

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

### **Rationale:**

Careers education, information, advice and guidance is a vital part of the curriculum offered at The Bishop of Winchester Academy and makes a major contribution to preparing students for the opportunities, responsibilities and experiences of adult life. A planned, progressive programme of activities supports students in choosing 11-19 pathways that suit their interests and abilities and leading to fulfilling and successful careers beyond.

### **Commitment:**

Schools are responsible for ensuring that all students have access to impartial, independent information, advice and guidance on careers education (Education Act 2011) and that this will:

- be presented in an impartial manner
- include information on the full range of post-16 education or training options, including apprenticeships and technical education routes
- promote the best interests of the students to whom it is given

The Bishop of Winchester Academy is committed to providing a planned programme of careers education, information, advice and guidance for all students in Key Stages 3, 4 and 5 at a level that is appropriate to their individual needs and which meets the eight key benchmarks known as The Gatsby Benchmarks.

### **Responsibilities:**

It is the responsibility of the Principal and ALT to establish an impartial framework for careers education information, advice and guidance and to ensure that it develops in the school; to monitor and review its effectiveness and to report regularly to governors on the application and outcomes of the policy.

It is the responsibility of governors to establish and review the policy on careers education, information, advice and guidance; to monitor the application of the policy and in particular to ensure that activities undertaken by students are safe and to review outcomes of the policy regularly and to up-date it as appropriate.

The Careers Lead, supported by the Senior Lead for Careers, is responsible for the practical implementation of the policy in to order to develop the CEIAG Plan.

The academy will provide independent careers advice from a qualified Careers Adviser and all students will have at least one careers meeting before the end of year 11. The role of the Careers Adviser is to provide impartial information, advice and guidance for students and support the application process and planning of post-16 options.

Academy staff are expected to contribute to CEIAG through their roles as Mentors and subject teachers.

**Curriculum:**

The CEIAG programme is delivered through career guidance activities, mentor time activities, internal and external careers and employability events and 1:1 support from the school's Careers Adviser. These arrangements are detailed in the TBOWA CEIAG Plan.

**Monitoring and Review:**

The effectiveness and appropriateness of the Careers Education Information, Advice and Guidance policy will be kept under regular review. CEIAG will be reviewed and evaluated by Curriculum Leaders and Heads of Year on a termly basis.

**Entitlement:**

Students are entitled to careers information, advice and guidance that is impartial. In addition to individual 1:1 guidance support, careers education will be integrated into the whole curriculum experience based on a partnership approach between students, staff, employers, HE/FE education providers and parents/carers.

**Equality and Diversity:**

Careers information, advice and guidance will help to promote the academy policy on equality and diversity by providing a range of resources which match individual needs, helping students to recognise the importance of equal opportunities and diversity in working life and by monitoring resources to ensure the absence of bias or stereotyping.

**Links with other policies:**

This policy supports and is underpinned by key school policies including those for Teaching and Learning, Assessment, Citizenship, PSHE, Equal Opportunities and Diversity, Health and Safety.

**Policy completed:****Policy review:**

Governor ratification: