

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

Careers Education, Information, Advice and Guidance (CEIAG) is recognised as playing an important role in motivating students, promoting equality of opportunity and maximising academic and personal achievements. We are committed to providing a programme of careers education for all our students to prepare them for the opportunities and challenges of adult and working life.

Careers Education and Guidance has a high profile at The Totteridge Academy and all students have an equal entitlement to high quality careers education, information, advice and guidance that will provide them with an understanding of the world of work, help them to explore career options and support them in making decisions about opportunities open to them.

### Aims

CEIAG is crucial in order to meet the skills, knowledge and understanding needed by each student. We fully subscribe to the Careers Education Framework 7-19 (2010) and the 6 principles of impartial careers education:

- Empowers young people to plan and manage their own futures
- Responds to the needs of each learner
- Provides comprehensive information and advice
- Raises aspirations
- Actively promotes equality of opportunity and challenges stereotypes
- Helps young people to progress

The Staff and Governors at The Totteridge Academy recognise that career planning is not limited to just one stage in life. For this reason, careers education and guidance aims to develop career management skills which students can draw on at each stage in their career planning. The CEIAG programme is continually evaluated to improve its effectiveness.

This policy is informed by the following documents: Careers Education Framework 7-19 (2010)

The careers programme at The Totteridge Academy has been developed in line with the eight Gatsby benchmarks for ensuring best practice and to meet the requirements of the Department for Education's statutory guidance 2018.

The Gatsby Benchmarks:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of workplaces
7. Encounters with further and higher education

## 8. Personal guidance

### Objectives

The CEIAG programme at The Totteridge Academy is integrated within the curriculum and is designed to provide help at specific decision times. The Totteridge Academy is committed to raising the aspirations of all learners. Careers education and guidance aims to develop the skills, talents, understanding and aspirations of all our learners, enabling them to become responsible citizens who achieve personal success and fulfilment in life.

Our CEIAG programme will:

Link effectively with the curriculum in order to maximise student learning and avoid unhelpful repetition

- Provide totally impartial and up to date information through close working with independent careers professionals, employers, apprenticeship providers and FE and HE institutions
- Challenge stereotyping, deal with prejudice and discrimination, use skills of assertiveness and negotiation and encourage students to widen their career ideas
- Reflect the true nature of today's and tomorrow's world of work
- Support key policies including those for teaching and learning, assessment, recording and reporting achievement, equality and diversity, health and safety, able and talented, and inclusion (special educational needs)
- Raising students' achievements to their full potential is a key goal of the Careers Education and Guidance policy.

### Student Entitlement

Every student is entitled to high quality career education and guidance as part of their education which will support them on their career journey throughout education. For a full overview of how we meet Gatsby Benchmarks across Y7 – 13 please see our full Careers Programme below.

### Delivery and Content

Careers Education is delivered through our morning tutor time programme and in addition to this, careers information, advice and guidance is provided through group workshops, individual interviews, enterprise opportunities, college/university visits, employer presentations, assemblies, PHSE lessons, work experience, posters, leaflets, Unifrog and through subject teachers.

A qualified Careers Advisor provides individual advice and guidance to our students. All careers advice and guidance given is person-centred, impartial, unbiased and confidential (within legal confines) and also meets professional standards of practice. Careers advice is also available during Parents Evenings, Options Evenings and Open Evenings.

Key publications suitable for a range of ages and abilities are available and user friendly. Materials are accessible and audited annually to ensure information is up to date, accurate and relevant to students' needs. The Sixth Form progression blog The Early Bird and the parent newsletter are updated with new career and progression opportunities.

### CEIAG Programme

Directors of Learning and tutors are responsible for teaching and giving feedback on the taught aspects of the CEIAG programme.

