



**Careers Information, Education  
& Guidance Policy (CIEAG)**

<b>Author</b>	<b>Reviewed</b>	<b>Next Review</b>
S Worton	April 2024	April 2026

## **Shenstone Lodge- The Brades Lodge our commitment to CIEAG**

### **POLICY STATEMENT:**

The Brades Lodge (TBL) is committed to Careers Education as a vital means of giving all students the skills, knowledge and understanding to manage their own lifelong learning and career development. Careers Education will prepare students for the opportunities, responsibilities and experiences of education, training and employment and also the challenges of adult life. Careers Education will both compliment and integrate with the PSHE and Careers Curriculum.

TBL will purchase a professional package of support services from 'Sandwell Connexions limited' A Locally recognised professional Career Service Company to enable us to fulfil our statutory responsibilities.

The government produced further statutory guidance in March 2015 for school in relation to their careers guidance offer, key points are highlighted below:

### **Statutory Duty – Key Points**

- The statutory duty requires governing bodies to ensure that all registered students at the pupils of TBL are provided with independent careers guidance from year 8 to year 11.
- The governing body must ensure that the independent 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
  - the guidance given will promote the best interests of the students

We will continue to review, monitor and evaluate our CEIAG offer by speaking and listening to firstly our students the parents/careers, teachers and our external partners.

### **Covid 19**

Visits to colleges, training providers and work places will take place as far as possible to ensure that pupils are next step ready. The school will adhere to any Local / National guidance as applicable.

Connexions Sandwell and TBL will review and evaluate outcome based evidence, such as our annual destination Data. This will be reported to the school Local Advisory Board.

King regards

Scott Worton  
Interim Head of School including Careers Leader

Signature.....

Governing body representative – Adam Harris  
Lead for CEIAG

Signature.....

## **Provider Access Policy**

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer.

This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement all pupils in years 8-13 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 Scott Worton, Interim Head of School and Careers Leader, Telephone: 0121 552 3125; Email: [scott.worton@shenstonelodge.co.uk](mailto:scott.worton@shenstonelodge.co.uk)

Opportunities for access 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/carers

## **Student Entitlement:**

### **Aims and Objectives of the CEIAG program:**

1. Self-development – to increase self awareness and gain confidence in making decisions and choices concerning education, training and work. Students need to be able to assess their strengths, limitations and potential to facilitate sensible decision-making.
2. World of Work – to access and examine sources of information so that they are aware of the range of courses and progression routes open to them at 16+. This will involve group and individual guidance and pupils will be encouraged to use a range of websites
3. Career Management – students will create a career action plan with smart targets in Key Stage 4 Careers lessons. This will enable them to negotiate key transition to employment or training.
4. Transition – students will be effectively supported to deal with the key career decision making transition points such as year 9 to 10, year 11 to post 16 and onwards.

## **The Careers Education Programme will be delivered as follows:**

This programme will be delivered by the following in School:

- Careers/PSHE lead in dedicated careers lessons
  - Connexions Sandwell
  - English Department
  - ICT Department
  - Form Tutors
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- Through PSHE lessons in Years 7, 8, 9, 10 and 11. Emphasis here will be on group work, on aspects of developing self-awareness and decision making.
  - In Annual Reviews of pupils in year 9 to year 11, a representative from Connexions will be present to aid the transition from Key stage 3 to 4 and 5 and to give up to date advice for parents and carers.
  - Through Literacy. Emphasis here will be on building a CV, practice in writing letters of application and preparing for interviews.
  - Through ICT. Emphasis here will be on an introduction to ICT Careers programmes
  - Through **tutor time in years 9, 10 and 11**. Emphasis here will be on planning and developing careers knowledge.
  - Through individual careers guidance interviews in Years 9, 10, 11 with Connexions.
  - Through **Careers Conventions, Opportunity Fair & Offsite trips** in Years 10 and 11 and also visits to the school by staff from local sixth forms and colleges, mainly in Key stage 4. Students will also be encouraged to attend sixth form and college open days, which will be advertised on social media and school website.
  - To liaise with SLT team **re curriculum time**
    - 1:1 connexions interviews for Years 9, 10 and 11.
    - Outside agencies/post 16 providers to give talks to identified groups of pupils
    - Visits to colleges and other providers

