



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

### Rationale

CEIAG has an important contribution to make to the education of all students in order to make an effective transition from school to adulthood and employment. A young person's career reflects the progress they make in learning and work. It is part of the vision at the Lathom High School that all students receive a planned programme of activities to help them choose 14-19 pathways that are appropriate for them, and that our students learn the skills required in an ever-changing global society to manage their careers, sustain employability and achieve personal and economic wellbeing throughout their lives. Well thought-through decisions about learning and work informed by effective CEIAG can increase participation in learning and, in turn, raise attainment and support further progression.

### Commitment

Lathom High School is committed to fulfilling its statutory duty to secure independent and impartial careers guidance for young people in years 8 - 11 and to provide a planned CEIAG programme designed to meet the needs of all students in years 8-11. The policy is guided by the Gatsby benchmarks of Good Career Guidance and conform to statutory requirements, in particular the DfE's Careers Strategy<sup>1</sup> and the revised statutory guidance<sup>2</sup>.

The programme is delivered through a combination of tutor-led activities through PROUD days, tutor time as well as through a range of other activities appropriate to facilitate the needs of students as they progress through the school.

The governing body recognises that it must ensure that the independent careers guidance provided:

- Is presented in an impartial manner
- Includes information on the range of education or training options, including apprenticeships and vocational pathways
- Is guidance that will promote the best interests of the young person to whom it is given

We endeavour to follow best practice guidance from the careers profession, from other expert bodies such as Ofsted, the Department for Education and other professional bodies.

### Aims

The main purpose of CEIAG is to provide our students with the opportunity to engage in a range of activities that will contribute to their knowledge and understanding of the world of work and the qualification pathways suitable for students' individual needs. Lathom High School is committed to

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<sup>1</sup> [Careers strategy: making the most of everyone's skills and talents \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/612222/careers-strategy-making-the-most-of-everyones-skills-and-talents.pdf)

<sup>2</sup> [Careers guidance and access for education and training providers \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/612222/careers-guidance-and-access-for-education-and-training-providers.pdf)

not just fulfilling its statutory requirements in this area but providing exceptional support and guidance.

The aim of CEIAG is to enhance the provision made to prepare students for the transition to the next stage of education or employment through:

- Helping students to follow courses that are appropriate to their needs;
- Improving understanding of the world of work;
- Ensuring appropriate provision and guidance;
- Successful transition to the next stage of education and employment;
- Empowering students to plan and manage their own futures;
- Offering a responsive service that allows time for face to face guidance;
- Providing comprehensive and unbiased advice and guidance;
- Actively promoting equality and challenging gender stereotypes.

### **Statement of Entitlement.**

Students at Lathom High School are entitled to impartial and confidential IAG which is delivered by trained staff and meets professional standards of practice. The Careers Education programme will raise aspirations, challenge stereotypes and promote equality and diversity.

### **Implementation**

Impartial and independent IAG is provided to students through a number of ongoing delivery methods:

- The CEIAG section of the Lathom High School website
- Personal Development time during tutor time
- PROUD days
- Planned delivery of year group/transition specific activities such as FE visits
- University Links
- Industry specific presentations or workshops
- Face-to-face guidance with a Career Guidance practitioner
- Assemblies and group activities for specific pathways

Lathom High School adopts a whole school approach to CEIAG implementation planning. All staff contribute to CEIAG through their roles as tutors and curriculum subject teachers. Careers Education is delivered by form tutors through PROUD days. These are planned in consultation with the SLT and Head of Year. All staff are provided with updates via e-mail, staff briefings and relevant training to support them to understand their role within this.

### **Provider Access Policy Statement**

We have a duty to provide pupils in Years 8-11 with access to providers of post-14, post-16 and post-18 education and training. Our policy statement sets out how we manage access requests from these providers.

### **What are pupils entitled to?**

Pupils must be allowed to:

- Learn more about technical education qualifications and apprenticeship opportunities, as part of a careers programme which informs pupils of the full range of education and training options available to them at each transition point.
- Hear from a range of local providers about the opportunities on offer, e.g. technical education and apprenticeships – this can be achieved through options evenings, assemblies, group discussions, and taster events.

- Understand how to apply to the full range of academic and technical courses available to them.

### **Who handles our access requests?**

Any provider wishing to request access should contact our careers team via [careers@lathom.lancs.sch.uk](mailto:careers@lathom.lancs.sch.uk) or contact school via telephone.

*Alternatively contact either:*

Katy Haury, Careers Lead, on [k.haury@lathom.lancs.sch.uk](mailto:k.haury@lathom.lancs.sch.uk)

Caroline Pickering, Leadership Team link for CEIAG [c.pickering@lathom.lancs.sch.uk](mailto:c.pickering@lathom.lancs.sch.uk)

### **What can providers expect once a request has been accepted?**

Once we have approved a provider, we will work with them to identify the best method for providing access to our pupils. We will make the school hall or classrooms available to host discussions between providers and pupils. We will also make presentation equipment, such as projectors and laptops, available to providers.

Arrangements will be discussed in advance between our careers lead and a nominated member of the provider's team.

### **Monitoring, Review and Evaluation**

The careers programme is planned, monitored and evaluated regularly by the LT link with responsibility for Careers and Careers Lead. Learners are actively involved in the planning, delivery and evaluation of activities.

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. The Careers team are responsible for the effective deployment of resources. Staff training needs are identified to ensure we can provide our students with up to date CEIAG.

Destination information is analysed within school alongside feedback from students and parents/carers to inform the development of the programme.

### **Approvals**

Signature of Head Teacher \_\_\_\_\_

Signature of Chair of Governors \_\_\_\_\_

Date of approval: \_\_\_\_\_

Date of next review: \_\_\_\_\_