

RAINHAM MARK GRAMMAR SCHOOL

CIEAG Policy

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

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Document Change History

Date:	Version:	Description of Changes:
09.2019	1.0	Updated the CIEAG Policy – review in September 2022
22.05.2023	2.0	Reviewed and ratified at Trust Board meeting 22.05.2023 amended following changes to the careers guidance (January 2023)

1. School Vision

Rainham Mark Grammar School seeks to maximise the life chances of all of our young people. We seek to develop the knowledge, skills and attributes Rainham Mark Grammar School students need to lead successful and happy lives. Rainham Mark Grammar School's CIEAG policy, in keeping with the ethos of the school, seeks to foster wellbeing, promote success and unlock the potential of our students.

Our careers programme aims to encourage participation in industry-led award schemes and competition in STEM subjects. It aims to link skills and knowledge in lesson to careers and invite speakers from a wide range of careers to deliver talks to our students from KS3-KS5.

2. Policy Scope

This policy covers Careers, Information, Education, Advice and Guidance given to students in Key Stages Three, Four and Five.

This policy has been reviewed in line with the recently published DfE guidance document '*Careers guidance and access for education and training providers – Statutory guidance for governing bodies, school leaders and school staff*'. (DfE, January 2023):

Link: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1127489/Careers_guidance_and_access_for_education_and_training_providers_.pdf

This policy accepts the 8 Gatsby Charitable Foundation's benchmarks as set out in the DfE guidance. They can be found in Appendix 1 of this policy.

This policy covers the legal duty of schools to ensure that a range of education and training providers can access students in Year 7 to Year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships.

This policy covers the statutory careers guidance duty which requires schools to ensure that all students are provided with independent careers guidance from Year 7 to Year 11. The information is presented in an impartial manner, provides information on the range of education or training options, including apprenticeships and other vocational pathways and is guidance that the person giving it considers will promote the best interests of the students to whom it is given.

All members of staff at Rainham Mark Grammar School are expected to be aware of this policy and the importance of Careers, Information, Education, Advice and Guidance (CIEAG) in the education of students; CIEAG is not the sole responsibility of the Careers Advisor.

The scope of the policy is broadened by combining it with PSHE for a more holistic approach to personal wellbeing, enterprise, work-related learning and employability.

3. Objectives

The objectives of the Careers, Information, Education, Advice and Guidance policy are as follows:

- To ensure that all students at the school receive a stable careers programme;
- To enable all students to learn from information provided by the career and labour market;
- The CIEAG programme to collaborate with PSHE to create a holistic approach to careers and employability guidance;
- To link the curriculum learning to careers learning;
- To provide students with a series of encounters with employers and employees;
- To ensure that students have a series of encounters with further and higher education;

- To provide each student with the opportunity to receive personal guidance.

4. School Responsibilities

The school has a series of statutory duties. All students in Years 7 to 13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- That careers advice must be represented in an impartial manner, showing no bias towards a particular institution, education or work option. Our in-house Careers Advisor, Selina Jobbins, is level 6 Careers Guidance trained and trained in IAG;
- That advice must cover a range of education or training options;
- That guidance must be in the best interests of the student;
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- That the school must have a clear policy setting out the manner in which providers will be given access to students. This can be found in Appendix 3 of this policy. This policy and these arrangements must be published;
- To understand how to make applications for the full range of academic and technical courses.

Rainham Mark Grammar School believes that good CIEAG connects learning to the future. It motivates young people by giving them a clearer idea of the routes to jobs and careers that they will find engaging and rewarding. Good CIEAG widens students' horizons, challenges stereotypes and raises aspirations. It provides students with the knowledge and skills necessary to make successful transitions to the next stage of their life. This supports social mobility by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.

The school will continuously monitor its CIEAG offer and seek further improvement. This will be done by the personnel involved in the design and delivery of the programme as well as by external stakeholders who assess the work of the school (e.g. Academy Committee members, Medway Enterprise Coordinator, Compass or Ofsted).

5. Governing Body Responsibilities

The governing body will ensure that the School has a clear policy on Careers, Information, Education, Advice and Guidance (CIEAG) and that this is clearly communicated to all stakeholders. They should ensure that this policy is:

- Based on the eight Gatsby Benchmarks;
- Meeting the school's legal requirements.