## **Assessment, Recording and reporting - Careers**

1. Students and or School to keep a record of any meetings with Connexions/prospective employers or college placements.

2. Students will receive written **Action Plans** from Connexions Advisor during their 1:1 meetings, and these should be kept with their Action Planner and discussed with parents.
3. **Careers lead** to oversee all Careers Focused lessons and Medium Term Plans

### **Maintaining working relationships with Partners**

- Regular meetings with Careers and Enterprise Company (once a half term) and Employer Advisor to ensure 'gaps' in Compass Tool are actioned and improved
- Monitoring visits to AP providers to ensure quality of provision are maintained
- Meetings and reports in line with the SLA of any AP's
- Regular meeting both formal and in-formal with Debbie Jones from Sandwell Connexions in line with the SLA

### **Monitoring - Careers**

1. **Careers Lead & tutors** to monitor delivery of Careers focused lessons and to make sure they are up to date and being filled in effectively by students.
2. The school CIEAG policy and programme will be reviewed on an annual basis, in the second half of the summer term to reflect changing Statutory requirements, curriculum demands, and the progression opportunities open to young people.
3. Connexions will monitor and review their links with the School on a termly basis
4. Connexions Advisor will arrange suitable interviews with students and an update given to appropriate Leads
5. Connexions will produce a working arrangement document that states how they will deliver their services to school on a termly basis.
6. Destination figures for School leavers will be produced by Connexions.

### **Organisation and Management - Careers**

1. Careers lead will organise and manage all planning and Resources and report to line manager.
2. Consultation will be with Connexions Advisor termly basis and sooner if needed.

### **Resources - Careers**

1. **Connexions Sandwell** provide fully qualified and experienced careers Advisors who undertake the following duties in School 1:1 Interviews, assemblies. Presentations, support to parents, group work delivered as part of L4S day, destination reports.
2. Dedicated careers lessons that are linked to the long term plan on the website
3. **PSHE Programme:** Using tutor time to relate the core theme of the wider world: skills required for the world of work and training.
4. **Assemblies** – group work, careers fair, guest speakers, guest visitors

## **Parental Links - Whole School**

Connexions personal advisors will liaise with Parents and provide feedback to them. They will also work in partnership with parents more closely with any pupils that may need targeted support and more intensive careers guidance and enable them to make a successful transition. Connexions advisors will meet with Parents in school or undertake Home visits where appropriate and will be present at Annual Reviews from Year 9 -11.

The important role of parents in the whole process of Careers Guidance is recognised as vital. Parents are therefore invited to contact the Careers Lead at any opportunity that they feel necessary.

## **World of Work/ Alternative Provision:**

All pupils in school will have access to an Alternative Provision based on their individual needs and or chosen career path. The emphasis in Key Stage 4 is very much on the world of work with a focus on personal development and key skills such as punctuality and personal appearance. Pupils have access to one day placements throughout the year as opposed to the 'traditional' two week block.

## **Equality of Opportunity**

All teachers and staff involved in Careers Guidance have a responsibility to promote equality of opportunity, which ensures that all students have an entitlement and appropriate access to Careers Guidance regardless of race, gender, religion, ability, disability, social background or sexual orientation. All advice given will be impartial and confidential. Students will be helped to understand the importance of equal opportunities and be made aware of the risks of stereotyping and discrimination.

## **Safeguarding Whole School**

The school has a thorough and comprehensive Safeguarding policy which supports all areas of school life, ensuring that the educational experience of our students is the best it can be.

The policy clearly states the process for checking and identifying the suitability of visitors.

Any education and training providers will be expected to adhere to this policy

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### **Key Staff in School – CEIAG**

1. Scott Worton –Interim Head of School
2. Victoria Fitzgerald–PHSEE Lead
3. Debbie Jones – Connexions Sandwell Personal Advisor
4. Hattie Beeston- Bursar