	Autumn Term	Spring Term	Summer Term
Year 7	<ul style="list-style-type: none"> <li>Through the year optional meetings (or referrals made by staff) with careers advisor by appointment and after school drop in (GB8)</li> <li>Labour Market Information in weekly assemblies or invited outside speakers to assemblies (GB2 &amp;5)</li> <li>Throughout the academic year we use data from Unifrog, Evolve+ and careers interviews (where applicable) and information from HODs to create opportunities and target specific trips/events where necessary (GB3)</li> </ul>	<ul style="list-style-type: none"> <li>Spring 2 PSHE lessons on Careers &amp; Unifrog (Reflect on who you are) (GB1)</li> <li>Labour Market Information in weekly assemblies or invited outside speakers to assemblies (GB2 &amp;5)</li> <li>Celebrate National Careers Week (GB4)</li> <li>Celebrate Science Week (GB4)</li> <li>Introduction to Higher Education Event (hosted in school) (GB 2&amp;7)</li> </ul>	<ul style="list-style-type: none"> <li>Selected groups to attend University visits for Health Care Sciences Event (GB5 &amp;7)</li> <li>Labour Market Information in weekly assemblies or invited outside speakers to assemblies (GB2 &amp;5)</li> </ul>
Year 8	<ul style="list-style-type: none"> <li>Through the year optional meetings (or referrals made by staff) with careers advisor by appointment and after school drop in (GB8)</li> <li>Labour Market Information in weekly assemblies or invited outside speakers to assemblies (GB2 &amp;5)</li> <li>Throughout the academic year we use data from Unifrog, Evolve+ and careers interviews (where applicable) and information from HODs to create opportunities and target specific trips/events where necessary (GB3)</li> </ul>	<ul style="list-style-type: none"> <li>Spring 1 PSHE lessons on Careers &amp; Unifrog (Reflect on your interests) (GB1)</li> <li>Labour Market Information in weekly assemblies or invited outside speakers to assemblies (GB2 &amp;5)</li> <li>All year 8 students will attend a university visit in either the spring or summer term (GB7)</li> <li>Celebrate National Apprenticeship Week (GB4)</li> <li>Celebrate National Careers Week (GB4)</li> <li>Celebrate Science Week (GB4)</li> </ul>	<ul style="list-style-type: none"> <li>Labour Market Information in weekly assemblies or invited outside speakers to assemblies (GB2 &amp;5)</li> <li>All year 8 students will attend a university visit in either the spring or summer term (GB7)</li> </ul>
Year 9	<ul style="list-style-type: none"> <li>Through the year optional meetings (or referrals made by staff) with careers advisor by appointment and after school drop in (GB8)</li> <li>Labour Market Information in weekly</li> </ul>	<ul style="list-style-type: none"> <li>Spring 1 PSHE lessons on Careers &amp; Unifrog (Reflect on your skills) (GB1)</li> <li>Year 9 Options Assembly &amp; Parents Information Evening (GB1)</li> <li>MADE training (GB3)</li> <li>University visits (GB7)</li> </ul>	<ul style="list-style-type: none"> <li>Labour Market Information in weekly assemblies or invited outside speakers to assemblies (GB2 &amp;5)</li> </ul>