The Academy Committee will ensure that arrangements are in place to allow a range of educational and training providers to access students in Years 7 – 13.

There will be a member of the Academy Committee who takes a strategic interest in CIEAG and encourages employer engagement.

6. Provider Access

This section of the policy sets out the school's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

All students in Years 7 -13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, access to Unifrog, assemblies, group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses.

Appendix 3 shows the way in which education and training providers should get in touch with the school in order to gain access to students and/or parents to inform them about further opportunities.

The school will then work with providers in order to identify the most effective opportunity for them to share information about education and training opportunities.

7. Students with Special Educational Needs or Disabilities (SEND)

Personalised support from SENCO, Careers Advisor and external bodies is used where appropriate.

Every SEND student will have a 1:1 careers interview in Year 10.

External provider (CXK) to discuss relevant SEND information with Pastoral Assistant/HoY for Year 11 in advance of seeing students scheduled to see them.

8. Students in receipt of Pupil Premium Funding

Personalised support will be given to these students and they will receive 1:1 careers appointment in Year 10 with the School Careers and Employability Advisor.

9. Safeguarding of students and Careers

The school's safeguarding procedures are implemented when speakers or advisors visit the school to work with our students. DBS checks are implemented on all visitors. If there is not a valid DBS, visitors will be accompanied by a member of staff at all times and wear a red lanyard.

Careers Advisors will work with pastoral assistants and Heads of Year to be aware of relevant information regarding safeguarding concerns for vulnerable students.

10. Skills and Post-16 Education Act 2022 and the Education (Careers Guidance in Schools) Act 2022 Update: January 2023

In January 2023, The Department for Education strengthened the provider access legislation that was established with the Baker Clause update in 2021. This means that from 1 January 2023, “it is a legal requirement for schools to ensure all students during school Years 8 to 13 have at least 6 opportunities to meet a range of providers of approved technical education qualifications and apprenticeships.”

In order to facilitate this, the careers lead will:

- Arrange a carousel of apprenticeship providers to deliver talks to in KS4 in terms 5 and 6;
- For KS3, we have an in-house careers fair that provides access to multiple apprenticeship and technical education providers;
- In KS5, students are brought to the UCAS Exhibition, which facilitates technical education providers and apprenticeships. As well as this, students will be provided with a 2-day careers day which provides access to a range of technical education providers and apprenticeships.

11. Work Experience at Rainham Mark Grammar School

Students are encouraged to arrange their own work experience in the Sixth Form where possible, through family contacts, by direct approach to organisations or via the Careers and Employability Advisor. Parents/carers are required to give consent for their child to take part in work experience and they receive full details of their child’s work placement.

The process for WEX approval is as follows:

- Students inform the School Careers and Employability Advisor of their intended work experience by completing a work experience form;
- Students complete a parent consent form;
- The School Careers and Employability Advisor will then contact and send out health and safety paperwork to intended work experience provider;
- Once paperwork is received, the School Careers and Employability Advisor will read, sign it and send a copy of the volunteer requirements to the student with confirmation of when they intend to volunteer;
- An update list goes to main office.

All students on placement are covered by the employers’ insurance.

12. Monitoring, Evaluation and Review

The Headteacher will ensure that:

- the work of the School Careers and Employability Advisor and CIEAG events are supported and monitored;
- a member of the Senior Leadership Team has an overview of CIEAG work and reports regularly back to the team;
- The effectiveness of this policy will be measured in a variety of ways;
- Feedback from stakeholders through mechanisms such as the Kirkland Rowell student and parent survey;
- Feedback from Medway Enterprise Co-ordinator and Compass Evaluation Tool;

- the number of students who are NEET in October having left the school in the previous summer. This figure can be compared to national figures as well as against the equivalent figure from similar schools both nationally and within the county;
- analysis of destinations data in September for Year 11 and Year 13.

The Trust Board will review this policy annually.

