

Careers Education Information and Guidance (CEIAG) Policy 2024-25



All young people deserve equal job opportunities..... work is a fundamental aspect of our life and of Our vocation (Pope Francis)

Team SPH: heads, hearts, hands together on the success journey”

Together, we will make the SPH journey: safely, respectfully and with kindness as part of a **united Catholic family**.

God will be at the heart of our journey, supporting us to realise the potential of our **God given talents**.

Our Gospel Values will guide us on our journey, helping us to make **brave choices** along the way.

Respect for all will be at the spirit of our journey and we will **embrace the uniqueness** of everyone we greet.

Inspiration and passion for learning will lead us all to have a **memorable and successful** journey.

St Philip Howard Catholic Voluntary Academy: CEIAG Policy

1.INTRODUCTION/OVERVIEW

1.1 Rationale and Commitment to CEIAG (Careers Education, Information, Advice and Guidance)

A young person's career is the progress they make in learning and work. All young people should have a planned programme of activities to help students choose 14-19 pathways that are right for them and to be able to manage their careers and sustain employability throughout their lives. School has a statutory duty to provide Careers Education in Years 7-11 through the English National Curriculum the Entitlement Framework (14-19) and to give students access to Impartial Careers Information and Guidance.

St Philip Howard is committed to providing a planned programme for all students in Years 8-11 in partnership with DCC, D2N2 LEP (EMMCA), Employers and other key stakeholders.

CEIAG learning outcomes are based upon the CDI Careers Framework for Secondary Schools and Colleges (2024) supported by the Gatsby Benchmarks (Gatsby Foundation)

1.2 Policy Development

This policy was developed for students in St Philip Howard and will be reviewed annually in discussion with teaching staff, the school's Careers Adviser, students, parents, governors, advisory staff and other external partners as appropriate.

1.3 Links with other Policies

This policy for CEIAG is underpinned by a range of other key school policies including; Assessment and Progress, Special Needs (SEND), Teaching and Learning, Curriculum, Safeguarding and Access to Providers.

1.4 Compliance

School is fully compliant with the requirements of statutory guidance in the 'Careers Guidance and Access for Training Providers' document (DFE 2023) including the 'Provider Access' policy statement which is published on the school's website. The programme for CEIAG/SPHE is also available on the website.



2. AIMS AND ETHOS OF CEIAG

In partnership with parents, guardians, staff, governors and students, St. Philip Howard promotes excellence in learning and teaching within a Catholic, Vincentian, Comprehensive ethos

2.1 The policy for CEIAG is underpinned by the ethos of the Academy and places the child at the heart of curriculum as reflected in the school's mission statement above.

2.2 Promotion of the Mission Statement through the Careers Education Information and Guidance Department

CEIAG works to promote the Mission Statement through the delivery of a coherent and planned programme of Careers Education, Information and Guidance which helps each student to:

- ✓ develop knowledge and understanding of themselves and others as individuals - their strengths, limitations, personal qualities, interests, abilities, skills potential, values, attitudes, motivation and needs.
- ✓ develop knowledge and understanding of the world in which they live, the major roles which people play in various spheres of life, employment and other career opportunities available and routes of entry into them.
- ✓ develop skills and personal qualities to manage their career development, including the ability to make considered choices and effective transition from school to adult and working life.

2.3 Teaching and Learning

CEIAG also supports the key school Learning and Teaching policies. In St Philip Howard we are deeply committed to every pupil's success through high quality teaching and learning. The interrelated strands of quality teaching and learning are enhanced through consciously promoting thinking skills and personal capabilities as well as the development of the cross curricular skills of Literacy, Numeracy and ICT. In our policy the guidelines for effective teaching and learning are clear.



3.OBJECTIVES

3.1 Students' needs

The careers programme is designed to meet the needs of students at St Philip Howard. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

3.2 Entitlement

Students are entitled to CEIAG which meets professional standards of practice, and which is person-centered, 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 or carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

The CEIAG learning offer will include the 5 component parts of an effective careers programme:

- Careers Education
- Careers Information
- Careers Guidance
- Work Related Learning
- Development of Enterprise Skills

Entitlement statements for Key Stage 3 and Key Stage 4 are published on the school's website.



4. IMPLEMENTATION

4.1 Leadership

Ms C. Neves, Associate Assistant Head teacher, Careers Leader and member of the Senior Leadership Team, co-ordinates the Careers Plan as part of the SPHE plan.

4.2 Staffing

- ✓ All staff contribute to CEIAG through their roles as Leaders of Year Groups, Form Tutors and subject teachers.
- ✓ Form Tutors deliver Careers Education as part of the SPHE programme of study.
- ✓ The CEIAG programme is planned, monitored and evaluated by the Careers Leader in consultation with the careers staff and SLT.
- ✓ Careers information is available in the Careers Area and in the Library/Learning Resource Centre and is maintained by the Careers Leader and Careers Adviser. Administrative support is available to the CEIAG Department from time to time.

- ✓ A Careers Adviser is responsible for Personal Careers Guidance across Years 7-11. He or She will be professionally qualified and hold a Level 6 qualification in CEIAG.



4.3 Curriculum

The CEIAG learning offer includes the 5 component parts of an effective careers programme:

- ✓ **Careers Education:** timetabled Careers lessons are delivered across Key Stage 3 and 4
- ✓ **Careers information:** available from all subject departments and the Learning Resource Centre/Careers Room
- ✓ **Careers Advice and Guidance:** available from Careers Adviser, Subject Heads and visiting Speakers/Colleges.
- ✓ **Development of employability skills:** employability lessons are delivered at Key Stage 3 & 4 through SPHE and through discrete SPHE drop down days. Developing Entrepreneurial skills is a key part of the SPHE student Experience through taught time and drop-down days. In addition, Work Experience is a key component of the Key stage 4 offer

4.4 Assessment & Accreditation

- ✓ Career learning outcomes for students are based on the Career Development Institute Career Framework supported by Gatsby Benchmarks.

4.5 Resources

- ✓ Funding for CEIAG is allocated through annual budget planning in the context of whole school priorities and particular needs of CEIAG.
- ✓ The Associate Assistant Head/Careers Leader is responsible for the effective deployment of resources.

4.6 Staff Training

- ✓ Staff training needs are identified as part of the School's SEF. This is done in conjunction with the Head, assistant Head in charge of Curriculum and Staff Development and the CPD team
- ✓ The school will endeavour to meet training needs within a reasonable period.



4.7 Action Planning, Monitoring, Review and Evaluation

- ✓ The CEIAG(SPHE) Programme is reviewed annually by the Careers Leader and the Careers Adviser.
- ✓ An evaluation of CEIAG/SPHE is submitted to the Senior Leadership Team in line with whole school action planning and self-evaluation.

5. APPROVAL

***This policy has been agreed and formally adopted by the Board of Governors of St Philip Howard Catholic Academy September 2018.
It has been updated for subsequent approval in 2024.***















