



**Heathfield**  
Community College and Sixth Form

## **CEIAG Policy**

### **Careers Education, Information, Advice and Guidance Policy**

Reviewed by:

Reviewed on: July 2020

Ratified by: Headteacher

Next review: July 2022

A handwritten signature in black ink, appearing to be 'R. Karn', with a long horizontal stroke extending to the right.

Signed..... Richard Karn, Chair of Governors

## **Vision and Purpose**

Promoting a career development culture is an essential part of the mission and ethos of Heathfield Community College. We aim to support the aspirations of all our learners and to ensure that they gain the understanding, skills and experience they need to make progress and succeed in learning and work. We believe that effective careers education and guidance not only contributes to the well-being of individuals but also to the wellbeing of their families, the communities to which they belong, wider society, businesses and the economy.

## **National and Local Expectations**

We are committed to meeting national and additional local engagement in relation to careers by:

- Securing independent and impartial careers guidance for Y8-13 as required by the 2011 Education Act, DFE's 2018 Careers Strategy and the Gatsby Benchmark toolkit.
- Fulfilling our duties under the Equality Act 2010 to promote equality of opportunity, foster good relations across all people, eliminate harassment and discriminatory practices and support children with protected characteristics
- Please see our [Provider Access Statement](#) for more information on who manages student entitlement and how providers can offer support and gain access. This also reinforces our commitment to provide our students with both knowledge of and access to information regarding apprenticeships, technical and vocational education.
- Within East Sussex we are supporting our learners to use, search and apply as full adopters of [www.careerseastsussex.org](http://www.careerseastsussex.org). We are part of the local authority's 'Passport to Employability' pilot. We have strong links with Y.E.S. to identify potential NEETs early and support them pre-emptively. We annually support the biggest local Careers Fair: 'The Big Futures Show' and have strong links with Wealden Works! In addition, we have long established links with both Universities of Sussex and Brighton, taking all of Y11 to visit the Sussex campus and working with both institutions on their First Generation Scholar schemes. Our careers lead sits on the S.E.S. We have an EA and work closely with the Enterprise Co-ordinators and the CEIAG Hub. We were the first school in the County to be awarded the full Investors in Careers Award under the increased stringency of linking the kitemark to the Gatsby Benchmarks.

## **Current Priorities**

Our careers strategy is informed by these current priorities:

- Supporting our young people in planning and managing their progression to best manage a Post Covid 19 United Kingdom
- To use 'Tracker' to further improve our Gatsby Benchmarks.
- Ensuring students are informed about all possible post Y11 pathways including apprenticeships, vocational courses and T Levels
- Supporting individual aspirations, improving attainment and ensuring positive destinations by embedding careers education through the curriculum and demonstrating alumni as role models.
- Meeting the needs of specific groups including children looked after, young carers, children from economically-deprived backgrounds and children with special educational needs and disabilities as well as those who fall under the Pupil Premium remit.

- Developing learners' career management skills, especially those associated with career adaptability, resilience, enterprise and employability
- Improving young people's working lives by helping them to identify the values that are important to them such as contributing to the wellbeing of others through their paid and voluntary work.
- Continuing to develop the use of digital technologies to meet young people's career development needs in conjunction with face-to-face support, when this becomes possible and safe
- To continue to grow the offer of WEX for y10 and Y12 during Enrichment Week
- Working with parents/carers, alumni and education, community, employer and business partners to meet students' career development needs
- CIP Object 1c: 'Establish the wider curriculum provision for all students in line with College intentions and rationale.'

## Strategy

To achieve the objectives of this policy, and monitor and evaluate the outcomes, we will:

