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# Newton Abbot College

## CEIAG AND WORK EXPERIENCE POLICY

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### Statutory Duty

The statutory duty requires governing bodies to ensure that all registered students at the College are provided with independent careers guidance from Year 8 (12-13 year olds) to Year 13 (17-18 year olds).

CEIAG College Lead     Katherine West, Assistant Principal

Link Governor             Clare Newlands

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
  - Is guidance that the person giving it considers will promote the best interests of the students to whom it is given.
1. Independent is defined as external to the College. External sources of careers guidance and inspiration could include employer visits, mentoring, website, telephone and helpline access. Taken together, these external sources could include information on the range of education and training options, including apprenticeships.
  2. 'careers guidance' refers to a coherent programme of activities that inform, inspire and motivate young people, preparing them for work and helping them to understand where different education and training choices could take them in the future.
  3. Impartial is defined as showing no bias or favouritism towards a particular education or work option.

### Commitment

Newton Abbot College is committed to providing a planned programme of careers education for all students in Years 7-11 and information, advice and guidance (IAG) in partnership with local providers.

To provide independent face-to-face careers guidance where it is most suitable support for young people to make successful transitions, particularly children from disadvantaged backgrounds or those who have special educational needs, learning difficulties or disabilities.

To provide relevant information to local authority support services under section 72 of the Education and Skills Act 2008. This should include information that identifies those at risk of ending up not in education, employment or training (NEET) post 16, young peoples post 16 plans and the offers they receive along with their current circumstances and activities.

## **Principles and values**

Newton Abbot College's strapline is 'Imagine what's possible...' This is supported by the mission to "Inspire, support and challenge every individual to be better than they ever dreamt they could be" and the College's aim is to increase opportunities, maximise outcomes and improve life chances.

A key element of this must come through the delivery of a coherent Careers Education Information, Advice and Guidance Programme (CEIAG). The delivery of this programme must support not only the central aims of the College, but should reflect the growing awareness amongst parents, students, staff, colleagues in the support agencies, employers and the wider community that the years spent in secondary education are no longer just concerned with the acquisition of qualifications, but are increasingly about the preparation for the world of work and life-long learning.

## **Entitlement**

Students are entitled to careers education and information, advice and guidance that is impartial and confidential. It will be integrated into students' experience of the whole curriculum and will be based on a partnership with students and their parents /carers. The programme will raise aspirations, challenge stereotyping, promote equality and diversity, inclusion and anti-racism.

CEIAG provision will be inclusive and targeted to the specific needs of all learners. Either internal knowledgeable staff members or experts external to the College will lead group sessions. In all cases the information, advice and guidance will be impartial and will meet the needs of the young people.

## **Aims and objectives**

Every student should leave College prepared for life in modern Britain having;

- Received an effective and stable CEIAG curriculum from Year 7 to Year 13
- Continuously engaged and Learnt from Career and Labour Market Information
- Been well-informed when making subject and career decisions because the provision addressed their individual needs
- Received excellent teaching of careers and character attributes through links with Curriculum Learning
- Received a rich provision of encounters with Employers and Employees
- Received a first-hand experience of the workplace through work visits, work shadowing and/or work experience

- Encountered experiences with Further, Higher Education and apprenticeship providers to support raising aspirations
- Had access to high quality, independent and personal careers guidance crucial in helping students emerge from College more fully rounded and ready for the world of work.

During the students education at Newton Abbot College parents should;

- Be guided to be able to help inform their children and address the needs of every student. Staff delivering any aspect of CEIAG should;
- Receive high quality training to enable them to deliver it confidently and in an informative way.

## **Management of CEIAG at Newton Abbot College**

**Assistant Principal** – Leads and ensures delivery and consistency of CEIAG. Provide a CPD provision for staff delivering any aspect of CEIAG. Completes evaluation of provision and creates action plans to improve the provision. Line manages the CEIAG coordinator. Develops Parental engagement in their child’s CEIAG. Develops the theme ‘Careers’ within the Tutor programme.

**CEIAG Coordinator** – Coordinates work experience, create Partnership arrangements, and lead on resources for enrichment days. Provide resources and guidance to students on a 1 to 1 basis and at parent support evenings. Maintains the Careers area and regularly updates the information.

**Raising Achievement Leaders** – KS3, KS4 and KS5 RALs ensure CEIAG strategies S1, S2.1, S3.1 and S3.5 is delivered through tutor time, RA Conferences and 1 to 1 work. Raising aspirations of students and supporting the raising of achievement. Ensure students have the knowledge and support needed through Key stage transitions

**PSHE Coordinator** – Ensures time available to provide CEIAG and Coordinates Enrichment day teachers in order to provide a consistent and personalised approach.

