



Careers Education, Information, Advice & Guidance Policy (CEIAG)

Approved by: PWG

Date: 18th November 2024

Last reviewed on: 6th September 2024

Next review due by: September 2027

SLT Lead: Alex Bedford

1. Introduction

- 1.1.** St George Catholic College is in the Trusteeship of the Roman Catholic Diocese of Portsmouth and maintained by Southampton City Council Local Authority. Our school leaders and governors are entrusted by the Bishop with the ministry of school leadership and will always act in recognition of the love of Christ for all members of our College community and one another.
- 1.2.** We share a vocation for the common good in our world and we are committed to working together as a family. All of our policies and procedures are formed to enable all members of our St George family to be safe and cherished, feel happy and fulfilled and be treated fairly in a positive environment founded on mutual respect and shared values. This policy is part of the foundation that enables everyone to aspire to be all that God has created us to be.
- 1.3.** This policy sets out the framework for delivering Careers Education, Information, Advice and Guidance (CEIAG) at Saint George Catholic College.

2. Purpose and Aim

- 2.1.** The purpose of CEIAG is to support all of our students in their time at Saint George Catholic College to make informed, realistic and aspirational choices regarding their futures in education, employment or training. High-quality careers guidance is essential and our aim is to ensure every student reaches their full potential by offering a broad range of different career paths.
- 2.2.** The aims of CEIAG at Saint George Catholic College are to:
 - a) Provide all students with opportunities to explore a broad and diverse range of career paths by providing comprehensive unbiased advice and guidance by actively promoting equality and challenging all stereotypes
 - b) Equipping all students with the skills, knowledge and understanding to make informed decisions about their future and follow paths appropriate to their individual need
 - c) Ensuring all students receive independent, impartial careers advice that supports their aspirations and academic achievements
 - d) Support each student to ensure a successful transition into the next stage of education or training
 - e) Offer opportunities to improve students' understanding of different career sectors and knowledge of the labour market information
 - f) Comply with statutory duties under the Gatsby Benchmarks, Provider Access Legislation, and the Department for Educations guidance on careers provision

3. Legal and Statutory Framework

- 3.1.** This policy is informed by:
 - a) The Education Act 2011, which requires schools to provide independent careers guidance from Year 7 to Year 11
 - b) The 8 Gatsby Benchmarks of Good Career Guidance
 - c) The Department for Educations statutory guidance on careers
 - d) The Provider Access Legislation (2023) requiring all schools and academies to provide opportunities for a range of education and training providers to access all year 8 to 13 pupils to inform them about approved technical education qualifications and apprenticeships

4. Implementation of CEIAG

4.1. At Saint George Catholic College CEIAG is delivered through a combination of:

- a) **Curriculum Lessons:** Incorporating careers-related learning integrated into each subject area. Departments display subject links to occupations and progressions and each curriculum area identifies Careers Education elements and includes these in lesson planning. This also includes school trips relating to industries to careers within each individual subject.
- b) **PSHE:** Incorporating Careers education into PSHE lessons for all year groups (Personal, social, health and economic education)
- c) **Pastoral Support:** Tutors, teachers, and SLT play a key role in support students career aspirations by being involved in the careers provision at Saint George
- d) **Career events and activities:** Including Enterprise Projects, key speakers from an extensive range of industries, career fairs (both in-house and external) employer visits, STEM events, Career Superday's for Year 8,9 & 10 organised by our external provider EBP South. Celebrating national events such as Careers Week and Apprenticeship Week. University visits and trips. Promoting awareness of the world of work by offering a 2-week work experience for year 10. Group work for specific pathways. Business shows, exhibitions and open days.
- e) **FE Visits:** Visits to Colleges and Universities and opportunities for taster days for YR10 students. FE visits and assemblies from a variety of colleges and training providers to all YR11 students.
- f) **Maintaining and developing effective links with key partners:** Such as local universities and colleges, Enterprise Organisations, the school careers governor, and local businesses. Along with Parents and carers, who play a key role in supporting their child's career development.
- g) **1-1 Careers guidance:** Individual support for all students with a focus on students at risk of NEET and at key transition points (year 10 and year 11) Advice and support also continued post year 11. External careers advisor used to SUN students.

5. Access to Careers Information

5.1. Students at Saint George have access to a wide range of careers resources including:

- a) **Morrisby:** Our online career platform to help students explore different career pathways, keep up to date with information on careers and the local job market, Psychometric assessments and online careers library
- b) **EBP South:** We work closely with EBP South who provide work experience placements to our year 10 students. We also plan 3 career days each year for our year 8, 9 & 10 students. These include employer visits and workshops
- c) **Internal Careers Advisor:** Here at Saint George there is a dedicated careers advisor available to students Monday – Friday. Students can arrange a 1-1 interview or connect via teams
- d) **Posters and Displays:** Saint George has two career display notice boards with information for all year groups. One is in the main building, the other is located next to the career's office in Trinity
- e) **Website:** Careers information and guidance is available for students and parents on our school website.

6. Equal Opportunities

6.1. Saint George Catholic College is committed to providing equal opportunities and ensuring that all career guidance is inclusive of all students, regardless of gender, ethnicity, background or

ability. Tailored support is given to students with special educational needs, risk of NEET, or those eligible for pupil premium, and other vulnerable groups.

7. Management

7.1. CEIAG is currently led and managed by a team consisting of the assistant headteacher and the careers advisor who are responsible for:

- a) The management and coordination of the various aspects of CEIAG
- b) The activities at each Key Stage
- c) Monitoring/evaluation
- d) Liaison - SMT, Governing body, Partners

7.2 The team is line managed by the assistant head teacher and supported by the link governor. Subject staff are responsible for identification of work-related learning elements within schemes/plans and implementation of work-related elements.

7.3 The CEIAG team will also liaise annually with the 16-19 LA lead, to review the school's Destinations of Leavers data produced by the Local Authority.

8. Monitoring and Evaluation

8.1. The CEIAG programme is regularly monitored and evaluated to ensure it meets the needs to students and is aligned with statutory requirements.

8.2. This will include:

- Feedback from students, parents, teachers and employers
- Review of destination data for year 11 students
- Regularly assessed against the Gatsby Benchmarks and Provider Access Legislation
- Reviewed and checked by OFSTED
- Assessed by members of Solent Partners in partnership with the Careers and Enterprise Company

9. Roles and Responsibilities

- a) Governors:** Ensure that the statutory responsibilities for career guidance and education are met and that there is a clear strategy for CEIAG in line with school priorities
- b) Senior Leadership Team (SLT):** Oversees the implementation and development of the CEIAG policy and ensuring that resources are available to deliver a high-quality careers programme.
- c) Careers Leader and Advisor:** Coordinates the CEIAG programme, liaises with external providers, and ensures the delivery of Gatsby Benchmarks and accurate reporting of activities and destination data (Mr Alex Bedford & Ms Roxanne Wharton).
- d) Teachers:** Embed career-related learning into their subject areas and by continually supporting the careers programme.
- e) Students:** Engage proactively with careers guidance and make good use of the resources and opportunities provided.
- f) Parents:** Support their children to participate in career related activities and to engage with the careers provision here at Saint George. To also support their child by making informed future decisions.

10. Review

- 10.1 This policy will be reviewed annually by the Senior Leadership Team, Careers Leader and Advisor, and Governors to ensure it remains effective, up-to-date and aligned with career policies.