

# CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY (Statutory)



**Nunthorpe  
Academy**

## Preamble

*The government's Careers Strategy, published in 2017, and statutory guidance for school leaders and school staff, published in 2018, set out the plan for building a high- quality careers system that will help young people to achieve. Thanks to Sir John Holman and [The Gatsby Charitable Foundation](#), we have a clear blueprint of what good careers provision looks like. The eight Gatsby Benchmarks are based on best national and international research and define all the elements of an excellent careers programme. The Gatsby Benchmarks have now been put at the heart of the Careers Strategy, with an expectation that all schools will begin working toward the Benchmarks*

“Careers guidance makes a difference. It’s in the engine room of social mobility; a vital part of the machinery of social justice. Good advice doesn’t just transform lives. It transforms our society by challenging the pre-conceived ideas about what each of us seek and what all of us can achieve.” John Hayes, Minister of State, Education, Skills and Lifelong Learning.

Recent educational reforms offer more choice and progression opportunities to young people. To make informed decisions about these opportunities, students require up-to-date, impartial and accurate information. Informed by up to date labour market intelligence.

All students have a statutory entitlement to impartial Careers guidance including access to careers services and access to a wide range of up-to-date reference materials. It is important that those who teach and support learners understand and can explain progression routes to students and can talk about the choices students will make at critical transition points. CEIAG should be personalised, impartial and high quality.

## Rationale

Careers Education Information Advice and Guidance (CEIAG) programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life in modern Britain. A planned progressive programme of activities supports them in choosing 14 – 19 pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

## Commitment

Nunthorpe Academy is committed to preparing pupils for future success in education, employment or training. The Academy is committed to use the Gatsby Benchmarks to develop and improve their careers provision and enable a range of education and training providers to speak to pupils in Years 8 to 13. The Academy will ensure pupils receive unbiased information about potential next steps and high-quality careers guidance. The Academy will provide good-quality, meaningful opportunities for pupils to encounter and experience and experience the world of work.

Nunthorpe Academy will follow the expectations guided by the Gatsby Bench marks. The Academy will be guided by a thorough review and evaluation process supported by [Tees Valley Combined Authority \(TVCA\)](#) and the Compass Plus Tool.

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Nunthorpe Academy endeavours to follow the Statutory Guidance on the Duty to Secure Independent and Impartial Careers Guidance for young people in schools (DfE, Oct 2018) and other relevant guidance from Ofsted as it is updated.

Nunthorpe Academy achieved the Investors in Careers Award (2017) which recognises the commitment of the Governors and the Academy's Staff to provide high quality, personalised provision of CEIAG for each individual student from years 7-13.

## **Aims**

Nunthorpe Academy's Careers Education, Information, Advice and Guidance policy (CEIAG) has the following aims:-

### **1. A stable careers programme**

- Nunthorpe Academy has a stable, structured careers programme that has the explicit backing of the senior leadership team.
- The identified and appropriately trained people responsible for CEIAG are [fgibson@nunthorpe.co.uk](mailto:fgibson@nunthorpe.co.uk) and [mhudson@nunthorpe.co.uk](mailto:mhudson@nunthorpe.co.uk) are respectively responsible for CEIAG and Relationship and Sex Education and Personal Social and Health Education.
- The Career programme is published on the school's website and accessible to pupils, parents, carers, teachers and employers.
- The programme is regularly evaluated with feedback from pupils, parents, carers, teachers and employers. The TVCA careers team also support Nunthorpe to self-evaluate using the compass plus tool.

### **2. Learning from career and labour market information**

- By the age of 14, all pupils should have accessed and used information about career paths and the labour market to inform their own decisions on study options. This will take place in externally delivered assemblies and enterprise events and through the LIFE careers education. Labour Market Information and future steps.
- Parents are encouraged to access and use information, on the academy website and social media accounts, about labour markets and future study options to inform their support to their children.
- Youth Directions, Stockton, are employed to offer Impartial careers advice and guidance by a Level 6 qualified Advisor (IAG) to all students by the end of Year 11 and all students receive appropriate Labour Market Information as part of their 1:1 Guidance discussions.

### **3. Addressing the needs of each pupil**

- Pupils have different career guidance needs at different stages. Opportunities for advice and support are tailored to the needs of each pupil. A school's careers programme is embedded through LIFE and mapped through subject areas.
- Nunthorpe Academy will actively seek to challenge stereotypical thinking and raise aspirations.
- Nunthorpe Academy will keep systematic records of the individual advice given to each pupil, and subsequent agreed decisions. All pupils will have access to these records to support their career development.
- Nunthorpe Academy will evaluate their CEIAG provision in line with future and sustained destination data.