Appendix 1 – Summary of Gatsby Benchmarks

<https://www.goodcareerguidance.org.uk/benchmarks-and-background>

Appendix 2 – Careers Provision

	Autumn Term	Spring Term	Summer Term
Year 7	<ul style="list-style-type: none"> • STEM Roadshow • Students can book a meeting with School Careers and Employability Advisor 	<ul style="list-style-type: none"> • Students can book a careers meeting with School Careers and Employability Advisor 	<ul style="list-style-type: none"> • Students can book a careers meeting with School Careers and Employability Advisor
Year 8	<ul style="list-style-type: none"> • Students can book a careers meeting with School Careers and Employability Advisor • Access to Unifrog with guidance on how to use it in IT 	<ul style="list-style-type: none"> • Students can book a careers meeting with School Careers and Employability Advisor 	<ul style="list-style-type: none"> • Students can book a careers meeting with School Careers and Employability Advisor
Year 9	<ul style="list-style-type: none"> • Year 9 STEM Careers Fair • Exploring our interests/ambitions • Qualifications • Careers Research of my choice • KUDOS Careers Programme test • GCSE Subjects/Choices • Business world and Careers • RMGS GCSE choices booklet/options • Access to Unifrog with guidance on how to use it. • Parents Information evening on benefits of Unifrog 	<ul style="list-style-type: none"> • Careers Advisor to schedule compulsory appointments with all of Year 9 before GCSE choices • Careers Fair 	
Year 10	<ul style="list-style-type: none"> • Students can book a careers meeting with School Careers and Employability Advisor 	<ul style="list-style-type: none"> • Students can book a guidance interview with School Careers and Employability Advisor 	<ul style="list-style-type: none"> • Introduction to Unifrog to Year 10 • Students can book a careers meeting with School Careers and Employability Advisor • KUDOS/Fasttomato Careers Programme and my skills and qualities analysed

			<ul style="list-style-type: none"> Intro to CVs
Year 11	<ul style="list-style-type: none"> Career interviews for all students with CXK Post 16 Qualification choices and levels BTECs/City and Guilds/Vocational Courses CVs and writing an application 6th form application forms RGS, Howard, Mid Kent and RMGS 	<ul style="list-style-type: none"> University and Degrees Work Experience and applying for Jobs Interviews/Interview Questions National Enterprise Challenge 	
Year 12	<ul style="list-style-type: none"> Fortnightly Unifrog activities scheduled across the year Visit to Clifford Chance offices Regular sharing of post-18 apprenticeship and work experience opportunities via Teams Students can book a careers guidance meeting with School Careers and Employability Advisor Work experience Intro to UCAS Hub University v Apprenticeships 	<ul style="list-style-type: none"> Police recruitment team visit school and present to year group Students can book a careers meeting with School Careers Advisor National Enterprise Challenge Careers Fair 	<ul style="list-style-type: none"> Post 18 Careers Day in school UCAS Exhibition trip Mock interviews Students can book a careers meeting with School Careers and Employability Advisor Mock Interviews/feedback
Year 13	<ul style="list-style-type: none"> Personal Statement training from University of East Anglia Visit to Clifford Chance offices Regular sharing of post 18 apprenticeship and work experience opportunities via Teams Students can book a personal guidance meeting with School Careers and Employability Advisor UCAS Course research/Apprenticeship search UCAS Application form 	<ul style="list-style-type: none"> Students can book a careers meeting with School Careers Advisor Finance for University and accommodation Application to SFE (Feb) Other sources of finance overdrafts/bursary/ credit cards 	<ul style="list-style-type: none"> Students can book a careers meeting with School Careers and Employability Advisor

	<ul style="list-style-type: none"> • Personal statements examples • Application, selection and tests Proctor and Gamble • Interviews/Interview prep/Interview questions 		
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Appendix 3 – Arrangements for Provider Access

Introduction

This document sets out the school's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

All students in Years 7-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact the School Careers and Employability Advisor, Selina Jobbins.

Telephone: 01634 364151

Email: SJobbins@rmet.org

Opportunities for access

The school offers a comprehensive Careers, Education, Information, Advice and Guidance programme and an overview of this programme can be seen in the School's Careers Programme which can be seen on the school website.

Please speak to our School Careers and Employability Advisor to identify the most suitable opportunity for you.

The school will make a suitable space available for discussions between the provider and students, as appropriate to the activity. The school will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the School Careers and Employability Advisor or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the School Careers and Employability Advisor so that they can be displayed in the Careers Section of the school library.

Appendix 4 – Unifrog Provision in PSHE

