a range of outside speakers and guest assemblies from a wide range of different areas e.g. industries/universities through the HEPPSY programme. • Access to specific careers events and outside providers through careers personal development days and outside providers. • Access to activities and providers related to National Careers Week and National Apprenticeship Week.
Year 10	<ul style="list-style-type: none"> • A one-to-one interview with a qualified, impartial careers guidance adviser from Progress Careers (Disadvantaged and 'High Risk' students to be prioritised). • A progressive careers education programme delivered by Form Tutors as part of the Future Friday agenda. • Visits to and from universities and colleges in order to support transition post-16/post-18 • Access to a range of outside speakers and guest assemblies from a wide range of different areas e.g. industries/universities through the HEPPSY programme. • Mock interviews with real local employers provided by and providers • Support in completing application forms for employment and colleges. • Access to a range of outside speakers from a wide range of different areas e.g. Industries/ Universities through the HEPPSY programme. • Access to specific careers events and outside providers through Careers Drop Days and outside providers. • Access to activities and providers related to National Careers Week and National Apprenticeship Week.
Year 11	<ul style="list-style-type: none"> • A one-to-one interview with a qualified, impartial careers guidance adviser from Progress Careers in order to support post-16 transition. • A progressive careers education programme delivered by form tutors as part of the Future Friday agenda.

	<ul style="list-style-type: none">• Visits to and from universities and colleges and access to student finance talks and managing personal budgets• Support on completing a CV and letter of application• Support in completing application forms for employment and colleges.• Access to a range of outside speakers from a wide range of different areas e.g. industries/universities through the HEPPSY programme• Access to specific careers events and outside providers through Careers Drop Days and outside providers.• Access to activities and providers related to National Careers Week and National Apprenticeship Week.
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Appendix G: Student Entitlement

Investing in your Future

The careers education and guidance programme at Darton Academy seeks to positively support you to acquire the educational, social and employability skills necessary for lifelong success in a diverse and changing world of work. We will support you to aim high in your career goals and aspirations.

As a pupil at Darton Academy you are entitled to a careers education and guidance programme which:

- is personal to you and always puts your interests first
- motivates and inspires you to consider all opportunities open to you within and outside Darton Academy
- helps you to gain the skills you need to make your career ambitions a reality
- provides the support you need to be successful
- helps you access any additional support you might need
- is delivered by trained and qualified teachers and advisers, with up-to-date knowledge and understanding of career pathways and local labour market information
- protects and respects your personal information and shares it only with your consent
- always puts your interests first

Together with a range of career professionals, businesses and training providers we will support your career development in a number of ways including:

- Information and discussion in lessons and assemblies to help you make decisions about your future
- Activities and events such as employability days
- Access to careers advisers in a variety of ways including individual meetings, drop-in sessions, enrichment activities and on results days
- Careers information and computer-based careers programmes
- Information and updates on notice boards and plasma screens
- Darton Academy website

Appendix H: Parents Entitlement.

Investing in your Son/ Daughter's Future

Research has consistently shown that parents and carers are **the** most influential factor in students' decisions about the future. Your support and encouragement influences their choices, and the guidance you provide will be invaluable to their eventual achievements and career pathways. This might feel a little daunting...the jobs of the future may be very different from your own experiences and choices. In fact, they may not even be invented yet!

There are some very simple and practical steps you can take to support your child.

- Talk to them about their current educational attainment and estimated grades and encourage them to aim high (the skills shortages of the future will be in higher level jobs)
- Discuss where they want to be and research how to get there (lots of great resources in the Academy and on the internet)
- Use the links on the academy website www.theallsaints.net
- Encourage them to seek out the advice and experiences they need to help them achieve their goals
- Help them with the steps they need to take

Together with a range of career professionals, businesses and training providers we will support your son's/daughter's career development in a number of ways including:

- Information and discussion in lessons and assemblies to help them make decisions about your future
- Activities and events such as employability days

- Access to careers advisers in a variety of ways including individual meetings, drop-in sessions, enrichment activities, parents and option evenings and on results days
- Careers information and computer-based careers programmes
- Information and updates on notice boards, plasma screens and websites

You are welcome to attend your child's careers meeting and we encourage you to contact Darton Academy if you need any more help or information.

Appendix I: Provider Entitlement

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

Management of provider access requests procedure

A provider wishing to request access should contact – [See named contact in Appendix A](#)

Telephone: Academy Reception: 01226 232306.

Opportunities for access

The Academy will arrange a Careers and Aspirations Day in the first term (September–December) as part of the next step planning and setting the aspirations of our students. This day is integrated into the Academy careers programme and will offer providers an opportunity to come into the Academy to speak to pupils and/or their parents/carers. Details of these can be found within this policy and the careers section of the website.

We also arrange a series of Careers Cafes held at lunchtimes. These are based on Local Market Information and Employers and Provider (if appropriate to the LMI area) will be invited / request to attend these events also.

Please speak to our Careers Leader to identify the most suitable opportunity for you.

Premises and facilities

The Academy will make space available for discussions between the provider and students, as appropriate to the activity. The academy will also make available AV and other specialist equipment to support provider

presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Hub, which is managed by our Careers Professionals. The Careers Hub is available to all students at lunch and break times.