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## 4. Linking curriculum learning to careers

- All subjects have a Curriculum Progression Map that tracks the delivery of CEIAG through their subject.
- The CEIAG lead will source external groups and individuals to enhance the CEIAG delivery.

## 5. Encounters with employers and employees

- Companies and providers are encouraged into the academy, they should refer to the Provider Access Statement found on the academy website or contact [fjibson@nunthorpe.co.uk](mailto:fjibson@nunthorpe.co.uk)
- External visitors and groups are sourced to enhance delivery of CEIAG.
- Y10 and Y12 will be offered a block work experience and individuals will be offered bespoke opportunities as required

## 6. Experiences of workplaces

- By the age of 16, every pupil will have had at least one experience of a workplace, additional to any part-time jobs they may have.
- By the age of 18, every pupil should have had one further such experience, additional to any part-time jobs they may have.

## 7. Encounters with further and higher education

- By the age of 16, every pupil should have had a meaningful encounter with providers of the full range of learning opportunities, including sixth forms, colleges, universities and apprenticeship providers. This should include the opportunity to meet both staff and pupils. A 'meaningful encounter' is one in which the student has an opportunity to explore what it is like to learn in that environment.
- By the age of 18, all pupils who are considering applying for university should have had at least two visits to or by universities to meet staff and pupils.

## 8. Personal guidance

- All pupils at KS4 will have opportunities for guidance interviews with an independent and impartial Careers Adviser ( Youth Directions), this is to support them in making sustained next steps

### Links with other Policies

This CEIAG Policy supports and is underpinned by key Academy policies including those for Teaching and Learning, Assessment, Recording and Reporting Achievement, Citizenship, RSHE, Work Related Learning and Enterprise, Equal Opportunities and Diversity, Health and Safety, Gifted & Talented and Special Educational Needs.

### Leadership

[mHUDSON@nunthorpe.co.uk](mailto:mHUDSON@nunthorpe.co.uk) co-ordinates the Careers programme and is responsible to her senior leader line manager ([aarmstrong@nunthorpe.co.uk](mailto:aarmstrong@nunthorpe.co.uk)).

[fjibson@nunthorpe.co.uk](mailto:fjibson@nunthorpe.co.uk) leads on CEIAG and is responsible to her senior leader line manager

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[sworton@nunthorpe.co.uk](mailto:sworton@nunthorpe.co.uk) is responsible for the administration of the work experience and is led by [mhudson@nunthorpe.co.uk](mailto:mhudson@nunthorpe.co.uk)

## **Monitoring Review and Evaluation**

The CEIAG programme will be evaluated using the compass plus tool termly.

This policy will be reviewed annually in discussion with teaching colleagues, students, Governors, advisory colleagues and other external partnerships.

Careers Education is monitored and evaluated annually via the line management process and ensuring value for money and sustained destinations data

The Partnership Agreement with Youth Directions is reviewed annually.

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## **Appendix 1** **Definitions**

1. Careers Education (CE) - helps young people develop the knowledge and skills they need to make successful choices, manage transition in learning and move into work.
2. Independent Advice and Guidance (IAG) - enables young people to use the knowledge and skills they develop to make the decisions about learning and work that are right for them.

## **Statement of entitlement**

As a student of Nunthorpe Academy you are entitled to receive a programme of careers education, information, advice and guidance (CEIAG).

Your CEIAG programme will help you to:

1. Understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make.
2. Find out about different courses, what qualifications you might need and what opportunities there might be.
3. Develop the skills you may need for working life including entrepreneurial skills.
4. Make realistic, but ambitious, choices about courses and jobs.
5. Develop a plan of action for the future.
6. Understand the different routes after Year 11 including training, further and higher education and jobs.
7. Be able to make effective applications for jobs, training and further and higher education.
8. Develop your interview skills.
9. Improve your confidence.

## **You will receive:**

1. Careers lessons in Life from Year 7-11.
2. Specific Careers related activities within tutorial system 7-13.
3. Guided tutor time 7-13.
4. Access to the on line careers library – information is also available in books, videos and leaflets.
5. Interviews with the Youth Directions Career Adviser.
6. Work experience preparation activities.
7. An invitation to the Annual Careers Convention.
8. Other subject lessons linked to careers.
9. Talks from colleges and training providers.
10. Talks from University liaison officers as well as visits to Universities

## **You can expect to be:**

1. Treated equally with others
2. Given careers information and advice that is up to date and impartial
3. Treated with respect by visitors to the school who are part of the careers programme
4. Given extra help if you have special needs

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