



Heritage Park School

CEIAG Policy

2024-2025

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Rationale

A young person's career is the progress they make through learning and work. At Heritage Park School, we recognise that students have different career guidance needs at different stages. Opportunities for advice, support and provision are matched to the needs of the students. Raising self-awareness and self-confidence through meaningful encounters with the world of work and further education are fundamental elements.

Our Duty

Section 42A of the Education Act 1997 provides schools with a statutory duty to provide "all pupils with independent careers guidance from year 8 to year 13" (Careers guidance and access for education and training providers, DfE January 2023). Heritage Park School works in partnership with SEND CEIAG Team (Sheffield City Council). As such, qualified Careers Advisors, with specialist knowledge in SEN, are regularly available in school and offer pupils:

- 1:1 Guidance interviews - discussing next steps and option choices
- Group information sessions
- An individual Action Plan for every student

Guidance is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option. It includes information on the range of education or training options, including apprenticeships and technical education routes. All guidance promotes the best interests of the pupil to whom it is given.

The Technical and Further Education Act 2017 inserts section 42B into the Education Act 1997. This new law requires schools to create an opportunity for a range of education and training providers to access all pupils in year 8 to year 13 (Careers guidance and access for education and training providers, DfE January 2023). Heritage Park School Access Policy, outlines the circumstances in which education and training providers will be given access to pupils and how the schools ensure that this is followed.

Our Commitment

Heritage Park School is committed to providing a planned programme of Careers Education, Information, Advice and Guidance (CEIAG) for all students' years 8 -11. We work in partnership with the Careers and Enterprise Company, Job Centre Plus and the SEND CEIAG Team (Sheffield City Council) to plan, deliver and evaluate our curriculum.

The School is committed to gaining the Quality in Careers Standard. This is a national quality award for Careers Education, Information, Advice and Guidance (CEIAG) in schools, colleges and WBL Providers. We are putting in place the strategies to achieve this, in line with the Gatsby benchmarks by the end of 2023/2024 academic year.

The Gatsby Benchmarks

Heritage Park School has structured the CEIAG programme against the Gatsby Benchmarks as a commitment to develop and improve careers provision. The Quality in Careers Award represents an external assessment of the good practice described by the benchmarks:

The Gatsby Benchmarks	Description
1. A stable careers programme	Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.
2. Learning from career and labour market information	Every pupil, and their parents, should have access to good-quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
3. Addressing the needs of each pupil	Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.
4. Linking curriculum learning to careers	All teachers should link curriculum learning with careers. For example, STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
5. Encounters with employers and employees	Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
6. Experiences of workplaces	Every pupil should have first-hand experiences* of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks.
7. Encounters with further and higher education	All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
8. Personal guidance	Every pupil should have opportunities for guidance interviews with a Careers Adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs.

Our Curriculum

Young people need a planned programme of activities to prepare them for future pathways; plan for future careers; and sustain employability throughout their lives. The CEIAG curriculum is designed to be progressive and support all students. In particular, the programme aims to:

- Widen pupils' horizons
- Challenge stereotypes
- Promote equality and diversity
- Raises aspirations
- Encourage pupils to consider a wide range of careers
- Provides pupils with the knowledge and skills necessary to make successful transitions to the next stage of their life.

The careers programme is designed to meet the needs of students at Heritage Park School. It is planned to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. The programme includes:

- Specialist CEIAG sessions
- Work Skills
- Careers in the curriculum via subject links
- Enrichment days/events
- 1:1 Careers Advice
- Information events
- Further education and employer encounters
- Research activities
- Work experience

Students are actively involved in the planning of sessions and evaluation of activities. Full details of the programme can be found on the school website.

Work Placement

Providing 'real life' experiences helps young people to make informed choices, whatever their needs. Gaining first-hand experience of what the world of work helps to build self-confidence in young people. It helps the young people to build an empowering image about themselves and become confident about their future. A personalised approach is taken to our work experience provision, allowing young people to explore routes that are 'right for them'.

Policy Development

This policy is new and will be subject to review in discussion with teaching staff, students, parents, governors and other external parties as appropriate to ensure its relevance to the CEIAG agenda and statutory guidance.

Links with other policies

The CEIAG policy supports and is underpinned by some key policies, both local and national. Especially those relating to the Careers Education, Information, Advice and Guidance (CEIAG), Special Educational Needs Code of Practice, Safeguarding, Equality and Diversity, Inclusion, Teaching and Learning, Assessment, Recording and Reporting Achievement.

Pupil Entitlement

Students are entitled to CEIAG provision which meets professional standards of practice and which is person-centred, aspirational, impartial and confidential. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

Staff

Heritage Park School is fully committed to ensuring a high-quality CEIAG programme is in place. To support this both the Governing body and the Senior leadership Team (SLT) take a strategic interest in CEIAG provision with links to the named Careers Leader, **Neil Ferraby**.

Staff Development

Staff training needs are identified as part of the review process. Heritage Park School will endeavour to meet training actions within a reasonable period of time.

Monitoring, Review and Evaluation

CEIAG provision is reviewed annually for areas of improvements. A report is submitted to the Senior Leadership Team and Governing body.