



Villa Real School
together we achieve

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

Responsibility: Samantha Dawson

Date: January 2025

Signed & Adopted by the Governing Body:

Chair of Governors

Date: 27.01.25

Date to be reviewed: January 2027

INTRODUCTION

RATIONALE FOR CEIAG

Careers Education, Information, Advice and Guidance (CEIAG) is an integral part of Villa Real's Personal Development programme, which is delivered by class staff with support where appropriate from the Careers Lead and Durham Works, the impartial qualified deliverer of guidance. Particular emphasis is placed on making effective career decisions in Years 9 – 12.

Careers Education helps prepare students for the opportunities and responsibilities of adult working life, and as such, has a vital contribution to the school's aims of working closely with employers, training providers, further and higher education providers and our local community

We have strong and effective pastoral systems which provide the means to ensure students receive support and guidance at transition points. All of the students at VRS have additional needs which require specialist guidance, and this can be provided by Durham Works.

COMMITMENT

Villa Real School are fully committed to ensure that the statutory duties related to careers education are fulfilled by providing our pupils/students with a comprehensive programme of careers education, information, advice and guidance (CEIAG). This will follow the DfE 'Careers Guidance and access for education and training providers' Statutory Guidance updated January 2023.

Villa Real School recognises that it has a responsibility to ensure all pupils/pupils/students at the school are provided with independent careers guidance in line with the SEND Gatsby Benchmarks. The Governing Body also 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 other vocational pathways
- is guidance that the person giving it considers will promote the best interests of the pupils/pupils/students to whom it is given
- includes discussions with parents as part of a multi-agency review

The School endeavours to follow best practice guidance from the Department for Education and other expert bodies such as Ofsted and The Department for Business Innovation and Skills, professional bodies and published research as it is available.

DEVELOPMENT

This policy was developed and is reviewed annually in discussion with the Senior Leadership Team, staff, pupils/students, parents, carers, governors,

advisory staff and other external partners such as Durham LEA, Durham Works, and the North East Combined Authority.

LINKS WITH OTHER POLICIES

The Policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for Teaching and Learning, Assessment, Citizenship, Special Educational Needs and Disability, Single Equality Policy, Most Talented, Children in Care and PSHCE/RHSE.

OBJECTIVES

To contribute to raising achievement through high expectations of all pupils/students

Villa Real school will do this by working with all pupils and pupils/students from EYFS to Y14, providing a structured and individualised CEIAG programme. We will focus on what each student 'Can Do'; and develop personalised action plans for pupils/students in Y9 and above. This will support pupils/students to consistently raise achievement.

To support inclusion, challenge stereotyping and promote equality of opportunity

Villa Real School will do this by working with every student to identify career and employment paths that are person centred and tailored to meet individual needs. We work with a network of employers to break down barriers and perceptions of employing young people with SEND. Where appropriate, pupils/students will be given opportunities to carry out Work Experience at local businesses and through the support of external agencies such as Project Choice.

To encourage participation in further learning and or employment

Villa Real School will do this through Careers Fairs and Skills Events where pupils/students can meet learning and training providers. Pupils/students and their parents and carers are kept up to date with Further Education and training provider Open Events, and transitional visits will be arranged and supported when required. Pupils/students will be offered mock interviews, CV writing and application writing and job searching through bespoke CEIAG lessons and the Careers Scheme of Work. Pupils/students will be introduced to discussions around Further Education in Y7 and will be given repeated opportunities to visit local colleges and training providers throughout their time at School.

To develop enterprise and employment skills

Villa Real School will embed enterprise throughout the school. We are fully committed to ensure that every student will have the opportunity to gain

employability skills through school's curriculum, and to embed employability and enterprise skills throughout our curriculum.

To meet the needs of each and every student

Villa Real School will ensure that the needs of each and every student are met through personalised guidance interviews, the EHCP review, and the curriculum pathways. Students will be encouraged to aim high and develop skills which will help them become valued members of the community.

To focus pupils/students on their future aspirations

Villa Real School has a planned Careers Programme to ensure that every student will have the relevant knowledge and skills to make an informed choice about their future. Careers is built into the curriculum and, where appropriate, pupils/students will have at least one careers guidance interview by the age of 16 and a further interview by the age of 18.

To involve parents and carers

Villa Real School will involve parents and carers through newsletter, social media, school website, careers events and EHCP annual reviews. Parents and carers will be kept up to date with regards to work experience placements, college interviews, taster days, transition visits and all other training or employment opportunities.

Careers in Primary

All pupils in primary will be introduced to Careers education through activities within the curriculum. The objectives have been devised from the Careers Development Institute Guidance to ensure that all pupils are introduced to the concept of aspiration and ambition at an early age.

ENTITLEMENT

Pupils/ pupils/students are entitled to impartial and confidential CEIAG which is person-centred, delivered by trained staff and which meets professional standards of practice. Activities will be integrated into the curriculum and based on a partnership with pupils/pupils/students and their parents/carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

At Villa Real School pupils/students can expect to:

- understand yourself, your interests, likes and dislike, what you are good at and how this affects the choices you make
- find out about different course, what qualifications you might needs and what opportunities there might be
- develop the skills you may need for working life including work experience

- make realistic, but ambitious, choices about courses and jobs
- develop a plan of action for the future
- understand the different routes after Y11 including training, further education courses and employment including supported internships and Apprenticeships
- be able to make effective applications for jobs, training and further and higher education
- develop your interview skills
- improve your confidence

IMPLEMENTATION

MANAGEMENT

The Deputy Head Teacher will manage the careers education programme. CEIAG is supported by the link Governor, Ivan Jewell. Work experience is planned and implemented by the Deputy Head who works closely with the, Durham Works, Durham Enable, and proven employer links.

STAFFING

All staff will contribute to CEIAG through their roles as class teachers, curriculum subject teachers and support staff. The CEIAG programme is planned, monitored and evaluated by the Deputy Headteacher in consultation with the Senior Leadership Team.

CURRICULUM

The careers programme includes: careers education sessions, career guidance activities (e.g. group work and individual interviews), information and research activities using the school computer network and work-related learning, work experience, annual careers week, and individual learning planning/portfolio activities. Careers lessons are part of the school's personal development programme. Other focused events, e.g. careers fairs are provided at different times of the year. Work experience preparation, debrief and evaluation take place in PSHCE/careers lessons and other appropriate parts of the curriculum. Pupils and students are involved in the planning of career learning. Their views are collected using student voice/surveys.

PARTNERSHIPS

An annual Partnership/Service Level Agreement is negotiated between the School and Durham Works to support the implementation of qualified careers guidance within the school. In addition, there is an agreement with the North East Combined Authority to have support from an Enterprise Advisor. This is Laura Forsyth from Celebrate Difference. Other partnerships are being established and developed in an ongoing manner.

RESOURCES

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in CEIAG. The Deputy Head is responsible for the effective deployment of resources.

PROFESSIONAL DEVELOPMENT

The Deputy Head Teacher has undertaken L6 Careers Leader training, as required by Statutory Guidance, and further suitable training and professional development to ensure that they are able to manage their responsibilities. The Deputy Head will attend all relevant CEIAG training opportunities and network meetings to update knowledge and skills and disseminate information relating to CEIAG throughout school by way of meetings, briefings and staff training.

There are annual updates and training opportunities for all school staff.

MONITORING, REVIEW AND EVALUATION

The School analyses student destination information, feedback from pupils/students, and parents/carers to inform its programme. External providers are reviewed by the Durham Business Partnership and the Deputy Head Teacher. The School's Careers Education and Guidance programme is reviewed annually and a report is submitted to the Head Teacher and Governors.