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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            tbc

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.

### 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.

CEIAG provision will be inclusive and targeted to the specific needs of all learners. Group sessions will either be led by internal knowledgeable staff members or experts external to the College, in all cases the information, advice and guidance will be impartial and will meet the needs of the young people.

## **Aims and objectives**

To ensure every child should leave College prepared for life in modern Britain by;

- Delivering effective and stable CEIAG curriculum to students from Year 11 to Year 13
- Continuously engaging and Learning from Career and Labour Market Information
- Ensuring the provision addresses the needs of each student to ensure all students will be well-informed when making subject and career decisions
- Ensure academic rigour is supported by excellent teaching of careers and character attributes through links with Curriculum Learning
- Enable students to receive a rich provision of encounters with Employers and Employees
- Every student to receive a first-hand experience of the workplace through work visits, work shadowing and/or work experience
- Ensure students encounter experiences with Further, Higher Education and apprenticeship providers to support raising aspirations
- To provide high quality, independent and personal careers guidance crucial in helping students emerge from College more fully rounded and ready for the world of work.
- Guide parents to be able to help inform their children and address the needs of every student.

## **Strategy**

The following specifications are key to achieving the aims & objectives;

### **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

## CEIAG OVERVIEW

Year Group	Activity & Learning Outcomes	Links to Strategy
7	<p>Enrichment day - The real game</p> <p>IWP lessons – getting to know yourself, others and how you learn</p> <p>IWP lessons – Growth mind-set</p> <p>IWP lessons – Leadership, organisation, Resilience, initiative, Communication (LORIC)</p> <p>IWP lessons – Personal finance</p> <p>Newton Abbot College Careers Fayre</p> <p>Action planning and target setting through the existing tutor mentoring programme</p>	<p>1.2, 2.1, 2.2, 2.4, 3.5</p> <p>1.1, 1.3,2.5</p> <p>1.2</p> <p>1.1, 3.2</p> <p>3.4</p> <p>2.1, 2.4, 3.1, 3.5</p> <p>1.3</p>
8	<p>Enrichment day – Kudos &amp; Stereotypes</p> <p>Enrichment day - Transitions &amp; options process</p> <p>IWP lessons – Employability skills, qualities &amp; likes</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>2.1, 2.4, 2.5</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</p>
9	<p>Enrichment day – Developing employability skills</p> <p>Enrichment day – Exploring aspirations – Barclays life skills unit</p> <p>Enrichment day – Employability &amp; enterprise skill – project</p> <p>Enrichment day – Personal finance choices</p> <p>Newton Abbot College Careers Fayre</p> <p>Action planning and target setting through the existing tutor mentoring programme</p>	<p>1.3, 3.2</p> <p>1.2,</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>
10	<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>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>3.2</p> <p>2.2,</p> <p>2.2,2.3,2.6,3.6,3.7</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>

<b>11</b>	<p>Enrichment day – Preparing for mock interviews  Enrichment day – Mock interviews  Enrichment day – UNIFROG  Enrichment day – Personal finance  Enrichment day – Post 16 induction day – transitions  Enrichment day – Maximise – revision and study skills  Newton Abbot College Careers Fayre</p> <p>Advice provided by subject teachers on subject choices.  Supplementary advice on subject choices from the College-based options booklet.  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  An interview with each student and senior leader to plan their KS5 choices  Action planning and target setting through the existing tutor mentoring programme  Visit to universities (local/ Russell group / Oxbridge)  NFER STEM work experience research (2017 – 18)  CSW support / guidance</p>	<p>1.3, 3.1, 3.2, 3.6, 3.7  1.3, 3.1, 3.2, 3.6, 3.7  2.2  3.4  3.8  1.1, 1.3  2.1, 2.4, 3.1, 3.5  1.1, 2.1, 3.8,  3.5, 3.8  3.5, 3.8  3.1, 3.5, 3.8  1.3  2.1, 3.1, 3.5  2.1, 3.5, 3.8</p>
<b>12</b>	<p>Enrichment day – personal finances  Enrichment day – Living in the real world  Enrichment day – Year in industry gap year  Newton Abbot College Careers Fayre</p> <p>Work Experience</p> <p>Tutor programme TBC  Action planning and target setting through the existing tutor mentoring programme  A visit to the Higher Education Fair  Visit to universities (local/ Russell group / Oxbridge)  CSW support / guidance</p>	<p>3.4  1.1, 3.4  2.2, 3.1  2.1, 2.4, 3.1, 3.5  1.1, 2.1, 2.2, 2.6  1.3  2.1, 3.1, 3.5,  2.1, 3.1, 3.5</p>
<b>13</b>	<p>Enrichment day – personal finances  Enrichment day – Living in the real world  Enrichment day – Year in industry gap year  Newton Abbot College Careers Fayre</p> <p>Tutor programme  Action planning and target setting through the existing tutor mentoring programme  A visit to the Higher Education Fair  CSW support / guidance</p>	<p>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,</p>

## 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.

#### POLICY HISTORY

<b>Policy/Version Date</b>	<b>Summary of change</b>	<b>Contact</b>	<b>Implementation Date</b>	<b>Review Date</b>
Nov 2017	New Policy written, approved and implemented	KW	Nov 2017	
Apr 2020	Amended to reflect change in link governor		Apr 2020	