- Ensure that we have a named Careers Lead who is a middle leader
- Ensure that the governing body is actively involved in shaping careers' policy and strategy through its committee structure
- Have a member of SLT to advise the senior leadership team and governors on curriculum, staffing and resource requirements; and to lead the development, implementation and evaluation of the college's careers provision with the support of other key post holders (e.g. Curriculum Leader for PSHEe, SENDCO, Head of Sixth, Heads of Year, Pastoral Support Managers, Library Manager, KS5 Pastoral Manager) and specialist independent careers' staff
- Develop and maintain a costed annual careers' plan for achieving current priorities including delivering the planned programme, meeting staffing and CPL costs, and monitoring, reviewing and evaluating the strategy
- Commission independent careers guidance services from individuals/organisations that meet the standards set by the Investors in Careers Standard, the Careers Strategy and the Gatsby Benchmarks
- Set out clearly the contribution expected of all staff, including subject teachers and tutors for students' career learning and planning
- Communicate the benefits of effective provision to our partners, including link schools, local Colleges and Universities and engage them in co-ordinating provision
- Actively involve learners themselves in the planning, delivery and evaluation of the careers' programme.
- Involve parents and carers in what the school does and how they can support their children
- Ensure that LMI is embedded and updated within the curriculum and that CE is part of all our academic and pastoral provision
- Ensure that destination data for y11,12 and 13 is both thoroughly reported and tracked and used to inform our whole CEIAG programme
- Evaluate our Careers Education using the Careers & Enterprise Company's 'Tracker' tool (<https://www.careersandenterprise.co.uk/schools-colleges/gatsby-benchmarks>) which means we are reassessing and improving against the criteria of the recommended Gatsby Benchmarks

## Related Documents

College Improvement Plan 2020-21

Careers' Page on College Website:

<http://www.heathfieldcc.co.uk/students/careersinformation>

PSHEe Curriculum from College Website:

<http://www.heathfieldcc.co.uk/curriculum/PSHEE>

Careers Pathways on College website:

<http://www.heathfieldcc.co.uk/parents/careersprogramme>

## Acronyms, Initialisms and Glossary

**Careerseastsussex:** local website for College application as well as a central source about local careers provision

**CE** - Careers Education

**CEIAG** - Careers Education, Information, Advice and Guidance

**CIP** - College Improvement Plan

**CPL** - Continuing Professional Learning

**DfE** - Department for Education

**LEP** - Local Enterprise Partnerships

**Wealden Works!** - Employment charity working to support and prevent NEETs in Wealden area

**KS5** - Key stage 5 (Post 16 learners)

**NEET** - Not in Education, Employment or Training

**Ofsted** - Office for Standards in Education, Children's Services and Skills

**Pastoral Manager** - member of the non-teaching staff with specific responsibilities to support specific year groups

**PSHEe** - Personal, Social, Health and Economic Education

**Pupil Premium** - Students who fulfil the criteria for additional government funding to raise the attainment of the disadvantaged

**SENDCO** - Special Educational Needs and Disabilities Co-ordinator

**SES** - Skills East Sussex

**SLT** - Senior Leadership Team

**T Levels** - Technical Levels. An alternative to A Levels with a WEX component launched in 2020

**WEX:** Work Experience

**YES** - Youth Employability Service

## Careers Plan 2020-21

Action	Activity	Lead	Other staff	Timescale	Impact
Complete Careers and Enterprise Company's Tracker Tool	Online audit and evaluation tool. Shared with Enterprise Network, CEC and EA	TAY	Paul Mehra (EA) HWD	July 2020	Analysis of potential drop in percentage of Gatsby Benchmarks being achieved due to Covid 19
QA of Gatsby Benchmarks being addressed via Careers Lessons at key points of progression	Request and analyse the resources used by Departments in Y8,11 and 12 to highlight careers linked to their curriculum area and make overt the employability skills developed in the subject	TAY	Curriculum Leaders	July 2020	100% Gatsby Benchmark outcome
Develop and plan for an increased offer for y10 and 12 to secure worthwhile WEX Placements during Enrichment Week	.Agree dates of WEX & Work with WEX team at LEA to set up the process of y10 signing up for placements as rapidly as possible.	EVA, TAY	CKite, WHI, HWD, LYN,	July 2021	Greater percentage of y10 and 12 complete a placement
To complete mid - point review of Investors in Careers for Careers South West		TAY	HWD Paul Mehra	Sept 2020	To upload mid review to Careers South West site
To advertise and appoint an appropriately qualified impartial Careers Guidance Counsellor	Use the CDI jobs board and EA Network to write and advertise the self employed position	TAY HWD	BLW, Finance Office, EA Network	July 2020	New Guidance Counsellor inducted and offering interviews to y11 and Sixth Form