



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

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GOAL: Our goal is to empower all individuals to make informed decisions about their future careers through continuous exploration, collaboration, and skill development.

## **1. Introduction**

Careers Education within ARTS Education School is aimed at ensuring that all students have access to robust careers education that develops their understanding of the role that their experiences and learning in education contributes to their future educational and career aspirations.

ARTS Education has committed additional timetabled hours for additional careers experiences and visitors to equip students with advice and learning with the aim of nurturing each student to gain confidence, understanding, skills and experience required to make salient choices and set higher targets for their own future.

Careers Policy produced following issued guidance from CDI Careers Guidance in Schools and Colleges, & the 8 Gatsby Benchmarks.

## **2. Purpose and Scope**

The purpose of this CEIAG policy is to set out how ARTS Education aims to prepare students for further educational experiences and for transition into the world of work. Students may have missed significant periods of education and arrive at this provision with their own range of individual needs and past educational experiences.

It is recognised that students will have different starting points and the CEIAG provision respects and takes these differences into account, leading to the creation of bespoke ways of working with each student to ensure that they have access to appropriate information and experiences.

The overarching aim is to deliver professional careers education, information, advice and guidance. The careers programme within Key Stage 4 is delivered through a thorough module which takes place in the Spring Term (2) to include careers week. Within Key Stage 4, careers modules include units of work that develop students' understanding of:

- The world of work and employment sectors
- Appropriate behaviour in the workplace
- Rights, entitlements and responsibilities in the workplace including gender stereotyping and bias within the workplace
- Finances and pay
- Creating positive working relationships
- Preparing for the World of work

- Personal Effectiveness
- Local labour information and country-wide trends including growth industries

Careers lessons within a planned module also allow students dedicated time to look at their own aspirations and goals and start planning individually for a route that can be continued after their school career with us comes to an end. Students are encouraged to create and build a 'record of achievement' where they recognise their own achievements and can store their certificates and CV.

Within Key Stage 3, students learn about being economically active and that there are a variety of options open to them; from further education to apprenticeships, also voluntary work and opportunities for further study in chosen subjects.

They also learn about:

- Aspirations, goal-setting and targets
- Teamwork
- Enterprise skills
- Life choices, different jobs and working patterns

## **Objectives**

Learner entitlements

Access to a careers education programme which aims to:

- Promote employability skills, self-awareness of skills and interests
- Help students to explore options
- Develops understanding of the benefits of gaining accreditation for future educational access, training and employment
- Develops understanding of education, training and employment routes
- Enable access to employers, employees and apprenticeship providers

Students currently enjoy workplace visits through planned events and gain insights into different career options through visitors that are mindful of the needs of the students.

Opportunities for employer encounters are currently very carefully planned and the provision is in discussion with local representatives from a range of employers, providers of apprenticeships and different workplace environments in order to create an appropriate visit experience to allow students to ask questions and develop an understanding of different employment opportunities and routes to these.

### **3. Cross-curricular links**

Subject teachers will, through delivery of each curriculum area, make links to CEIAG. The links with subjects and future career choices are signposted in classrooms and discussed where possible within lessons. The PSHE curriculum and Citizenship curriculum is based on the PSHE Three Core Themes (most notably, Living in the Wider World) Programmes of Study that assert the need to be productive and economically resilient, ensuring that a fulfilling career and work life are part of all-round wellbeing.

### **4. Learner outcomes**

Students will be able to:

- Experience work-based activities
- Gain an insight into the Labour Market
- Gain an understanding of skill sets and how skills are transferable
- Understand soft skills, hard skills and how to promote themselves using CVs/application forms/interviews
- Develop the skills employers look for; resilience, team work, problem solving
- Have access to both paper-based and online resources to assist in their career exploration
- Gain access to impartial information on options Post 16 and Post 18 and beyond

### **Learner's progression**

Learner's progression will be monitored by the careers lead (M Griffiths)

Student information records the following information in tabular form with reference to each Gatsby benchmark:

- Careers lessons activities and progress
- Careers discussions and outcomes/action plans resulting from these
- Enterprise/fundraising activities linking to employability skills
- Industry/Careers visit taken as part of wellbeing Wednesday programme
- Voluntary work (where appropriate) taken as part of careers programme
- College/further/alternative education provision visit
- Careers guidance interviews and support from our linked careers advisor

### **5. CEIAG Implementation**

Students are encouraged to attend all career opportunities offered within ARTS Education. ARTS works in close partnership with Career Connect and our allocated career advisor Rosaleen Ireland offers guidance and support to all pupils from years 7-11, ensuring they have access to high quality and independent advice appropriate for their Key Stage and individual requirements. Pupils are supplied with pupil-friendly

information on further signposting to websites and career information sites that they can use to help to inform their future choices.

Planning for transition will include input with 1:1 guidance; advice on further routes to explore and sources of information provided to students leaving the provision. Further contact can be made by the young person or parent/guardians/carers for specific information, advice and guidance and signposting, again with input from Careers Connect, if required.

## **Provisions**

- Careers module timetabled lessons
- 1:1 Careers interviews
- Careers activity 'drop-down' days
- Careers Notice Board
- Displays and Resources
- Website information
- On and offsite careers activities

## **6. Monitoring and Evaluation**

We review the effectiveness of our policy and practices yearly through student feedback, parent feedback and staff reflection.

## **7. Conclusion**

This policy serves as a living document, reviewed and updated regularly to reflect the evolving needs of our community and the ever-changing landscape of career opportunities. We are committed to continuous improvement in fostering a culture of career exploration and empowerment.

By working collaboratively with students, staff, parents, and external stakeholders, we strive to ensure that all individuals have the knowledge, skills, and confidence to make informed decisions about their future and achieve their full potential in a dynamic and fulfilling career path.

## **8. Additional information**

## **9. Links to Other Policies**