	<p>assemblies or invited outside speakers to assemblies (GB2 &amp;5)</p> <ul style="list-style-type: none"> <li>Throughout the academic year we use data from Unifrog, Evolve+ and careers interviews (where applicable) and information from HODs to create opportunities and target specific trips/events where necessary (GB3)</li> </ul>	<ul style="list-style-type: none"> <li>Speed Networking Careers Event (hosted in school) (GB5)</li> <li>Meetings with careers advisor to discuss options for GCSE (either referred by SENCO or any member of staff or students can self-refer) (GB3 &amp; 8)</li> <li>Celebrate National Apprenticeship Week (GB4)</li> <li>Celebrate National Careers Week (GB4)</li> <li>Celebrate Science Week (GB4)</li> </ul>	
<b>Year 10</b>	<ul style="list-style-type: none"> <li>Labour Market Information in weekly assemblies or invited outside speakers to assemblies (GB2 &amp;5)</li> <li>Through the year optional meetings (or referrals made by staff) with careers advisor by appointment and after school drop in (GB8)</li> <li>Throughout the academic year we use data from Unifrog, Evolve+ and careers interviews (where applicable) and information from HODs to create opportunities and target specific trips/events where necessary (GB3)</li> </ul>	<ul style="list-style-type: none"> <li>Spring 2 PSHE lessons on Careers &amp; Unifrog (Reflect on your career journey) (GB1)</li> <li>College and University encounters for selected students(GB7)</li> <li>University visits for selected students (GB7)</li> <li>External speakers and employer talks (GB5&amp;7)</li> <li>Rise Employability Skills Workshops (GB5)</li> <li>Celebrate National Apprenticeship Week (GB4)</li> <li>Celebrate National Careers Week (GB4)</li> <li>Celebrate Science Week (GB4)</li> </ul>	<ul style="list-style-type: none"> <li>Work Experience Week (GB6)</li> <li>College and University encounters for selected students (GB7)</li> </ul>
<b>Year 11</b>	<ul style="list-style-type: none"> <li>Autumn 2 PSHE lessons on Careers &amp; Unifrog (Reflect on your employability skills) (GB1)</li> <li>Post 16 Open Evening information signposted for all students (GB1)</li> <li>External speakers and employer talks (showcasing a range of career pathways) (GB5&amp;7)</li> <li>1:1 Meeting with Careers Advisor &amp; Action Plan created (GB8)</li> <li>MADE Easy Training (GB3)</li> </ul>	<ul style="list-style-type: none"> <li>Exam and Revision skills &amp; Support Workshop (GB3)</li> <li>External speakers and employer talks (showcasing a range of career pathways) (GB5&amp;7)</li> <li>1:1 Meeting with Careers Advisor &amp; Action Plan created (GB8)</li> <li>Labour Market Information in weekly assemblies or invited outside speakers to assemblies (GB2 &amp;5)</li> <li>Celebrate National Apprenticeship Week (GB4)</li> </ul>	<ul style="list-style-type: none"> <li>External speakers and employer talks (showcasing a range of career pathways) (GB5&amp;7)</li> <li>1:1 Meeting with Careers Advisor &amp; Action Plan created (GB8)</li> <li>Labour Market Information in weekly assemblies or invited outside speakers to assemblies (GB2 &amp;5)</li> </ul>

