



**The Westminster
School**

Safe, Happy and learning Together

www.thewestminsterschool.co.uk

CIEAG Policy

Building foundations and providing opportunities to create confident, aspirational, and independent members of our community.

Approved by Governing Body on:	14/05/2024
Signed by Chair of Governors:	<i>P. A. Evans</i>
Head Teacher:	O M Flowers
Lead Personnel:	B Taylor
Date of Review:	14/05/2025

1 - Introduction

The Westminster School is committed to providing a comprehensive Careers Education, Information, and Guidance (CEIAG) programme for all students from Years 7 to 14. This policy outlines our approach to ensuring that every student receives independent, impartial, and accurate information to support their career aspirations and personal development.

Purpose

The Purpose of this policy is to establish a framework for the delivery of high-quality CEIAG that align with with statutory requirements, promotes equality and diversity, and supports students in making informed decisions about their future. It sets out:

- Procedures in relation to requests for access.
- The grounds for granting and refusing requests for access.
- Details of premises or facilities to be provided to a person who is given access.

Gatsby benchmarks have been considered throughout to ensure best practice and conforms to statutory requirements. It has been designed to promote equality of opportunity, celebrate diversity and challenge stereotypes. The Gatsby Benchmarks are:

- *A stable career programmes.*
- *Learning from career and labour market information.*
- *Addressing the needs of each learner.*
- *Linking curriculum learning to careers.*
- *Encounters with employers and employees.*
- *Experience of workplaces.*
- *Encounters with further and higher education.*
- *Personal guidance.*

Aims

- To provide a stable and structured careers programme that meets the needs of all students
- To promote equality of opportunity, celebrate diversity and challenge stereotypes
- To Support students in making well informed and realistic decisions about their future pathways
- To ensure access to impartial and independent careers guidance for all students

- To facilitate encounters with employers, employees, further, higher and supported internships education providers and work placements
- To track and evaluate the effectiveness of the CEIAG programme and make improvements based on feedback and outcomes

2 – Statutory Requirements'

The Westminster School Adheres to the statutory requirements outlined by the Department for Education regarding career guidance and access for education and training providers. These requirements are based on various legislative acts and regulations, including

- The Education Act 1997
- The Education and Skills Act 2008
- The School information (England) Regulations 2008

Additionally, this policy aligns with the more recent Education (Career guidance in Schools) Act 2022, which came into force September 2002. The updated legislation amended the existing duty in The Education Act 1997, requiring us to

- Providing independent, impartial and accurate career guidance to all students from years 7-14 (up to 25 for students with an EHCP)
- Offering at least six encounters with approved providers of apprenticeships and technical education for all students
- Ensure provision and publication of career guidance on our website
- Complying with the baker clause and ensuring access to approved technical qualifications, supported internships and apprenticeships
- Developing a careers programme and strategy in line with the Gatsby benchmarks

This policy demonstrates our commitment to meeting the statutory requirements set forth by the DfE and ensures transparency regarding our career programme, which is published on our website in compliance with these requirements.

3 Equality and Diversity

The CEIAG programme at The Westminster School is designed to promote equality of opportunity, celebrate diversity and challenge stereotypes. We are committed to providing inclusive support that caters to the needs of all students, irrespective of their backgrounds or pathways

4 – Entitlement statements

Learner Entitlement:

All students are entitled to receive careers education, information and guidance that meets professional standards of practice. They will have access to a programme that's raises aspirations and supports their individual needs. All students have access to employers,

employees, providers and careers embedded with the curriculum areas. Students have access to career days and fairs, enrichment activities and career displays. Our commitment to student entitlement includes the following key provisions

- **Impartial guidance** - Access to a qualified Career advisor
- Our CEIAG programme is designed to raise aspirations, challenge stereotypes and promote equality and diversity. Fostering an inclusive environment where every student feel empowered to explore diverse career pathways
- **Informed decision making** - dedicated support to make well informed realistic decisions
- **Embedded opportunities** – Integration of CEIAG within the curriculum, providing students with regular exposure to employers, employees , providers and real world experiences across various subject areas.
- **Engagement** -Participation in career days, fairs, enrichment activities

Parent/Carer Entitlement:

Parents and Carers have the right to access information about the school's career programme and make appointments with the career advisor to discuss their child's future prospects. Parents and Carers can also access the school website, parents and careers events and access information and updates via school social media, letters and newsletters. Our commitment to parent/carers entitlement includes the following key provisions

