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## CEIAG POLICY

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Policy Reviewed and Adopted by Board of Trustees

Date of Next Review: July 2019

Responsible Officer: L Oyston  
Assistant Head Teacher

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# 1. Rationale for Work related learning

- 1.1 A young person's career reflects the progress they make in learning and work.

It is part of the vision and mission of the school that all learners need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers, sustain employability and achieve personal and economic wellbeing throughout their lives.

## Eggescliffe Vision Statement for Work Related Learning

“All Young People Will Develop the Skills Needed To Make A Successful Transition From Education Into The Workplace”

# 2. Commitment

- 2.1 Eggescliffe School recognises that it has a statutory duty to provide independent guidance in Years 8-13 (Careers guidance and inspiration in schools, March 2015). Eggescliffe School policy is committed to providing a planned programme of impartial careers education and information, advice guidance (CEIAG) for all learners in Years 7-13.

Eggescliffe School endeavours to follow best practice guidance from the careers profession, from other expert bodies such as Ofsted and from Government departments that might appear from time to time. CEIAG is much about aspiration and inspiration as it is about advice. Eggescliffe School believes in every student considering a broad ambitious range of careers and in developing high aspirations.

# 3. Aims

- 3.1 The CEIAG policy aims to meet all **Learners' needs** at Eggescliffe School. Activities are differentiated and personalised to ensure progression in their career learning and development, and to strengthen their motivation, aspirations and attainment at school.

# 4. Careers Entitlement

- 4.1 All students at Eggescliffe School will have access to a minimum entitlement of CEIAG. This will be supplemented and enhanced by 'ad-hoc' activities that will be planned as and when opportunities arise.

Year Group	Minimum Entitlement
7	CEIAG through Tutorial Programme – 3 hours
8	CEIAG through Tutorial Programme – 3 hours 4 employer contacts
9	CEIAG through Tutorial Programme – 4 hours Options information – 3 hours 4 employer contacts
10	CEIAG through Tutorial Programme – 3 hours Work experience preparation (CV writing; letters; log book etc) – 3 hours

	4-5 full days of work experience 4 employer contacts
11	CEIAG through Tutorial Programme – 3 hours Building my skills employability tutorial – 5 hours Post 16 IAG – 6 hours
12	CEIAG through Tutorial Programme – 10 hours Employer contacts – 4 hours Work experience – opportunities during enrichment time (2hours/week) *
13	CEIAG through Tutorial Programme – 10 hours Employer contacts – 4 hours *

\*6<sup>th</sup> form CEIAG is complemented by:

1. External speakers – employers / training providers
2. University visits
3. Not going to university sessions
4. Careers fair

## 5. CEIAG for Specific Student Groups

5.1 Eggescliffe School is committed to ensuring all students progress into their chosen career path. We appreciate certain groups of student may need extra help and / or guidance and these groups will be targeted and given differentiated CEIAG as appropriate. Groups may include disadvantaged; pupil premium; those in danger of becoming NEET; most able; EAL.

5.2 Specific activities targeted at specific groups take place throughout the year. Eg

- Apprenticeship IAG event (10-15 employers / training providers)
- College / training providers open days and visits
- Youth directions individual careers interviews
- Visiting speakers
- Employer visits
- Career fairs
- Mock interviews

## 6. Curriculum

6.1 The careers programme includes careers education sessions, career guidance activities (e.g. group work and individual interviews), information and research activities, work-related learning to learn through work and individual learning planning/portfolio activities. Focussed events, e.g. Careers Day, work visits and Enterprise Challenge Day are provided at different times of the year giving students the opportunity to 'Learn about Work'. Work experience (in year 10 and 12) preparation and follow-up takes place within tutorial lessons and other appropriate parts of the curriculum.

Learners are actively involved in the delivery and evaluation of activities.

- 6.2 All subjects are encouraged to deliver work related aspects of their curriculum, giving real world career examples of the subject content.

## 7. Career Passport

- 7.1 All students are given the opportunity to record and reflect on their progress towards their chosen career path. Each student has a 'career passport' where they record and reflect on all CEIAG activities. The students are responsible to keep their passport up to date and look for extra CEIAG opportunities.

## 8. Management & Staffing

- 8.1 The Career Co-ordinator co-ordinates the careers and WRL programme and is responsible to the Headteacher. This area is supported by a link governor. The Work Related Learning Co-ordinator is responsible for the work of the careers administration. Work experience is planned and implemented by the Careers Co-ordinator who works closely with external agencies and employers.
- 8.2 All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered by outside organisations. The CEIAG programme is planned, monitored and evaluated by the Careers Co-ordinator in consultation with the senior leadership team. Careers information is available in the Learning Resource Centre.