	<ul style="list-style-type: none"> <li>Labour Market Information in weekly assemblies (GB2)</li> </ul>	<ul style="list-style-type: none"> <li>Celebrate National Careers Week (GB4)</li> <li>Celebrate Science Week (GB4)</li> <li>Taster sessions at TTA (GB4)</li> </ul>	
<b>Year 12</b>	<ul style="list-style-type: none"> <li>Navigating Unifrog (GB1)</li> <li>External speakers and employer talks (GB5&amp;7)</li> <li>Encounters with higher education and apprenticeship providers (GB7)</li> <li>CV workshops (GB8)</li> <li>Oxbridge application workshop (GB3)</li> <li>Reach Out programme (GB3)</li> <li>Zero Gravity programme (GB3)</li> <li>Meeting with careers advisor by appointment (GB8)</li> <li>Student access to career, training and extracurricular opportunities through 'The Early Bird', our blog (GB1)</li> </ul>	<ul style="list-style-type: none"> <li>Spring 1 PSHE lessons on Careers &amp; Unifrog (GB1)</li> <li>External speakers and employer talks (GB5&amp;7)</li> <li>Encounters with higher education and apprenticeship providers (GB7)</li> <li>Access to Barclays Lifeskills (targeting interviews skills) (GB3)</li> <li>CV Workshops (GB8)</li> <li>University visits (GB7)</li> <li>Personal Financial Skills Workshop (GB3)</li> <li>Personal Statement / UCAS Application support (GB3)</li> <li>Oxbridge application workshop (GB3)</li> <li>Cambridge Higher Aspirations Scheme (GB3)</li> <li>Meeting with careers advisor by appointment (GB8)</li> <li>Student access to career, training and extracurricular opportunities through 'The Early Bird', our blog (GB1)</li> </ul>	<ul style="list-style-type: none"> <li>External speakers and employer talks (GB5&amp;7)</li> <li>Encounters with higher education and apprenticeship providers (GB7)</li> <li>University Visits (GB7)</li> <li>Personal Statement / UCAS Application support (GB3)</li> <li>Work Experience Week (GB6)</li> <li>Lumina Summer School (GB3)</li> <li>Oxbridge application workshop (GB3)</li> <li>Cambridge Higher Aspirations Scheme (GB3)</li> <li>Meeting with careers advisor by appointment (GB8)</li> <li>Student access to career, training and extracurricular opportunities through 'The Early Bird', our blog (GB1)</li> </ul>
<b>Year 13</b>	<ul style="list-style-type: none"> <li>External speakers and employer talks (GB5&amp;7)</li> <li>Personal Statement / UCAS Application support (GB3)</li> <li>Oxbridge application extra-curricular club (GB3)</li> <li>1:1 Interview prep with staff (GB8)</li> <li>Meeting with careers advisor by appointment (GB8)</li> </ul>	<ul style="list-style-type: none"> <li>External speakers and employer talks (GB5&amp;7)</li> <li>Enrichment activities (GB4)</li> <li>Exam and Revision skills &amp; Support Workshop (GB3)</li> <li>Student access to career, training and extracurricular opportunities through 'The Early Bird', our blog (GB1)</li> </ul>	<ul style="list-style-type: none"> <li>External speakers and employer talks (GB5&amp;7)</li> <li>Exam support (GB3)</li> <li>CV workshop (GB8)</li> <li>Student access to career, training and extracurricular opportunities through 'The Early Bird', our blog (GB1)</li> </ul>

## Monitoring, Evaluating and Review

To ensure our CEIAG Programme is outstanding we use feedback from students, parents and carers, staff, governors, employers and our partners to reshape our programme each year. We also use the Department for Education's Destination Measures to ensure we are achieving the best possible destinations for our students, and the nationally recognized Gatsby Benchmarks to assess our programme.

The CEIAG policy is reviewed regularly; this allows us to incorporate new initiatives. This review involves the Governing Body, Senior Leadership, Student Council and our Careers Advisor.

### Our CEIAG Team

If you would like to find out more about our Careers Programme, and/or contribute to our Programme, for example by joining one of the Careers Insight Talks or hosting a work placement, etc please contact a member of our team:

Careers SLT Lead: Talia.Houri@tta.org.uk


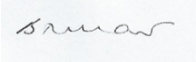
Careers Lead: Nurcan.Irencin@tta.org.uk

Governor with responsibility for Careers: Kevin Munday

### **Our Careers Team is supported by:**

- United Learning Careers Lead coordinates the provision across the group, provides information and opportunities, offers support and guidance, and shares best practice from all the schools in UL.
- Our Enterprise Coordinator is Carlea Previdi and Enterprise Advisors are Salma Khan and Malcolm Sullivan.
- West London Careers Hub supported by The Careers and Enterprise Company and the Mayor of London. The aim of the Hub is to share best practice, help schools fully implement the DfE's Careers Strategy, meet Ofsted expectations in regards to careers education, and deliver a world class careers programme that ensures all students can make an informed choice about their future.

### **Signed off by:**

<b>Name:</b> Chris Fairbairn	<b>Name:</b> Bronwen Tumani
<b>Signature:</b> 	<b>Signature:</b> 
<b>Role:</b> Principal	<b>Role:</b> Chair of Governors

Approved By:	LGB
Last Review Date:	March 2025
Review Frequency:	Annually
Next Review Date:	March 2026