- **Access to information** – Can access information about the school career programme which is readily available on the school website. They can also stay informed through parents and carers events, school social media platforms, letters, and newsletters
- **Appointment with career advisor** - Parents and carers are afforded the opportunity to make appointments with a career advisor to discuss their children's future prospects and plans, ensuring personalized guidance and support tailored to individual needs
- **Future Study Options** - They will be provided with good quality and up-to-date information about future study options and labour market trends, enabling them to support and guide their children in considering all available options for planning their futures
- **Involvement in activities** - Parents and carers are invited to participate in Futures/Careers activities, information sessions, and resources, allowing them to contribute to their children's career exploration journey
- **Feedback and improvement** - They have the opportunity to provide feedback on the usefulness of the Futures/Careers programme for their children and suggest improvements, ensuring ongoing enhancement and relevance of the career support provided.

5 Careers and SEND

The CEIAG programme at The Westminster School is inclusive of students Special Educational Needs and Disabilities (SEND) We provide tailored support and resources to ensure that all students have equal access to career guidance and opportunities.

6 – Delivery of the CEIAG Provision

The delivery of CEIAG provision is structured and coordinated by the career leader and supported by the TLR for Care and Independence, the employer engagement coordinator, the career advisor, teaching and support staff and the senior leadership team. It is integrated into the curriculum, tutor time, career programme and extracurricular activities to provide a comprehensive support to all students. Students also have access to CEIAG assemblies, learner visits to employers and providers and specific events to support parents and carers to make informed decision about future pathways

7 – Monitoring and Tracking of Destination Data

The school tracks and monitors destination data to evaluate the effectiveness of the CEIAG programme and measure the outcomes of student's career pathways. This data is used to inform future planning and improvements to the career provision. The policy is developed and reviewed annually through discussions with the Strategic Careers Lead, Careers Leader, all staff, the Careers Advisor, pupils, parents, governors and other external partners and will take into account evaluation of school destinations, COMPASS scores and feedback. It is based on current good practice from OFSTED, the Careers Development Institute and is guided by the 'Gatsby' benchmarks, to ensure best practice and to conform to statutory requirements

We track:

- Intended destinations.
- Offering individualised support to those learners who are at risk of becoming NEET (Not in Education, Employment, or Training) or become NEET.
- The school maintains records of all CEIAG interventions and interviews.
- Vulnerable learners who are at risk of becoming NEET are referred to their Local Authority team for additional support.

8 – Management of CEIAG Provision

The management of the CEIAG provision is overseen by the career leader, who works closely with the senior leadership team, careers team and external partners to ensure its effective implementation

- **Management** – The strategic responsibility for CEIAG management lies with the deputy headteacher, supported by the careers team.
- **Staffing** – The School allocates appropriate staffing and resources to support the delivery of CEIAG including the provision of an inhouse level 6 qualified career advisor, Employer engagement coordinator and external partnerships. All staff contribute to CEIAG through their roles as Tutors, Subject Teachers and Curriculum Leaders, Staff training is provided on a regular basis and updates are given in briefings or circulated via email. The named careers leader for the school are Jenny Onafowokan (TLR Care and Independence) and Ben Taylor (Deputy Head Teacher)
- **Governing board** - The Governing Board play a key role in ensuring we meet our legal requirements, and we are equipping our pupils with the tools and knowledge to make informed choices about their futures. They board offer strategic support to

school leaders and by holding the head teacher to account for the quality of provision of careers education, information advice and guidance.– Provision of independent career Guidance

- **Career Advisor** - The school employ a full-time level 6 qualified career advisor who is a CDI member. This ensures that students and parents/carers receive a range of support and opportunities to explore their career options. We also offer a range of CEIAG computer-based programmes and websites in addition to our links with businesses and training providers. Learners are also encouraged to access the National Careers Service.

9 – Partnerships

The school collaborates with a variety of external agencies and organisations to enhance to CEIAG provision and provide students with diverse experiences and opportunities. These partnerships include

- FE colleges
- Employers
- Training Providers
- Local authorities
- Government agencies
- Connexions
- Business volunteers
- Supported Employment agencies
- DFN Project Search
- The Black Country Careers Hub
- The Careers and Enterprise Company
- The West Midlands Combined Authority
- The Department for Work and Pensions
- SIPS Education
- Work N Learn
- Sandwell Specialist Employment Team

10– Information resources

The school provides a range of information resources to support students, parents and staff in their career planning and decision making. These resources include career programmes, online platforms, printed materials and access to external websites.

