



# **Careers Education, Information, Advice and Guidance Policy**

Review Date August 2024

## 1 Rise Academy Vision

Rise Academy is committed to providing our students with a supported CEIAG offer which feeds through from KS3 to Post-16.

This support is structured around meeting all 8 of the Gatsby Benchmarks (set out below) and relevant DfE guidance.

The Rise Trauma Informed Values are applied to all areas and therefore run throughout this policy and process.

This policy should work alongside the over-arching policy of the Constellation Trust whilst differentiating as required to meet the needs of Rise Academy students as highlighted in our CEIAG plan.

### Gatsby Benchmarks of Good Careers Guidance:

- A stable careers programme.
- Learning from career and labour market information.
- Addressing the needs of each pupil.
- Linking curriculum learning to careers.
- Encounters with employers and employees.
- Experiences of workplaces.
- Encounters with further and higher education.
- Individual 1:1 guidance meetings

This policy refers to events and opportunities in KS3 & KS4 and these events will impact upon all students at the Academy as outlined in our Rise Academy Provider Access Policy alongside our Rise Academy Careers Action Plan.

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

### 1 Introduction

#### 1.1 Rationale for Careers Education Information, Advice & Guidance (CEIAG)

1.1.1 A young person's career reflects the progress that they have made in learning and work. It is part of the vision and mission of the Constellation Trust/Rise Academy that all learners need a planned programme of activities to help them choose their 14 - 19 pathways that are right for them and to be able to manage their careers, sustain employment and achieve personal wellbeing throughout their lives

#### 1.2 Our Commitment.

1.2.1 The Constellation Trust/Rise Academy recognises that it has a responsibility to ensure all registered students at our schools are provided with; the opportunity to access impartial IAG from our own professionally qualified careers advisors and independent careers guidance from external agencies from Year 7 to Year 13, (Education Act 1997, Section 42a). The Board of Directors also recognises that it must ensure that all careers guidance provided:

- is presented in an impartial manner

- includes information on the range of education or training options, including: apprenticeships and other vocational pathways

- is guidance that the person considers will promote the best interests of the students whom it is given

1.2.2 The Trust endeavours to follow best practice guidance from the Department for Education (DfE) and other expert bodies such as; Ofsted and the Department for Business Innovation and Skills, professional bodies and published research as it is available.

1.2.3 The Trust is committed to working towards the eight Gatsby Benchmarks and a quality award for Careers Education Information, Advice & Guidance.

1.3 The Constellation Trust will meet and respond to its responsibilities under the Equality Act 2010, as set out in the Public Sector Equality Duty, April 2011.

### 2 Development

2.1 This policy is developed and reviewed annually in discussion with school/trust leaders, teaching and non-teaching staff, students, parents/carers and Board of Directors.

### 3 Links with other Policies

3.1 The policy for CEIAG supports and is underpinned by a range of other Trust

and school/academy specific policies especially those for teaching, learning, assessment, recording and reporting achievement, citizenship, special educational needs & disability, equality & diversity, gifted & talented, looked after children and safeguarding.

## 4 Objectives

### 4.1 Students' Needs

4.1.1 The careers programme is designed to meet the needs of students within Rise Academy. Activities are differentiated and personalised to ensure progression in the students' career learning and development, and to strengthen their motivation, aspirations and attainment at the schools

### 4.2 Entitlement

4.2.1 Students are entitled to impartial and confidential CEIAG, which is personcentred, delivered by trained staff and which meets professional standards of practice. Activities will be embedded throughout the curriculum, based on partnership with students and their parents/carers. The programme will raise aspirations, challenge stereotypes and promote equality and diversity

## 5 Implementation

### 5.1 Management

5.1.1 The Director of Employment, Enterprise & Enrichment will manage the careers education programme and is responsible to the Trust CEO. CEIAG is supported by a link Director from the Board

### 5.2 Staffing

5.2.1 All staff will be able to contribute to CEIAG through their role as tutors and curriculum subject teachers. Regular CPD will be available to equip curriculum leaders to feel confident in embedding careers throughout their subject area. The named Careers Leader will coordinate activity which will be delivered both internally and through a range of external stakeholders. The Careers Leader with the support of SLT will monitor and evaluate our careers programme and complete a termly compass audit to measure progress.

### 5.3 Curriculum

5.3.1 The careers programme includes; careers education sessions, careers guidance activities (e.g. group work and individual interview), information and research activities using the school/academy network and work-related learning. Other focussed events are arranged e.g. a further/higher education fair. Students are involved in the planning of career learning and their views will be collected using Student Voice and surveys.

5.3.2 In practical terms in addition to specific careers activities such as trips, visits and speakers, all students will:

- a) Take part in CEIAG tasks in PHSE lessons
- b) Be actively involved in the Trust pledge activities which specifically include tasters which cover the Gatsby Benchmarks

#### 5.4 Assessment and Evaluation

5.4.1 The intended career learning outcomes for learners are based on the Constellation Trust's/Rise Academy's careers education framework, KS3 & KS4 and will be evaluated by The AVP for CEIAG (Jason Girling) and Careers Leader (Cynthia Moody), as well as other key staff.

### 6 Resources

6.1 Funding is allocated in the annual budget-planning round in the context of whole school/academy priorities and particular needs in CEIAG. The Director of Employment, Enterprise & Enrichment for the Trust alongside Rise Academy Head of School (Philip Mountain-Wade) is responsible for the effective deployment of resources

### 7 Professional Development

7.1 Rise Academy will support the Careers Leader to access and complete the L6 careers leader training and attend careers hub meetings to build knowledge, share best practice and collaborate.

The Careers Leader will, with the support of AVP for CEIAG, also build links with all careers leaders of those schools that refer pupils to help build collaborative working and share best practice.

### 8 External monitoring

8.1 Rise Academy will be subject to external monitoring and evaluation as part of the Hull & East Yorkshire Careers Hub who will regularly undertake the Compass evaluation.

The Trust work with Career mark to ensure a GOLD standard careers programme is in place for all Trust students.

### 9 Internal contact

Direct any enquiries relating to any procedural, access, premises or facilities to Careers Leader Cynthia Moody:

[cynthiamoody@riseacademyhull.co.uk](mailto:cynthiamoody@riseacademyhull.co.uk)

### 10 Monitoring, Review and Evaluation

10.1 Rise Academy will continue to analyse student destination information, feedback from students and parents/carers to inform its careers programme. Rise Academy will use LOMO/compass+ to record all careers activity, this will allow the academy to systematically record activity against individual students and help to inform the careers programme to ensure it is meeting the needs of all learners.

11.1 The policy is reviewed annually or when legislation/processes change.

## Application for Provider Access

### Introduction

This document sets out the Academy's arrangements for managing the access of providers to pupils at the Academy for the purpose of giving them information about the provider's education or training offer. This complies with the Academy's legal obligations under Section 42B of the Education Act 1997.

### Pupil entitlement

All pupils in KS3/KS4 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses.

## Management of provider access requests

### Procedure

A provider wishing to request access should contact:

#### Rise Academy contacts:

Assistant Vice Principal (CEAIG): Jason Girling

[jasongirling@riseacademyhull.co.uk](mailto:jasongirling@riseacademyhull.co.uk)

Careers Lead: Cynthia Moody

[cynthiamoody@riseacademyhull.co.uk](mailto:cynthiamoody@riseacademyhull.co.uk)

Please speak to our Careers Lead to identify the most suitable opportunity for you.

The Academy will make a suitable space available for discussions between the provider and students, as appropriate to the activity. The Academy will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Advisor or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Advisor so that they can be displayed in the Careers Section of the Academy library.