

NEWLANDS GIRLS' SCHOOL

POLICY DOCUMENT



Careers Education, Information, Advice & Guidance Policy (CEIAG)

LAST UPDATED/ REVIEWED	(by) Assistant Headteacher with responsibility for Careers	January 2024
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POLICY TYPE	Statutory
REVIEW FREQUENCY AND DATE	Annual – March 2025

RESPONSIBLE	
Leadership Team	Assistant Headteacher with responsibility for Careers
Governing Committee	Curriculum Committee

APPROVED:	Meeting Date:	Full Governing Body Meeting 11 th March 2024
UPDATE: Shared Drive Website (if applicable)	14 th March 2023 14 th March 2023	

Courage Commitment Compassion

About this Policy:

This policy was developed and reviewed in discussion with staff, pupils, parents, governors, advisory staff and other external partners (for example RBWM, who have responsibility for CEIAG for SEND students).

Newlands aims to follow the guidelines and fulfil the statutory requirements, as set out by the Department for Education and other professional bodies (please see below a list of sample documents used).

Statutory Requirements:

- 1997 Education Act (including Section 42A- inserted January 2018)
- Department for Education – ‘Careers guidance and access for education and training providers’ - January 2018

Recommended Good Practice:

- Department for Education – ‘Careers strategy: making the most of everyone’s skills and talents’- December 2017
- The Gatsby Foundation- ‘Good career guidance: reaching the Gatsby Benchmarks’- April 2018
- Guidance as published by The Careers and Enterprise Company (CEC)

Our Commitment and Objectives

Our careers programme is designed to meet the needs of all pupils at Newlands and inspire them to follow a well-considered path of their choice. Understanding the full range of opportunities available to them now and in the future, will help students feel prepared and confident in taking their next steps.

All pupils are entitled to information, advice and guidance, which meets professional standards of practice. High quality, impartial careers guidance helps pupils to make informed choices about which courses suit their academic needs and aspirations. Our programme raises aspirations, challenges stereotypes and promotes equality and diversity.

At Newlands, we integrate CEIAG into the students’ experience of the whole curriculum, as well as offering meaningful encounters with employers and higher education providers during school-based career events, offsite visits and carefully planned work experience. Pupils across the age groups (Years 7-13) are entitled to at least one employer encounter per

Our Commitment and Objectives - continued

school year, but are also equipped to be self-reliant and proactive in accessing and using CEIAG. Our yearly programme varies, based on the needs of the students and in accordance with national changes. Opportunities and experiences may include (but are not limited to): visiting speakers; access to a well-stocked careers library; careers interviews; employer workshops and support in planning and undertaking work experience. Other focused events such as the Year 9 Options Evening and Higher Education Day are provided at the appropriate time.

Please visit the Careers page of our school website for the current offer:

[Careers - Newlands Girls' School \(newlandsgirlsschool.co.uk\)](http://newlandsgirlsschool.co.uk)

Overall, we aim to set a standard of excellence, using the eight Gatsby Benchmarks:

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. Experience of workplaces
7. Encounters with further and higher education
8. Personal guidance.

Implementation (including Provider Access arrangements)

Management and Staffing:

The Careers Leader oversees the careers programme, working alongside a named member of the Leadership Team. A Link Governor is appointed each year to provide challenge and oversight. Other colleagues engaged with careers education include the Head of Sixth Form, the Sixth Form Learning Mentor, Head of Personal, Social and Health Education and the SENDCO. All other staff members contribute to CEIAG through their roles such as Form Tutors, subject teachers and Mentors.

Resourcing:

Funding is allocated in the annual budget, which is planned in the context of whole school priorities and needs. The Careers Leader is responsible for the effective deployment of resources.

Careers information is available in the Careers area of the Library.

Working in Partnership:

We understand the importance of working in partnership with parents, who are encouraged to access and use our information to support their daughters.

There are many opportunities for employers and education/training providers to visit Newlands and/or to leave copies of their literature with us. The school aims to provide facilities, which are suitable for such visits, taking into consideration our school calendar, the resources we have available and the nature of the employer/provider. Visits from providers will be planned in accordance with our Safeguarding Policy.

An employer or provider wishing to visit Newlands, or to find out more about our careers programme, should contact us using the following e-mail address:

office@newlandsgirls.co.uk

Assessment and Evaluation:

The CEIAG programme is planned, monitored and evaluated by the Careers Leader, using a range of methods including the 'Compass' tool, developed by the Careers and Enterprise Company. Assessment and evaluation of our provision and its impact will be undertaken both formally and informally as part of an ongoing process.