11– Budget

The school allocates a yearly budget to support the delivery of the CEIAG programme and ensure access to appropriate resources and services. This budget is linked to whole school priorities and the specific needs of career education, information and guidance. maximum use will be made of quality assured free resources and currency/longevity of careers materials is taken into consideration when purchasing priced materials.

12– Staff Commitment

All staff are committed to supporting the delivery of CEIAG and ensuring students receive high quality guidance and support. Staff engage in regular training and development opportunities to enhance their skills and knowledge in careers education

13– Monitoring, Review and Evaluation

The effectiveness of the CEIAG provision is monitored, reviewed and evaluated on an ongoing basis. Feedback from stakeholders, destination data and evaluation of outcomes are used to inform improvements and developments in the programme. A report will be submitted to the governors on an annual basis, including an account of activities, a review of progress and an evaluation of learner and parental response to provision. Three times a year the careers team conducts a Gatsby compass audit.

This policy will be reviewed on 14/05/2025

Appendices

Appendix A-C: Learner entitlement, Parent/carer entitlement and Provider entitlement

Appendix One: Action Plan used by Independent Careers Adviser

Appendix 1

Action Plan used by Independent Careers Adviser

Aspirations
What do I want for the future?

**Work/training/vocational/
Apprenticeships**
What type of work would I like to do?

Support Needs
What or who could help me?

Work Experience

My Independent Travel Skills

My Independent Living Skills
e.g. personal care

My Work Skills
e.g. Team Work

My Starting Point
Where am I now?

The Westminster School
Careers Action Plan

SCHOOL

Appendix A: Learner Entitlement

In January 2023, the updated Provider Access Legislation (PAL) came into effect, ensuring that all learners at The Westminster school receive a comprehensive entitlement to careers guidance and exposure to technical education and apprenticeship providers. This entitlement includes:

- Two encounters for learners during the 'first key phase' (year 8 or 9) that are mandatory for all learners to attend.
- Two encounters for learners during the 'second key phase' (year 10 or 11) that are mandatory for all learners to attend.
- Two encounters for learners during the 'third key phase' (year 12 or 13) that are mandatory for the school to provide but optional for learners to attend.

School Career Guidance Programme:

Personalised guidance reflecting individual interests.

Motivational support to explore diverse opportunities.

Skill development to realise career ambitions.

Support services tailored to individual needs.

Access to additional assistance as required.

Delivery by trained educators with updated industry insights.

Protection of personal information with consent-based sharing.

Appendix B: Parents/Carers Entitlement

Parental involvement is paramount in shaping learners' career decisions. The school encourages parental engagement through various means:

- Access to online resources via the academy website.
- Access to career section on school website
- Regular updates on careers-related information through letters, newsletters, and open evenings.
- Participation in careers interviews and events.

Ways Parents/Carers Can Support Their Child:

- Encouraging discussions about career aspirations and next steps
- Assisting in research about career paths, next steps and opportunities.
- Facilitating visits to career-related events and open days.
- Collaborating with school and other stakeholders to support career development.

Appendix C: Provider Entitlement

This appendix delineates the procedures for enabling providers to engage with learners at the school, ensuring compliance with legal obligations under Section 42B of the Education Act 1997.

Management of Provider Access Requests:

Providers seeking access should liaise with the academy's careers leader to determine suitable opportunities. Contact information is available on the school's website.

Local providers are invited to pertinent events, while external providers should coordinate with the lead colleague responsible for Careers.

Schools safeguarding policy governs the admission of providers as visitors for learner interactions.

Facilities and Resources:

Upon agreement, the school will arrange appropriate accommodations and provide requested equipment.

Access Opportunities:

The school's careers education programme offers diverse opportunities from Year 7 onwards.

Integrated into the curriculum and Commitments program, career events provide access for providers to engage with learners and parents/carers.

Adaptations due to COVID-19 may include virtual delivery, ensuring comprehensive career guidance.

Safeguarding Measures:

The Child Protection and Safeguarding policy outlines procedures for verifying the identity and suitability of visitors, which providers must adhere to.

Premises and Facilities:

Main hall, classrooms, or private meeting rooms are available for provider discussions, as agreed upon.

The school will provide audio-visual and other equipment to support provider presentations, arranged in advance with the Careers Leader.

Providers are encouraged to leave relevant materials with the Careers lead for distribution to learners.