

# Policy for Careers Information, Education, Advice & Guidance (CIEAG)

Written by : Katy Wright  
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Review Date : 1 September 2025

## **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 decisions and plan their careers, both in school and after they leave.

Since 2013, there have been a set of Gatsby Benchmarks which set out what career guidance in England should cover. The eight Gatsby Benchmarks serve as a framework for world-class careers provision and have been adopted as part of the Government's Careers Strategy, statutory guidance for schools and guidance for colleges.

Two Bridges School endeavours to follow this guidance with support from the Education People and the Careers and Enterprise Company. Two Bridges School is committed to providing a planned programme of careers education, information and guidance for all students in Years 10-11 in line with Gatsby Benchmarks. A copy of the benchmarks and how the school seeks to fulfill these can be found at the end of this document.

## **OBJECTIVES**

The careers programme is designed to meet the needs of students at Two Bridges School. It is differentiated to ensure progression through activities that are appropriate to student's stages of career learning, planning and development. Students are entitled to careers education and guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with students and their parents or carers. The programme will promote equality of opportunity, inclusion, and anti-racism.

## **IMPLEMENTATION**

Katy Wright is responsible for co-ordinating the careers programme, working closely with Pastoral Managers, Head of Learning and the area Enterprise Coordinator, and is responsible to the Interim Head Teacher.

All staff are expected to contribute to the careers education and guidance programme through their roles as tutors and subject teachers. Careers education is planned, monitored and evaluated by the careers co-ordinator. Form tutors and subject teachers work alongside the careers co-ordinator to provide curriculum focussed careers guidance and also help students understand/look for possible options during lessons and learning.

The careers programme includes careers education sessions, careers guidance activities (group work and 1:1 sessions), information and research activities, work-related learning, action planning and recording achievement.

Staff training needs for planning and delivering the careers programme will be identified in the School development plan and activities will be planned to meet them. A framework for monitoring the delivery of the careers programme will be in place by September 2024. The programme is reviewed annually by the careers co-ordinator using the local quality standards for CEG to identify desirable improvements. Evaluations are carried out annually with COMPASS+.

In line with the vision of the school, careers advice and guidance is personalised and opens opportunities for students to make aspirational life choices and challenge historical family traditions where this is desired by a student.

## **PREVIOUS YEAR 11 COHORT:**

Comprehensive transition support programme including:

- Attending enrolment days
- Arranging ALS support, preparing financial/timetable support
- Sharing of students' college profiles/support strategies
- Liaising with and supporting college staff as appropriate
- Attending/supporting at meetings with students and college staff
- Sourcing alternative provision/bespoke provision and external agency involvement
- Support with job searches, interviews, and subsequent transitions
- Ongoing similar support is also provided to students from previous cohorts as requested.

Information regarding student pathways is reported to the Careers Officer from the Pastoral Managers via email, following Progress Reviews Meetings, 1-1's and Interventions. Information is also sent a minimum of once a term to the KCC Tracking Teams.

## **CURRENT COHORT:**

### **TERMS 1 & 2**

- Sharing of up-to-date Labour Market Information
- Post-16 Pathways displays
- Understanding training routes to careers
- College courses available
- Local apprenticeship opportunities Advertising open events
- CV workshops
- Pastoral support for local college open events
- Individual careers guidance meetings

### **TERMS 3 & 4**

- Interview skills workshops
- College/apprenticeship application support
- Pastoral support at college/apprenticeship interviews
- Pastoral support at local college open events
- Bespoke college tours arranged as appropriate
- Individual careers guidance meetings at Parents Day

### **TERMS 5 & 6**

- College/apprenticeship application support
- Pastoral support at college/apprenticeship interviews
- Supporting with finance forms, travel applications, GDPR data sharing agreements.

## Feedback from other stakeholder groups

In our constant drive to review and improve we survey stakeholder feedback from the following :

- Any visiting careers speakers
- Apprenticeship advisors
- Mainstream home schools
- College open events staffPast students
- Parents and carers of past students
- POST 16 providers

This is evidenced through survey monkey and results are shared via ourwebsite or intranet.

Reviewed: November 2024

Next Review Date: September 2025

**APPROVED ON BEHALF OF MANAGEMENT COMMITTEE**

**NAME**

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**SIGNED**

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