

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.

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 local authority Careers Advisor is at The Totteridge Academy on a weekly basis to provide 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. Career's 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 weekly 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"> Life skills – assemblies and tutor group opportunities Unifrog Career Matching Service, launch with students and parents Career After School Drop-in offering 1:1 career advice on request | <ul style="list-style-type: none"> As part of the PSHE Programme students learn about different employment sectors and opportunities, stereotyping in employment and equality. National Careers Week Career After School Drop-in | <ul style="list-style-type: none"> Unifrog online careers research Career After School Drop-in |
| Year 8 | <ul style="list-style-type: none"> Life skills – assembly and tutor group opportunities Unifrog Career Matching Service, launch with students and parents Career After School Drop-in offering 1:1 career advice on request | <ul style="list-style-type: none"> As part of the PSHE Programme students learn about the skills and attributes that employers’ value, the skills and qualities required to engage in enterprise, routes into work, training, vocational and academic progression routes. National Apprenticeship Week National Careers Week Career After School Drop-in | <ul style="list-style-type: none"> Life Skills – assembly and tutor group opportunities Unifrog online careers research Career After School Drop-in |
| Year 9 | <ul style="list-style-type: none"> Group sessions on career routes (college and apprenticeships) Use of career websites Unifrog Career Matching Service, launch with students and parents Career After School Drop-in offering 1:1 career advice on request | <ul style="list-style-type: none"> KS4 Options event MADE 1:1 interviews with SLT to discuss Options Gonville and Caius College Outreach online programme introducing students to life at university Reach Out Business Mentoring Programme with selected students National Apprenticeship Week National Careers Week Career After School Drop-in | <ul style="list-style-type: none"> Life Skills – assembly and tutor group opportunities Unifrog online careers research Career After School Drop-in Gonville and Caius College Outreach online programme introducing students to life at university Year 9 visits to Gonville and Caius College Cambridge |
| Year 10 | <ul style="list-style-type: none"> Life Skills – assembly and tutor group opportunities Dartmouth Partners: Markets in Action. Unifrog Career Matching Service, launch with students and parents | <ul style="list-style-type: none"> Group sessions on career routes (college and apprenticeships) As part of the PSHE Programme students will learn how their strengths, interests, skills and qualities relate to future career choices and employability, the range of opportunities available to them for career progression, including in education, training and employment and about the labour market, local, national and international employment opportunities Gonville and Caius College Outreach online programme introducing students to life at university National Apprenticeship Week National Careers Week Career After School Drop-in RONI | <ul style="list-style-type: none"> Life Skills – assembly and tutor group opportunities Unifrog online careers research Career After School Drop-in Gonville and Caius College Outreach online programme introducing students to life at university Year 10 visits to Gonville and Caius College Cambridge |

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| Year 11 | <ul style="list-style-type: none"> • Life Skills – assembly and tutor group opportunities • Encounters with apprenticeship and further education delivered in assemblies • Curriculum career posting • 1:1 opportunity for Careers interviews with local authority Careers advisor • Group sessions on career routes (college and apprenticeships) • Unifrog Career Matching Service, launch with students and parents. Used in 1:1 meetings. | <ul style="list-style-type: none"> • Gonville and Caius 11 Up Programme • Unifrog • Year 11 PSHE Programme focused on next steps. Students develop their career identity, including values in relation to work, and how to maximise their chances when applying for education or employment opportunities and the benefits and challenges of cultivating career opportunities. • National Apprenticeship Week • National Careers Week | <ul style="list-style-type: none"> • Life Skills – assembly and tutor group opportunities • Unifrog |
| Year 12 | <ul style="list-style-type: none"> • Life Skills – assembly and tutor group opportunities • Encounters with employees delivered in assemblies • Unifrog Career Matching Service, launch with students and parents • Cambridge Higher Aspirations Scheme | <ul style="list-style-type: none"> • Life Skills – assembly and tutor group opportunities • Encounters with employees delivered in assemblies • Unifrog • Work experience preparation • CV workshop • University visits • Gonville and Caius Medsoc Conference • Gonville and Caius Subject Tasters for year 12 students | <ul style="list-style-type: none"> • Unifrog • Work experience • employment skills experience • University Visits • Lumina Summer School |
| Year 13 | <ul style="list-style-type: none"> • Life Skills – assembly and tutor group opportunities • Encounters with employees delivered in assemblies • Unifrog • UCAS • Open days | <ul style="list-style-type: none"> • Life Skills – assembly and tutor group opportunities • Encounters with employees delivered in assemblies • CV workshop • University visits • Interview preparation | <ul style="list-style-type: none"> • Life Skills – assembly and tutor group opportunities • Encounters with employees delivered in assemblies • CV workshop • University visits • Interview preparation |

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 Leader: Janina.Aitken@tta.org.uk

Careers Leader KS3&4: Nurcan.Irencin@tta.org.uk


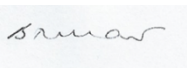
Careers Leader KS5: Richard.Beck@tta.org.uk

Governor with responsibility for Careers: Amy Trevethan

Our Careers Team is supported by:

- Independent careers advisor from BELS who provides impartial personal careers advice to all Year 11s, and students with SEND from Year 9.
- 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 Leah John-Baptiste and Enterprise Advisor is Salma Khan.
- 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:

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| Name: Chris Fairbairn | Name: Bronwen Tumani |
| Signature:  | Signature:  |
| Role: Principal | Role: Chair of Governors |

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| Approved By: | LGB |
| Last Review Date: | March 2023 |
| Review Frequency: | Annually |
| Next Review Date: | March 2024 |