



# Careers Education, Information, Advice and Guidance (CEIAG) Policy

Approved by Management Committee 13 October 2021

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# CEIAG AT THE ST AUBYN CENTRE

## 1. Introduction

The young people we work with at the St Aubyn Centre are amongst the most vulnerable in society. Young people who have experienced mental health problems are at greater risk of unemployment than their peers.

All young people benefit from a planned curriculum or programme of activities to help them make curriculum choices that are right for them and to develop the personal resources and readiness that will enable them to manage their careers throughout their lives but for the young people at the St Aubyn Centre this has particular importance.

The Department for Education published statutory guidance for all schools regarding CEIAG provision. The St Aubyn Centre Therapeutic Education Department follows this guidance, alongside the eight Gatsby Benchmarks listed below.

1. A stable careers programme
2. Learning from careers and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with Employers and Employees
6. Experiences of Workplaces
7. Encounters with Further Education and Higher Education
8. Personal Guidance

## 2. Commitment

The St Aubyn Centre Therapeutic Education Department is committed to providing a planned programme of careers education and information, advice and guidance (CEIAG) for all pupils and students in Years 9 -13 in partnership with external professional careers advisers employed by the local authority and internal employees.

The St Aubyn Centre Therapeutic Education Department is also committed to achieving a range of outcomes for young people including mental health outcomes such as improved self-esteem, punctuality and concentration as well as practical outcomes such as positive destinations, successful transitions and on-going development of employability skills.

We will also pay regard to relevant guidance on improving outcomes for young people that appears from DfE, Ofsted and other agencies from time to time.

## 3. Links with other policies

The policy for CEIAG is related to our policies for curriculum and assessment, PSHE, Special Educational Needs, Equality and Looked after Children.

## 4. Objectives

- To ensure the career development, wellbeing and progression of all students.
- Prepare students for life Post 16.
- To provide CEIAG that is relevant, timely and sufficient to meet students' needs and integrated into their overall curriculum including finding out about technical education qualifications and apprenticeship opportunities, as part of our careers programme which provides information on the full range of education and training options available at each transition point.
- Independent and impartial advice provided to pupils with SEND will include all education, training and employment opportunities available to them.
- Offer targeted support for vulnerable and disadvantaged young people.
- To uphold the standards and code of practice of the Career Development Institute's standards and codes of practice.
- To provide CEIAG in partnership with students themselves, their parents/carers and our relevant professional and community partners.

## 5. Implementation

**Leadership** - CEIAG is managed by the Head of Education and 1:1 sessions are provided by the Careers & Engagement Mentor. This area is also supported by the link member of the Management Committee for the Curriculum.

**Staffing** - All staff are expected to contribute to CEIAG delivery through their roles as key teachers and support staff. Group future planning and work-related learning sessions are delivered by PSHE sessions.

On-line and printed careers information is maintained by the Careers & Engagement Mentor in the Resources Centre.

## 6. Careers Programme

CEIAG is predominantly delivered on a 1:1 basis and will be tailored to the student's individual circumstances. The CEIAG programme also has elements delivered to mixed year groups including open events, work-related learning, online and printed information, visiting speakers, personal tutoring and individual interviews. Students are actively involved in the planning, delivery and evaluation of activities.

## 7. Assessment and accreditation

CEIAG learning is assessed through the Asdan PSHE Short Course Award and AQA Unit Awards on an individual basis.

## **8. Partnerships**

The St Aubyn Centre Therapeutic Education Department works with local colleges, training providers, Higher Education Institutions, speakers to deliver the CEIAG programme and links with the National Careers Service and Student Finance England. Local authority advisers from the Youth Service, Children and Young People with Disabilities Service and Employability and Skills Advisers deliver targeted advice.

Students are admitted from counties other than Essex. The St Aubyn Centre will make contact with providers and services that are relevant for the student. Due to the nature of our student cohort, we endeavour to access careers events on an individual basis.

Careers guidance and access for education and training providers;  
A provider wishing to request access should contact Nikki Gadsby Careers & Engagement Mentor (CEIAG) [nikki.gadsby1@nhs.net](mailto:nikki.gadsby1@nhs.net) or 01206 334686. Events integrated into the curriculum will offer providers an opportunity to come into the school and speak to students. Resources and equipment will be made available.

## **9. Resources**

Funding for CEIAG and the subscription to the Careers Development Institute and Kudos software is available through the school budget. The Careers & Engagement Mentor is responsible for the effective deployment of resources. Provider prospectuses and other course literature will be displayed/made available for students.

## **10. Staff Development**

The Careers & Engagement Mentor holds a Level 6 Diploma in Career Guidance and Counselling and is supported in continued professional development specific to CEIAG. Other staff have access to development through the performance management/appraisal system.

## **11. Monitoring and Evaluation**

CEIAG impact and improvement is connected to the school development plan. It is reviewed through the Team meetings and Management Committee meetings. Students evaluate their experience through the feedback system.