## 9. Tracking and Monitoring

- 9.1 The careers co-ordinator will track all CEIAG activities. All groups and year groups will be tracked to ensure all students and groups of students receive quality CEIAG. (see CEIAG spreadsheet).
- 9.2 Termly progress reports will be produced to give an overview of the CEIAG activities.
- RONI data (produced by Stockton LEA) will be used to help target students in danger of becoming NEET.
- Destination data will be used to help target activities and future planning of CEIAG activities.

## Enterprise / STEM Activities

Enterprise and STEM activities will run alongside all other career activities to ensure students get as much information and advice from as many different sources as possible. Activities will be planned as they arise and may include:

- External speakers
- Enterprise competitions
- Young enterprise
- Liaising with companies to work specific projects
- Specific STEM related career events (eg ICE, women in engineering days etc)

## DfE and Gatsby Benchmarks

DfE launched their career strategy with a number of proposals for schools to adopt over the coming years. Schools should use the strategy to help train their careers advisors and take advantage of upcoming tools kits and advice related to STEM. Schools should also use the Gatsby benchmarks to help plan their careers education.

Egglescliffe School will use the Gatsby benchmarks in future to evaluate the CAEIG programme. The Gatsby benchmarks will form the basis of our provision and we will endeavour to ensure we meet all requirements and set targets based on areas for development.

Gatsby benchmarks are:

A Stable career programme from year 7 to 13.
Learning from career and labour market information
Addressing the needs of each student
Linking curriculum to careers
Encounters with employers and employees
Experience of the work place
Encounters with further and higher education
Personal Guidance for students

## 10. Work Experience

### 10.1 Aims

The work experience programme is designed to meet the needs of learners at Egglescliffe School.

10.2 Work Experience at Egglescliffe School enhances the Careers/Work Related Learning Department aim of preparing students for the opportunities, responsibilities and experiences of adult life.

10.3 Work Experience is an important part of education for students in Key Stage 4 + 5 as it is regarded as a means of achieving the following learning outcomes:

- a) developing students' employability and key skills

- b) careers education and guidance
- c) vocational /Apprenticeships courses
- d) personal and social education
- e) National Curriculum and other subjects

## 11. Entitlement

11.1 All students regardless of culture, gender, social background or physical ability have equal access to work experience and all available placements, though health considerations and disability may make some placements undesirable for some students.

11.2 Students are encouraged to find their own work placements with some specific groups and individuals being targeted to ensure a work placement is available and applicable.

Students are prepared for work experience through tutorial sessions that focus on writing a letter of introduction to employers, preparing for the placement and how to fill in the work experience log. Following their placement students will evaluate their experience and they are expected to thank their employer.

11.3 Work experience takes place during Year 10 and all students are invited to participate. It is also provided as part of the Year 12 Sixth Form Enrichment Programme.

## 12. Health Safety

12.1 To ensure all placements are safe; the following procedures will take place:

The School will ensure:

- that all placements are age appropriate, i.e. not involving activities prohibited to under – 18's.
- That each student will have parental consent agreeing to their child/ren going out on placement.
- That all placements returned before the specified deadline, within a TS postcode, or Darlington, will receive a Health and Safety check visit from Hartlepool College Health and Safety Department.
- that Egglecliffe staff will explain procedure to students to follow in cases of concern such as child safeguarding

12.2 The Employer will ensure:

- that they have employer and public liability covering students for work experience
- that a health and safety induction is given to students on the first day and sign the students' work experience diary to confirm that this has taken place
- that a named supervisor is responsible for the student.

12.3 Parents will:

- oversee students locating their own work experience placement.
- Oversee the students organisation and completion of the appropriate work experience forms, ensuring they are returned in time for the deadline.
- ensure a completed consent form is returned before the deadline, declaring any conditions that may pose a limitation to be disclosed to the employer. If so, the School informs the employer.
- Be responsible for the travel arrangements to and from the work placement.

#### 12.4 Students will:

- locate a suitable work placement.
- ensure all relevant forms are completed and returned within the deadline.
- follow health and safety instructions issued by the employer and School

## 13. The Work Experience and De-brief

13.1 This experience allows the student to participate in a full- time work placement and achieve the following, although not exclusive, learner outcomes: keeping a diary, arranging their travel; punctuality; dress and behaviour, communication; co-operating with others; following instructions, and coping with the demands of a working environment.

13.2 Students will have the opportunity for review and evaluation of personal achievement and experience in the workplace. They will be able to share positive and negative experiences with other students and evaluate the preparation and administration of work experience.