**Assistant Principal (responsible for student well-being)** – Lead for vertical tutoring and Student Intervention meeting (SIM) for identification of potential NEET students. Liaison with CSW advisor for student interviews

**CSW advisor (Level 6 qualified)** – Support for potential NEET students, independent advice for students and provider of independent guidance at support evenings.

**IWP Team leader** – Curriculum development to include CEIAG in liaison with AP Raising Standards

**Tutors** – knowledge of tutees future career paths & employability skills. Guidance on how to access CIAG, Mentor students on Self-improvement in academic and pastoral aspects. Guide students through Key stage transitions. Delivers tutor programme theme ‘Careers’

**PSHE day/ IWP teachers** – deliver an effective and consistent SOW that will “Inspire, support and challenge every individual to be better than they ever dreamt they could be” increasing increase opportunities, maximise outcomes and improve life chances.

## Curriculum Provision

There is a planned programme of learning experiences as part of students’ entitlement to CEIAG, which is mapped against the framework for careers, employability and enterprise (Career Development Institute) for Year 7 to Year 13. The framework for careers are key to achieving the aims & objectives of the College’s CEIAG provision. It enables young people to:

### **S1 Developing yourself through careers, employability and enterprise education**

- S1.1 Self-awareness
- S1.2 Self-determination
- S1.3 Self-improvement as a learner

### **S2 Learning about careers and the world of work**

- S2.1 Exploring careers and career development
- S2.2 Investigating work and working life
- S2.3 Understanding business and industry
- S2.4 Investigating jobs and labour market information (LMI)
- S2.5 Valuing equality, diversity and inclusion
- S2.6 Learning about safe working practices and environments

### **S3 Developing your career management and employability skills**

- S3.1 Making the most of careers information, advice and guidance (CEIAG)
- S3.2 Preparing for employability
- S3.3 Showing initiative and enterprise
- S3.4 Developing personal financial capability
- S3.5 Identifying choices and opportunities
- S3.6 Planning and deciding
- S3.7 Handling applications and interviews
- S3.8 Managing changes and transitions

It will be delivered through a range of experiences and activities –

Year Group	Activity & Learning Outcomes	Links to Strategy
<b>7</b>	PSHE day - The real game - how schoolwork relates to occupational choices and therefore to lifestyle and income	1.2, 2.1, 2.2, 2.4, 3.5
	PSHE day - Start - Personal skills and qualities, relating school work & Exploring careers ideas	2.1, 3.5
	IWP lessons – getting to know yourself, others and how you learn	1.1, 1.3,2.5
	IWP lessons – Growth mind-set	1.2
	IWP lessons – Leadership, organisation, Resilience, initiative, Communication (LORIC)	1.1, 3.2
	IWP lessons – Personal finance	3.4
	Newton Abbot College Careers Fayre	2.1, 2.4, 3.1, 3.5
	Action planning and target setting through the existing tutor mentoring programme	1.3
	Tutor - Writing Personal statements, CVs, ROAs	3.7

