

# Maidstone and Malling Alternative Provision

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

Created July 2019

## **CEIAG Policy Principles & Rationale**

This policy has been written in accordance with the governments Inspiration Vision Statement and the DFE Document, 'Careers guidance and inspiration in schools' which made changes to the delivery of Careers Guidance in Schools. It is now a statutory duty for all schools, including MMAP to ensure that guidance is:

- Presented in an impartial manner
- Includes information on a range of post 16 education or training options.
- Promotes the best interest of the students.

In addition to adherence to the Department for Education Guidance, MMAP believes that one of the ultimate aims of the Provision must be to make it possible for our young people to engage proactively in decisions about their education pathways and their journey to a career.

MMAP has led on the development of Careers Guidance best practice at a national level as a lead school on the Gatsby National Careers Benchmarking Pilot from 2019. Our careers strategy is shaped by the 8 benchmarks outlined in Professor Sir John Holman's report as the key elements of high quality practice:

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

Careers Education, Information, Advice and Guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A young person's career reflects the progress they make in learning and work. MMAP fully believes that all students need a programme of activities to help them choose options and career pathways that are right for them through our statutory responsibility of supporting students from Key stage 3 through to Year 11.

This will enable MMAP to support students to manage their careers, sustain employability and achieve personal and economic wellbeing throughout their lives.

Effective CEIAG within MMAP will ensure that the Provision is:

- Actively encourages and inspires young people to consider all options, so that they are able to select the best way forward for their interests, motivations, learning styles, abilities and aspirations.
- Actively led by Careers Advisor
- Actively consulting with students, parents and staff on CIAEG provision to inform continuing improvement.

#### Objectives

- a. The careers programme is designed to meet the needs of students at MMAP following the 8 Gatsby Benchmarks
- b. Activities are differentiated and personalised to ensure progression in their post 16 progression route as well as the student's own personal development. It is also designed to strengthen our students' motivation, aspirations and attainment within the Provision.
- c. Students are entitled to CEIAG which as far as possible meets professional standards of practice and which is impartial and confidential, within the usual parameters in Education which the young person is in our care. Activities will be embedded in the curriculum and based on a partnership with students and their parents / carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity. The use of specialist talks from professionals, participation in 'Careers day', support from Employers etc. are targeted at those who would most benefit. We also encourage students to pro-actively research and reflect upon these experiences, recording CEIAG related activities]
- d. MMAP is further committed to providing a planned programme of impartial careers education, information, advice and guidance (CEIAG) for all students in Key stage 3 and Key Stage 4 providing additional support as required for any student with additional needs or identified as being at risk of becoming NEET.
- e. MMAP will ensure that students are well prepared for the next stage of their education, training and or/employment. We will ensure that we provide timely independent information, advice and guidance to assist students on their next steps in training, education or employment. Students should have a well-informed understanding of the options and challenges facing them as they move through the Provision and on to the next stage of their education and/or training.

## Curriculum

The CEIAG programme includes careers education sessions, career guidance activities (E.g. group work and talks from professionals, careers fairs etc.),, work-related learning, as well as individual learning activities. The curriculum is thoroughly supported by the SLT.

In terms of delivery, all staff have a responsibility to provide Careers Education, Information, Advice and Guidance and whilst delivery will be through a predominantly taught approach within lessons, all staff will be expected to contribute through roles as tutors and curriculum subject teachers in addition to specific staff responsibilities for CEIAG.

Our taught CEIAG curriculum is linked to The CDI framework for careers and work-related education and our programme includes:

- Self-Awareness
- Self- determination • Self-improvement as a learner
- Exploring careers and careers development
- Investigating work and working life
- Understanding business and industry
- Investigating jobs and labour market information (LMI)
- Valuing equality, diversity and inclusion
- Learning about safe working practices and environments
- Making the most of careers information, advice and guidance
- Preparing for employability
- Showing initiative and enterprise
- Developing personal financial capability

Other focussed events include a bespoke Careers day (Supported by multiple organisations) and individual guidance for Years 10 to 11 through impartial with the Careers Advisor. Guidance is also provided from a range of local FE Colleges including, but not limited to, Mid Kent College and Hadlow College. **Students are encouraged to participate in any open days.**

MMAP firmly believes in the Work Experience as an opportunity to experience the world of work, as well as developing 'work skills' such as punctuality, planning, team work etc. This is based on an individual's circumstance.

Appropriate staff will attend relevant CEIAG training opportunities

### **Monitoring & Evaluation**

Monitoring of CEIAG takes place through

1. Careers Lead ensuring that the CEIAG programme is audited internally against Gatsby benchmarks and re-drawn on the basis of weaknesses identified using the CEC Compass tool. Stakeholders.
2. Regular meetings with SLT, including progress reports
3. Frequent Audits in line with the CDI Framework
4. Careers Lead will report provision activities and evaluation of events to the Head teacher.