



Careers Education Information and Guidance Policy

Policy area	Curriculum
Policy author	Careers leader
Status	Draft/ Approved
Category	Trust Wide/ School Specific
Implementation date	Autumn Term 24
Review cycle	Biennial
Next review date	Autumn Term 26
Related policies/ documents	

Document control

Date	Version	Comments
01/12/2024	V2	Policy updated by MFI

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1 Introduction

Careers Education, Information Advice and Guidance (CEIAG) makes a major contribution to preparing young people for the opportunities, responsibilities and experiences they will encounter at school, in further education and in working life.

It aims to help all students make a successful transition to adulthood by:

- Supporting them to achieve their full potential.
- Empowering them to plan and manage their own futures.
- Providing comprehensive information on all options.
- Raising aspirations.
- To support inclusion by promoting equality, diversity, social mobility and challenge stereotypes
- Enabling young people to sustain employability and achieve personal and economic wellbeing throughout their lives
- Promote participation in learning

The CEIAG programme at Worthing High School follows the principals of the Gatsby Benchmarks which sets out a framework of good practice for providers of careers education:

<http://www.gatsby.org.uk/uploads/education/reports/pdf/gatsby-sir-john-holman-good-career-guidance-2014.pdf>

1. A stable and embedded programme of careers education and guidance
2. Good quality information about future study options, jobs and the labour market
3. Opportunities for advice and support tailored to young people's needs
4. Subject teaching linked to careers
5. Several opportunities to learn from employers and employees
6. Experiences of workplaces
7. Opportunities to hear from representatives of FE, HE and apprenticeship providers
8. Personal guidance from a professionally qualified careers adviser, at the right time.

2 Purpose

Worthing High School is committed to career, employability and enterprise learning and development to fulfil their statutory obligations by providing a best practice careers service to all students.



The careers programme reflects and embodies the overall vision of Worthing High School and is included in the School Development Plan. Governors and senior leaders have a key role in developing and approving this policy and the strategic plan for CEIAG, thus ensuring it has a high profile and secure place within the school curriculum. This policy supports and is underpinned by other key school policies, such as the Curriculum Policy and SEND Policy.

3 Commitment to CEIAG

Worthing High School is committed to providing a planned programme of careers education activities to all year groups, including the opportunity for all students to access impartial information and expert independent advice and careers guidance. We are also committed to maximise the benefits for all students by adopting a whole school approach involving parents, carers, external IAG providers, employers & other local agencies, the wider community and FE and HE establishments.

The school will provide resources for the successful implementation of this policy through securing:

- An annual budget to cover internal needs, CPD training opportunities and commissioning of external sources
- Adequate staffing.
- Student and staff electronic access to information.
- Designated space for individual, group and research sessions.
- Ensure that students are aware of the full range of career opportunities available.
- Learn from employers about valued workplace skills and have first-hand workplace experience within allowed criteria.
- Offer an excellent programme of advice and guidance delivered by qualified advisers with support tailored to the individual.
- Provide information needed to understand job and career opportunities available and how knowledge and skills can help towards particular career paths
- Give a range of providers the opportunity to access all pupils for career and Post 16 pathways.
- Publish details of the school's careers programme for young people and parents to view on its website.
- Ensure students have at least 1 meaningful encounter with employers per year.



4 Communication with external stakeholders and provider access

- This policy and current CEIAG relevant information is accessible on the school website.
- Regular career notices and opportunities will be published in the school weekly news bulletin and placed on social media sites where applicable.
- Those engaged with the school will be kept in touch of Worthing High Schools careers provision as and when appropriate.
- A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carer.
- All providers are able to contact the school with regards to their potential CEIAG support for our students, as detailed on our website under Provider Access.

<https://www.worthinghigh.net/page/?title=Application+for+Provider+Access&pid=256>

5 Students with Special Educational Needs and Disabilities (SEND)

- We expect that the majority of pupils with SEND will follow the same careers programme that meets the Gatsby Benchmarks as their classmates, with adjustments and additional support as needed.
- Our Careers Advisor, SENCo and other designated teachers will work with teachers and, where appropriate, professionals from relevant organisations, to identify the needs of our students with SEND and put in place personalised support and transition plans. This may include meetings with students and their families to discuss education, training and employment opportunities, supported internships and transition plans into higher education.
- We are committed to ensuring that no information will be given to pupils without SEND that is not also offered to our pupils with SEND.

6 Management, monitoring, and evaluation

A member of the SLT has strategic responsibility and oversight for CEIAG, supported by the school's Careers Advisor with access to administration support. The careers provision and strategy is further supported by a link governor.

Key Destinations Data is to be abstracted by the Careers Advisor, once final destinations data is published by the Local Authority. Analysis will then be completed with actions taken to address any issues arising.



7 Training and Development

To maintain and continuously develop CEIAG provision at the school, Worthing High School will ensure the continual professional training and development of relevant staff and link governors.

8 CEIAG provision within the school curriculum

At Worthing High School there is a planned programme of learning experiences within the Personal Development curriculum as part of year 7-11 students' entitlement to CEIAG and full details of our current Careers Programme for each year group can be viewed at -

<https://www.worthinghigh.net/page/?title=Careers+Programme&pid=250>

9 Policy approvals and review

This policy will be updated every 2 years or sooner where necessary, following ongoing reviews and in discussion with staff and external partners and where key priorities for action are identified and included in the School Development Plan.