



**Penistone Grammar School**

Policy Statement:  
**Careers Education,  
Information and Guidance  
(CEIAG)**

**Never Stop Flying**

# Careers Education, Information and Guidance (CEIAG) Policy

Date of Policy: February 2022  
Date of Next Review: February 2023

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This policy was reviewed in **February 2022** and has been approved for implementation by the Governing Body on the date as signed below:

Dated: \_\_\_\_\_

**Principal**

Dated: \_\_\_\_\_

**Chair of the Governing Body**



## 1. Context

The Education Act 2011 inserts a new duty, section 42A, into Part VII of the Education Act 1997, requiring schools to secure access to independent careers guidance for students in years 8-13. Careers guidance must be presented in an impartial manner and promote the best interests of the pupils to whom it is given. Careers guidance must include information on all options available in respect of 16-18 education or training, including apprenticeships and other work-based education and training options. The CEIAG Policy should be read in conjunction with other school policies.

## 2. Aim

To provide outstanding careers education, information, advice and guidance in order to ensure that each student has high aspirations and is fully prepared for their next steps in learning, training or employment beyond their time at Penistone Grammar School. This is in line with the ethos of school in terms of the 5 core values:

- Aim High
- Be Determined
- Be Brave
- Be Supportive
- Be Proud

The school will deliver a comprehensive programme in order to:

- Raise expectations and aspirations.
- Highlight the full range of opportunities and post 16 pathways available to meet the needs and abilities of all students.
- Raise achievement levels.
- Address the negative and promote the positive effects of local attitudes.
- Increase the uptake of Further and Higher Education opportunities.
- Highlight the current economic landscape and provide up to date labour market information.
- Provide opportunities for students to set targets and record achievements.

## 3. Commitment

To develop a whole school approach to CEIAG by providing a planned programme of activities within and outside the curriculum by:

- Providing a comprehensive curriculum programme relating to clear learning outcomes for careers education, defined by the CDI framework
- Allowing access for all students to independent and impartial careers guidance from a matrix accredited external organization
- Adhere to the principles of confidentiality, honesty, impartiality and equal opportunity in respect of gender, race, disability, religion, social background or sexual orientation.
- Ensuring support for all students to make a successful transition through mentor and CareersInc support systems
- Achieving a nationally recognised CEIAG Quality Award.
- Personalising support for students and always puts students' interests first
- Motivating and inspiring students to consider all opportunities open to students within and outside Penistone Grammar School
- Helping students to gain the skills students need to make students career ambitions a reality
- Providing the support students need to be successful
- Helping students access any additional support they might need
- Ensuring CEIAG is delivered by trained and qualified teachers and advisers, with up-to-date knowledge and understanding of career pathways and local labour market information
- Protecting and respecting students' personal information and sharing it only with students' consent



## **4. Monitoring and Review**

Termly reviews of the CEIAG programme will take place with our provider, CareersInc. Evaluation of the impact of the programme as a whole to take place annually in July at the end of the academic year. This will include analysing the views of students, staff, parents and other key partners. Monitoring to be undertaken by the Careers lead, a CareersInc director and link Governor.

This policy is reviewed annually by the governing body.  
The schedule review date for this policy is February 2023.



## Procedures

Penistone Grammar School have recently formed a partnership with CareersInc – an external, independent and impartial careers guidance service who will support students to aim high in students' career goals and aspirations.

### 1. Student Entitlement

Teachers in the School and staff from CareersInc will support students' career development in a number of ways including:

- Information and discussion in lessons, mentor time, Careers Days and assemblies to help students make decisions about their futures.
- Access to careers advisers in a variety of ways including individual meetings, drop-in sessions, Careers Days and results days.
- Careers information and I.T based careers programmes
- Information and updates on notice boards, plasma screens and website

### 2. Parent/Carer Entitlement

Parents have access to careers advisers through attending meetings, results days and via email. Information and updates on the school / Careers Inc websites / nationally approved websites linked.

