

# Grace Academy Solihull

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

|                   |   |
|-------------------|---|
| Policy Reference: | GA-SP007  |
| Version:          | V5  |
| Status:           | Operational   |
| Author(s):        | Louise Knight - Head of CEIAG<br>and Brad Pettitt- Careers Lead |
| Applicable to:    | Grace Academy Solihull  |
| Checked by:       | LGB   |
| Valid From:       | Feb 2024  |
| Review Date:      | Apr 2025  |

## TABLE OF CONTENTS

|   |          |
|---|----------|
| <b>1. Introduction – The Rationale for CEIAG.....</b> | <b>3</b> |
| <b>1.1 Commitment.....</b>                            | <b>3</b> |
| <b>1.2 Development.....</b>                           | <b>3</b> |
| <b>1.3 Links with other Policies.....</b>             | <b>3</b> |
| <b>2. Objectives.....</b>                             | <b>3</b> |
| <b>2.1 Students’ Needs.....</b>                       | <b>3</b> |
| <b>2.2 Entitlement.....</b>                           | <b>3</b> |
| <b>3. Implementation.....</b>                         | <b>3</b> |
| <b>3.1 Staffing.....</b>                              | <b>4</b> |
| <b>3.2 Curriculum.....</b>                            | <b>4</b> |
| <b>3.3 Partnerships.....</b>                          | <b>4</b> |
| <b>3.4 Resources.....</b>                             | <b>4</b> |
| <b>3.5 Staff Development.....</b>                     | <b>4</b> |
| <b>4. Monitoring, Review and Evaluation.....</b>      | <b>4</b> |

## 1. Introduction – The Rationale for CEIAG

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make informed career choices that are right for them and to be able to manage their careers throughout their lives. Schools have a statutory duty to provide careers education in Years 7-13 (Education Act, 2011 Education Regulations) and to give students knowledge about future pathways regardless of background or ability.

### 1.1 Commitment

Grace Academy Solihull is committed to providing a [planned programme of Careers Education](#) for all students in Years 7-13 and Information, Advice and Guidance.

Grace Academy endeavours to follow relevant guidance from the DCSF, DFE, QCA, PAL, Gatsby Benchmarks, Ofsted and CEC (Careers and Enterprise Company) CEIAG is closely linked with whole school aims and development plans.

### 1.2 Development

This policy was developed and is reviewed regularly through discussions with teaching staff; the Grace Academy Independent Careers Adviser(s), students, parents, governors, advisory staff and other external partners (e.g. education-business partnership).

### 1.3 Links with other Policies

The policy for CEIAG supports and is itself underpinned by a range of key Grace Academy policies in particular those for; teaching and learning, assessment, recording and reporting achievement, equality and diversity and inclusion.

## 2. Objectives

### 2.1 Students' Needs

The careers programme is designed to meet the students' needs. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. It aims to increase participation by all young people in CEIAG, employment and training, and to raise achievement in order to foster lifelong learning and build upon students' individual abilities and aspirations for their own benefit and for the benefit of the economy and community as a whole.

### 2.2 Entitlement

Students are entitled to careers education and impartial information and guidance that meet professional standards of practice and are person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents/carers. The programme will promote equality of opportunity, inclusion and anti-racism as stated in the entitlement statement

## 3. Implementation

A member of Grace Academy Solihull will be responsible for co-coordinating the careers education programme.

### **3.1 Staffing**

All staff contribute to Careers Education and Guidance (CEG) through their roles as tutors and subject teachers. Careers focused lessons are delivered during allocated tutor lessons, incorporating our online career platform; Unifrog, Year 7-10 PSHE lessons and planned workshops, focus weeks or assemblies. The careers programme is planned, monitored and evaluated by the careers lead in consultation with senior leaders and the Independent Careers Adviser who provides specialist careers guidance.

### **3.2 Curriculum**

The careers programme includes careers education sessions, career guidance activities (group and individual), e.g. Mock interview day, CV workshops, key transition points such as Year 9 options, Year 11 progression, Year 12 pre-work experience and evaluations workshops and Y13 UCAS planning sessions. Other focused events include KS3 and KS4/KS5 Careers Fair, Enterprise Week, National Apprenticeship Week and National Careers Week.

### **3.3 Partnerships**

Grace Academy will form partnerships with businesses and organisations to enhance the careers education strategy at a local level. The Academy currently works with Wilmott Dixon as our business and enterprise link and will continue to build on relationships with national business.

### **3.4 Resources**

Funding is allocated in the annual budget planning round in the context of whole academy priorities and particular needs in the CEIAG area. A member of staff at each academy is responsible for the effective deployment of resources.

### **3.5 Staff Development**

Staff training needs are identified as part of the academy's CPD programme process. Grace Academy will endeavour to meet training needs within a reasonable period of time.

## **4. Monitoring, Review and Evaluation**

The Careers, Education, Information, Advice and Guidance Policy is reviewed internally annually with updates made. Fully reviewed by LGB on a 3 year cycle (subject to statutory changes).