



Careers, Education, Information and Guidance (CEIAG) Policy

Cardinal Newman Catholic High School

Last Reviewed	April 2023
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Job Role	Headteacher
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This document will be reviewed annually and sooner when significant changes are made to the law.

Guidance from the Department for Education about school policies can be found here:

<https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts>

Contents

1.1. Statement of Intent..... 3

1.2. Rationale 3

1.3 Aims..... 3

1.4 Provision..... 4

1.5 Feedback and Complaints 5

1.6 Monitoring Arrangements 5

1.1. Statement of Intent

Cardinal Newman Catholic High School is committed to our statutory duty to provide Careers, Education, Information and Guidance (CEIAG) to students in Years 7 to 11 and ensure that all students have access to impartial and inspirational careers information, advice and guidance in accordance with the 1997 Act, 2003 Regulations, 2008 Act, April 2014 Statutory Guidance, and January 2018 Statutory guidance.

This policy is based on the most recent CEIAG review and in light of new statutory guidance for governing bodies, school leaders and school staff published by the DfE in January 2018, and non-statutory guidance “Careers Guidance and Inspiration in Schools”. National Careers Council advice is also used to ensure the school’s provision for CEIAG is meeting or exceeding national standards and recommendations.

1.2. Rationale

We recognise that effective careers guidance contributes to raising aspirations, improving motivation and overcoming barriers to success. The careers programme at Cardinal Newman Catholic High School is committed to delivering high quality Careers Education, Information, Advice and Guidance (CEIAG) by ensuring students make effective and informed decisions about their future through greater self-awareness, career exploration, supported and independent career management, work related learning and the development of employability skills. A vital part of this is contact with employers, training advisors, colleges and universities.

For the purpose of this policy the following definitions have been used:

- **Information** - Information is data on opportunities conveyed through different media including face-to-face contact (individual, group, class etc.), written/printed matter, telephone help lines, ICT software, websites, etc.
- **Advice** - This involves helping a young person to understand and interpret information as well as providing information and answers to questions and clarify misunderstandings; to assist them to understand their circumstances, their abilities and targets; and advise them on their options or how to go about a given course of action; to identify needs and to signpost and refer young people who may need more in-depth guidance and support. Advisory work is usually provided on a one-to-one basis but may also be provided in small or class groups.
- **Guidance** - Guidance aims to support young people to better understand themselves and their needs; to confront barriers to understanding, learning and progression; to resolve issues and conflicts and to support them to develop new perspectives and solutions to problems and be able to better manage their lives and achieve their potential. Guidance may also involve advocacy on behalf of some young people and referral for specialist guidance and support. This involves more in-depth one-to-one work conducted by staff trained and competent in guidance work. Guidance usually involves the exploration of young people’s circumstances – their ideas, values, needs and beliefs in relation to opportunities or issues that are confronting or confusing them.

1.3 Aims

Careers guidance at Cardinal Newman Catholic High School is a progressive journey from Year 7-11. Our model for CEIAG is based on the Gatsby objectives and the Association for Careers Education and Guidance (ACEG) Framework for Careers and Work-Related Education. These objectives underpin the quality of our provision in school.

1. To develop student's self-awareness: a greater understanding of their strengths, current limitations, personal qualities, interests and values through guided use of an ICT Careers based Programme as well as additional resources in PSHE.
2. To encourage and support career exploration and research through both enrichment and curriculum-based classroom/group work activities, one-to-one guidance interviews, interactive careers media and online tools. To enable access to a comprehensive careers information library and resources, work with employers and visiting speakers and work-related activities delivered by representatives from industry.
3. To provide work related learning and increased exposure to a range of life-long learning and career opportunities in order to enable students to make effective decisions about their future.
4. To develop skills and professional ethics to meet the demands of a changing work environment.
5. To embed all of the above, increasing students' confidence, resilience and skills in managing their career journey, including any transition points from secondary education to further/higher education and entry to work or apprenticeships.

1.4 Provision

Cardinal Newman Catholic High School is committed to providing an effective careers education programme that prepares students for the next steps in their education, training or employment. The school is committed to ensuring that students gain stimulating and inspiring information about a wide range of career pathways, where possible directly from employers.

All aspects of provision actively avoid stereotyping and each year the curriculum is developing to ensure students are inspired to aim high and enter the full range of professions and careers. Cardinal Newman Catholic High School works to prevent all forms of stereotyping in the advice and guidance we provide, to ensure that boys and girls from all backgrounds and diversity groups consider the widest possible range of careers, including those that are often portrayed as primarily for one or other of the sexes. We ensure that disadvantaged students and those with Special Educational Needs and Disabilities have extensive careers interviews to ensure sufficient planning and transition for their next step, to maximise post 16 take –up and prevent drop-out.

Careers education is embedded in the curriculum within PSHE time, and through enrichment activities, such as the whole school Careers Day. This is also achieved through engagement in STEM activities and other education schemes and through employer and careers fairs. All curriculum areas provide careers information and education and industry-related knowledge, and help students think about the skills that can be applied in different jobs.

Cardinal Newman Catholic High School is committed to ensuring students gain sufficient information to consider a wide breadth of career possibilities and support decision making. The school provides comprehensive careers information and education and access to careers software and websites. There is a dedicated area for careers in the school library, as well as online packages and careers websites.

All post-16, and, where relevant, post-14 providers are invited to attend careers events, including local employers and providers of apprenticeships to ensure a fair coverage of all available routes and qualifications. Post-16 and apprenticeship providers are also invited into assemblies to explain their offer and are also available at key points for lunchtime drop-ins, whether to support with student applications or to give further advice and guidance.

Cardinal Newman Catholic High School is committed to ensuring that vocational training and apprenticeships are promoted effectively through all aspects of CEIAG provision. The school is committed to providing work related learning opportunities to provide students with first-hand knowledge of the world of work. A range of opportunities are provided that expose students to real work situations and enable them to develop a wide range of skills and relevant sector-based knowledge and attitudes required in the labour market. These include Enrichment Days, Careers Fair, STEM activities, College and University taster days, assemblies and careers lessons.

1.5 Feedback and Complaints

If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint please contact the School Office, Headteacher or School Data Protection Officer:

Data Protection Officer	Education Data Hub (GDPR for Schools), Derbyshire County Council
DPO Email:	gdprforschools@derbyshire.gov.uk
DPO Phone:	01629 532888
DPO Address:	County Hall, Smedley Street, Matlock, Derbyshire, DE4 3AG

If however you are dissatisfied with our response to your concerns you can of course contact the ICO quoting our ICO registration number ZA077221.

Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Fax: 01625 524 510

Website: <https://ico.org.uk/concerns/>

1.6 Monitoring Arrangements

The school has an annual plan for careers education and the effectiveness of careers provision is reviewed annually. Destination's data is also used to identify improvements needed in CEIAG provision. This policy was adopted on 1st September 2021 and will be reviewed annually.

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. **This version was last updated April 2023.**