	<p>Tutor - Rights and responsibilities at work (are you covered)</p> <p>Tutor - pay rates in different sectors</p> <p>Tutor - Where to search for jobs / understanding job adverts / job descriptions</p> <p>Tutor - Evaluation of work experience</p> <p>Tutor - Careers plan action plans</p> <p>Tutor – Development of Record of achievement</p>	<p>2.2, 2.6</p> <p>2.2</p> <p>2.1</p> <p>2.2</p> <p>2.1</p>
<b>8</b>	<p>PSHE day – Start - Personal skills and qualities &amp; Exploring careers ideas &amp; Stereotypes</p> <p>PSHE day - Transitions &amp; options process</p> <p>PSHE day – University visit</p> <p>IWP lessons – Employability skills, qualities &amp; work preferences</p> <p>IWP lessons – Universities – degrees and student life</p> <p>IWP lessons – Apprenticeships</p> <p>IWP lessons – writing personal statements</p> <p>Newton Abbot College Careers Fayre</p> <p>Advice provided by subject teachers on subject choices.</p> <p>Sampling taster lessons in a range of KS4 courses that students may not have experienced at KS3.</p> <p>Supplementary advice on subject choices from the College-based options booklet.</p> <p>A Choices Evening where parents and students can discuss courses and the decision making process – Careers stand at event</p> <p>An interview with senior leader for each student to plan their KS4 choices</p> <p>Action planning and target setting through the existing tutor mentoring programme</p> <p>Tutor - Writing Personal statements, CVs, ROAs</p> <p>Tutor - Rights and responsibilities at work (are you covered)</p> <p>Tutor - pay rates in different sectors</p> <p>Tutor - Where to search for jobs / understanding job adverts / job descriptions</p> <p>Tutor - Evaluation of work experience</p> <p>Tutor - Careers plan action plans</p> <p>Tutor - Development of Record of achievement</p>	<p>2.1, 2.4, 2.5</p> <p>2.1, 3.5</p> <p>3.1,3.6, 3.8</p> <p>1.1, 2.2, 3.2</p> <p>2.1,3.5</p> <p>2.1,3.5</p> <p>3.7</p> <p>2.1, 2.4, 3.1, 3.5</p> <p>1.1, 2.1, 3.8</p> <p>3.5, 3.8</p> <p>3.5, 3.8</p> <p>3.5, 3.8</p> <p>3.1, 3.5, 3.8</p> <p>1.3, 3.1, 3.5, 3.6, 3.8</p> <p>3.7</p> <p>2.2, 2.6</p> <p>2.2</p> <p>2.1</p> <p>2.2</p> <p>2.1</p>
<b>9</b>	<p>Enrichment day – Understanding different business types &amp; Careers of the future</p> <p>Enrichment day – Start - Personal skills and qualities &amp; Exploring careers ideas, employability skills</p> <p>Enrichment day – Employability &amp; enterprise skill – project</p> <p>Enrichment day – Personal finance choices &amp; decisions</p> <p>Newton Abbot College Careers Fayre</p> <p>Action planning and target setting through the existing tutor mentoring programme</p> <p>Tutor - Writing Personal statements, CVs, ROAs</p> <p>Tutor - Rights and responsibilities at work (are you covered)</p> <p>Tutor - pay rates in different sectors</p> <p>Tutor - Where to search for jobs / understanding job adverts / job descriptions</p> <p>Tutor - Evaluation of work experience</p> <p>Tutor - Careers plan action plans</p> <p>Tutor - Development of Record of achievement</p>	<p>2.1, 2.3, 3.5</p> <p>2.3, 3.3</p> <p>3.4</p> <p>2.1, 2.4, 3.1, 3.5</p> <p>1.3</p> <p>3.7</p> <p>2.2, 2.6</p> <p>2.2</p> <p>2.1</p> <p>2.2</p> <p>2.1</p>
<b>10</b>	<p>Enrichment day – Work skills for the 21<sup>st</sup> century</p> <p>Enrichment day – Work experience – a virtual introduction</p> <p>Enrichment day – Work experience preparation – H &amp; Safety, expectations etc</p>	<p>3.2</p> <p>2.2,</p> <p>2.2,2.3,2.6,3.6,3.7</p>

	<p>Newton Abbot College Careers Fayre</p> <p>Work Experience</p> <p>Action planning and target setting through the existing tutor mentoring programme</p> <p>Visit to universities (local/ Russell group / Oxbridge)</p> <p>CSW support / guidance</p> <p>Tutor - Writing Personal statements, CVs, ROAs</p> <p>Tutor - Rights and responsibilities at work (are you covered)</p> <p>Tutor - pay rates in different sectors</p> <p>Tutor - Where to search for jobs / understanding job adverts / job descriptions</p> <p>Tutor - Evaluation of work experience</p> <p>Tutor - Careers plan action plans</p> <p>Tutor - Development of Record of achievement</p>	<p>2.1, 2.4, 3.1, 3.5</p> <p>1.1, 2.1, 2.2, 2.6, 1.3</p> <p>2.1, 3.1, 3.5,</p> <p>3.7</p> <p>2.2, 2.6</p> <p>2.2</p> <p>2.1</p> <p>2.2</p> <p>2.1</p>
<b>11</b>	<p>Enrichment day – Application process &amp; Interview preparation, Transitions and future choices</p> <p>Enrichment day – mock Interviews, UNIFROG - exploring future career choices</p> <p>Enrichment day – Personal finance</p> <p>Enrichment day – Post 16 induction day – transitions</p> <p>Enrichment day – Maximise – revision and study skills</p> <p>Newton Abbot College Careers Fayre</p> <p>Advice provided by subject teachers on subject choices.</p> <p>Supplementary advice on subject choices from the College-based options booklet.</p> <p>6<sup>th</sup> form open Evening where parents and students can discuss courses and the decision making process – Careers stand at event and 5 point plan leaflet for university or apprenticeships</p> <p>An interview with each student and senior leader to plan their KS5 choices</p> <p>Action planning and target setting through the existing tutor mentoring programme</p> <p>Visit to universities (local/ Russell group / Oxbridge)</p> <p>NFER STEM work experience research (2017 – 18)</p> <p>CSW support / guidance</p> <p>Tutor - Writing Personal statements, CVs, ROAs</p> <p>Tutor - Careers plan action plans</p> <p>Tutor - Development of Record of achievement</p>	<p>1.3, 3.1, 3.2, 3.6, 3.7</p> <p>1.3, 2.2</p> <p>3.1, 3.2, 3.6, 3.7</p> <p>3.4</p> <p>3.8</p> <p>1.1, 1.3</p> <p>2.1, 2.4, 3.1, 3.5</p> <p>1.1, 2.1, 3.8, 3.5, 3.8</p> <p>3.5, 3.8</p> <p>3.1, 3.5, 3.8</p> <p>1.3</p> <p>2.1, 3.1, 3.5</p> <p>2.1, 3.5, 3.8</p> <p>3.7</p> <p>2.1</p>
<b>12</b>	<p>Enrichment day – personal finances</p> <p>Enrichment day – Living in the real world</p> <p>Enrichment day – Year in industry gap year</p> <p>Enrichment day – workshops on equality and diversity</p> <p>Newton Abbot College Careers Fayre</p> <p>Work Experience</p> <p>Tutor programme – CV development</p> <p>Tutor programme – UNIFROG introduction and then ongoing engagement</p> <p>Tutor programme – Personal statement writing</p> <p>Tutor programme – Action planning and target setting</p> <p>A visit to the Higher Education Fair</p> <p>Visit to universities (local/ Russell group / Oxbridge)</p> <p>CSW support / guidance</p> <p>Assembly – Introduction to University</p> <p>Activities afternoon – Volunteering opportunities</p> <p>Activities afternoon – Business enterprise</p>	<p>3.4</p> <p>1.1, 3.4</p> <p>2.2, 3.1</p> <p>2.5</p> <p>2.1, 2.4, 3.1, 3.5</p> <p>1.1, 2.1, 2.2, 2.6</p> <p>1.3</p> <p>2.1, 3.1, 3.5,</p> <p>2.1, 3.1, 3.5</p>