### 3. Monitoring Progress

Penistone Grammar School uses a tracking system to identify the needs of all students and arrange access to guidance and support. For example, drop in sessions, individual meetings, group meetings, self-referrals and tutor referrals.

### 4. Equality and Diversity

We are committed to advancing and achieving equality of opportunity for all students / carers / associated persons, staff, governors and visitors. Additional support for specific students is delivered through the school's SEND and local authority's TIAG teams.

We believe that all people are of equal value and encouraging their progression will promote equality of opportunity, celebrate diversity and challenge stereotypes.

### 5. Place within the Curriculum and Mentor Support System

The Careers curriculum has been devised following the guidance of the ACEG National Framework for all year groups in core provision. This is supplemented by the following: programme of assemblies, one to one meetings and Careers Days.

### 6. Related Outside Activities and Opportunities

Penistone Grammar School runs a higher education fair with a number of universities to support students and raise aspirations to higher level learning and access higher education. Penistone Grammar School also runs a Year 10/11 Careers Fair that includes a number of outside agencies such as Careers Inc, local colleges, employment and apprenticeship providers. Other providers such as the Armed Forces, Barnsley College and Barnsley Football Club provide guidance during the year to all students. These activities are regularly reviewed in line with the career's development plan.



## **7. Monitoring and Tracking of Students**

The school maintains a full and comprehensive tracking system that gives every student a RAG rating for intervention. The school tracks intended destination courses and where students attend in the next academic year with further NEETS intervention. The School maintains records of all CEIAG interventions and interviews. Agreements are in place with outside Post 16 provision to inform the school of students applying and attending their place of education.

## **8. Management**

The CEIAG Programme is co-ordinated Mr Nick Green, who is a member of the Senior Leadership Team. This area is supported by a nominated link governor (Mrs Yvonne Asquith).

## **9. Staffing**

Mrs Gaynor Want was appointed as the school's careers coordinator in January 2021, a role created to coordinate, track, monitor and evaluate a range of CEIAG activities across key stages 3 & 4 & 5. All staff contribute to CEIAG through their roles as mentors and subject teachers or Student Support Officers. Staff training is provided on a regular basis and updates given in briefing. Staff are provided with guidance sheets, mentor hand outs and option booklets.

## **10. Provision of External and Independent Careers Guidance**

Specialist and impartial careers advice is provided in partnership with CareersInc Ltd –an external, independent and matrix approved company.

Students are encouraged to access the National Careers Service via a link on the school website. Careers Inc have a designated careers office which is staffed on a Tuesday, Wednesday morning and Thursday where they conduct guidance interviews. Drop in sessions run at break and dinner with formal appointments throughout the day. After school there are CV and Application workshops.

## **11. Other Formal and Informal Partnerships**

The school works with Barnsley local authority to access the latest CEIAG guidance, information and staff training. Information is shared with regard to vulnerable students and students at risk of becoming NEET.

## **12. Information Resources**

A variety of Careers information is provided in the Careers office. However, the majority of information is provided online. There is a designated area on the school's website which provides links to further education providers and guidance such as how to structure CVs and personal statements. It also has links to the CareersInc website site, current apprenticeships, local colleges and post 16 providers and the National Careers Service.

## **13. Budget**

A significant budget to support CEIAG is held by Mr Nick Green to resource:

- CareersInc contract
- Other physical and staff resources as needed



## **14. Staff Development**

All staff have access to a minimum of 1 hour per year through CPD time to update themselves in relation to current developments in careers pathways. This will be delivered through INSET time.

CareersInc provide training to support students and information updates. In addition, staff are provided with continual support in the delivery of CEIAG by the SLT Lead and Achievement Leaders.

Specific needs are identified in conjunction with the School CPD co-ordinator and reviewed on an annual basis.

## **15. Monitoring, Review and Evaluation**

The SLT Lead and the link governor meet termly to review the CEIAG provision. A report will be submitted to the Governors on an annual basis, including an account of activities, a review of progress and an evaluation of student and parental response to provision.





## **Penistone Grammar School**

Achieving Excellence through a Values Driven Education

**Never Stop Flying**

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