



RATTON SCHOOL

AN ACADEMY TRUST
SPECIALISING IN THE PERFORMING ARTS

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY

Date established by the Academy Trust	March 2013
Date of Full Implementation	March 2013
Reviewed	May 2017
Date of Review	April 2020

All our policies support our vision and are based on our core virtues

Developing caring, confident and creative students who achieve excellence

- Compassion
- Respect
- Creativity
- Teamwork
- Effort
- Responsibility



Context

At Ratton School we believe that all students are entitled to a careers programme which includes information, advice and guidance. CEIAG helps our students develop the knowledge, understanding and skills they need to make successful choices and manage transition into learning and work.

Purpose

Our aim is to work with young people, parents, staff, governors and members of the local community to prepare learners to leave school as 'Caring, 'Confident' and 'Creative' young people who are able to make the right choices for themselves. We aim to help young people develop the knowledge and skills they need to make successful choices, manage transition in learning and move into work that suits their interests, skills and strengths. Careers education is provided to all students with extra support provided where appropriate. Every student can request a career 1:1 interview at any time. We work closely with the University of Sussex First Generation Scholars scheme which is designed to support young people in developing their full potential and exploring their future options.

Our disadvantaged students are supported through our SEN PA (Special Educational Needs); those identified as PP (Pupil Premium) are supported with a 1:1 interview by a Careers Advisor (Level 6) and those identified as being at risk of NEET (Not in Education, Employment or Training) are referred to YES (Youth Employability Service). Students requiring help with finding an apprenticeship are also supported by YES.

In KS3 careers education is delivered through our PSHE programme which is incorporated into the Ethics scheme of work. Students are made aware of where to find information, build up soft skills and how to be successful and mix with others. During organised Careers Days our focus is on introducing different career choices, career paths and options post 14.

In KS4 careers education is delivered through Ethics lessons working towards producing a Personal Statement, giving them awareness of business ethics and helping to develop interview skills. During organised Careers Days our focus is on making our students aware of career opportunities, post-16 options and the college application process. KS4 Careers days involve external employers and training providers and give students the opportunity to speak to representatives from different industries. Through these events we are able to build up links with people from a variety of businesses and training providers.

Careers activities are cross referenced with the CDI framework for careers, employability and enterprise education 7 -19.

All students take part in a 'Character' tutor programme during tutor time that includes virtues and life goals.

Our Careers Library is held within a dedicated careers office and open throughout the school day. Students will be able to find information regarding colleges, universities and different career choices.

Our College/Careers noticeboards are kept up to date with information regarding open days and other events.

Parents are encouraged and kept informed by ‘Succeeding In’ Evenings, online resources via website, letters and newsletters.

Effective CEIAG will empower our students to:

- Understand themselves through self-awareness and self-development
- Identify their skills, aptitudes and achievements
- Take responsibility for their own progress
- Build their confidence and self-esteem

- Take an active role in investigating opportunities for learning and work
- Investigate different occupations and qualifications required
- Acquire knowledge of qualifications, routes and pathways

- Develop skills for career management and employability
- Prepare for employability by enhancing skills - literacy, numeracy and ICT
- Make full use of CEIAG events that help prepare them for learning and work including application and CV writing and mock interviews

CEIAG is monitored, reviewed and evaluated via student feedback following each event and discussed in Specialist IAG group meetings.

This policy supports related policies for example Equality, PSHE and Off-site Activities and Educational visits

Role	Responsibility
Link Governor for Careers	To ensure that the school fulfils its responsibility with regards to ensuring all learners have access to good quality, comprehensive and impartial IAG.
CEIAG Assistant Headteacher	To ensure that the school fulfils its responsibility with regards to ensuring all learners have access to good quality, comprehensive and impartial IAG. Heads up Specialist IAG Group.
Member of Specialist IAG group	To cascade information to tutors in their community. To take on some of the responsibility for planning and delivery of our Career days.
Senior Administrator	Helps to co-ordinate college applications for post 16 education or training. Helps to organising Career days. Member of Specialist IAG group.
Tutors	Helping their tutees to make appropriate choices at key times in their education.
Strategic lead for PSHE and Virtues	To ensure students receive careers education as part of their lessons.