	Apprenticeships show Tutor Careers theme SOW Tutor - Development of Record of achievement	
<b>13</b>	Enrichment day – personal finances Enrichment day – Living in the real world Enrichment day – Year in industry gap year Newton Abbot College Careers Fayre Tutor programme – CV development Tutor programme – UNIFROG introduction and then ongoing engagement Tutor programme – Personal statement writing Tutor programme – Action planning and target setting Tutor programme – Application writing and UCAS statement A visit to the Higher Education Fair CSW support / guidance Assembly – Budgeting for students life Assembly – Student finance Activities afternoon – Volunteering opportunities Activities afternoon – Business enterprise Apprenticeships show Tutor Careers theme SOW Tutor - Development of Record of achievement	3.4 1.1, 3.4 2.2, 3.1 2.1, 2.4, 3.1, 3.5 1.3  2.1, 3.1, 3.5,

## Work experience

Work Experience opportunities exist for students at Newton abbot College in Year 10 and Year 12. Work Experience for both year groups is a one-week placement. Some students in Year 12 and 13 who are studying vocational courses might also do a one-day-a-week placement.

Year 10 work experience is administered and sanctioned through the CEIAG and Work Experience Coordinator and the Year 12 work experience is administered and sanctioned through the Sixth Form Administrator. Their direct line managers are the Assistant Principal in charge of CEIAG and Head of Sixth Form respectively.

There may be specific arrangements made by Heads of House and Inclusion Managers to begin an alternative curriculum, which might include a work placement; these placements, are to be sanctioned by the Assistant Principal in charge of CEIAG, and monitored by the College staff. A record of all students work experience is to be kept with the CEIAG and Work Experience Coordinator.

The CEIAG and Work Experience Coordinator constantly monitor the careers library. Annual audits take place so that out of date material is removed. The nature of material in the library is monitored and attempts to gain a balance between paper based and ICT based information and support procedures.

## Parents and Carers

Parents and carers are informed and supported to help their children to explore and research their options, make decisions and manage their career development. This is

achieved through a CEIAG designated section on the school website for links and research purposes. In addition support is provided through open evenings and information sessions such as Parents or Options evenings and access to help and advice through discussions with the Careers Coordinator. They are also given encouragement and support to find a work placement for their child in year 10 and 12 during the allocated time slots.

## **Monitoring, review and evaluation**

The Partnership Agreement with CSW Group (Careers South West) is reviewed yearly. The programme is reviewed annually by the Assistant Head of School, using the local quality standards for CEG to identify desirable improvements. Evaluations are carried out at relevant times and inform provision for the following year.

The school will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

Governors to review the provision and strategic direction of CEIAG, ensuring that it is fit for purpose, and fulfils latest stator guidance.

## **Resources**

The College 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 access to information (electronic and hardcopy)
- Designated space for individual, group and research sessions

## **Partnerships**

The policy recognises the range of partners that support the CEIAG offer within our College. These include:

- External provider commissioned by LEA to carry out transition support for students with an EHC Plan.
- Careers South West
- Careers Development Institute
- Job centre
- Liaison with post 16 providers and higher education institutions
- Local authority, employers and training providers
- Enterprise Adviser Network
- Parents and carers