



Strength through diversity
Ambition through challenge
Excellence through curiosity

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

Ninestiles, An Academy
Part of Summit Learning Trust
September 2023

Document Owner:	Ms Jessica Hazelwood Vice Principal
Ratified By:	Mr A Hughes Head of Academy
Date Ratified:	September 2023
Review Date:	July 2024





**Strength through diversity
Ambition through challenge
Excellence through curiosity**

CEIAG Vision

“To ensure all students at Ninestiles, an Academy are inspired to seek ambitious and aspirational destinations post 16.”

Ninestiles, an Academy seeks to maximize the life chances of all our young people and so it is crucial to prepare young people for life beyond school, sixth form and college. Collectively we will ensure our pupils have knowledge, skills and attributes that will ensure they are equipped to lead successful and happy lives’.

Learning outcomes are linked to Gatsby Benchmarks

Purpose and Rationale

The Government and Employers have recognised that the world of work has changed fundamentally. Future employees are going to have to be innovative in their approach to solving problems, people that can take the initiative, who can cope with uncertainty and change. They are going to have to be able to communicate well and work well in teams. They will have to be flexible and be prepared to reinvent themselves in order to continue to be employed. Therefore, students need a planned programme of learning activities to enable them to gain the knowledge, understanding, skills, attitudes and attributes required to make informed choices about their 14 -19 pathways and to enable them to manage their careers and sustain employment throughout their lives. Erdington Academy have a statutory duty to provide careers education in Year 7 to 11 and to give students access to careers information and impartial guidance.

This complies with the legal obligations set out under section 42b of the Education Act 1997

Pupil Entitlement

Ninestiles, an Academy is committed to providing a planned programme of careers education, information, advice and guidance for all students in Year 7 to 11. We have strong established partnerships with a variety of employers and education partners who we work closely with throughout the year:

- To help students develop an understanding of their own abilities and values.
- To help students develop an understanding of the world of work, and find out about technical education qualifications and apprenticeship opportunities.
- To help students develop the skills for the transition from school, college, or apprenticeship scheme to life as an independent adult.





Strength through diversity
Ambition through challenge
Excellence through curiosity

- To help students develop the skills for applying to higher education and further education, providing appropriate advice and guidance.
- To provide students with opportunities 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 help students understand how to make applications for the full range of academic and technical courses.

Aims

- To follow local, regional and national frameworks for good practice and other relevant guidance from DCSF, QCA and Ofsted.
- To develop a programme which is inclusive; which will help our young people to gain the knowledge, understanding, skills, attitudes and attributes required to make informed choices; which will challenge stereotypes and which will help to increase student confidence and motivation.
- To provide a programme which is student-centred, integrated into the curriculum and based on a partnership with students, parents/carers, employers and community partners.
- To incorporate CEIAG into the School Improvement Plan.
- To ensure that the benefits to the students of CEIAG are valued, assessed, reported on and accredited where appropriate.
- To ensure all students have at least one meaningful encounter with providers, a place of work or further/higher education provider each academic year.

Objectives

- To provide students with planned activities to help them understand themselves and the influences on them and to help them investigate opportunities in learning and work.
- To provide students with the skills attitudes, attributes and behaviours needed for a successful transition into the world of work.
- To enable students to relate their own abilities, attributes and achievements to career intentions and make informed choices based on an informed evaluation of the alternatives.
- To achieve the 8 Gatsby Benchmarks for good careers provision.

To be achieved by:

- A coherent, broad and balance CEIAG curriculum.
- Careers education sessions delivered through Aspire, Assemblies, Tutor time and personal development days
- CEIAG opportunities explicitly referenced across the whole school.
- Learning from Labour Market information.





Strength through diversity
Ambition through challenge
Excellence through curiosity

- Encounters with employers, employees and further/higher education providers.
- Personal guidance through bespoke careers interviews.

Implementation

The school guarantees impartial and independent advice via:

- Access to an independent Careers Adviser;
- Development Days which focus specifically on ensuring students are ready for their next steps;
- Access for all students and staff to careers exploration website and other appropriate sources of guidance;
- Promotion of independent websites relevant to all career needs,
- Access to a wide variety of external speakers offering independent sources of information including several local and national employers, representatives from professional bodies and organisations including Apprenticeship, higher education establishment's local sixth form and other former students, who are a valuable resource.
- All staff have a part to play in the implementation of this policy through their role as tutors and as subject specialists. CEIAG in the education of students is not the sole responsibility of the Careers Lead/Careers Advisor

Monitoring, Feedback and Review

The monitoring of the Academy's Careers provision is carried out via, termly meetings with the careers team to review and strategically plan for forthcoming events.

Student and staff voice is collected after each planned careers activity, this information is used to strategically plan for the next term and or academic year.

Student questionnaires are used to establish which employment sectors they are interested in to ensure insight opportunities and Enrichment visits are targeted appropriately.

Careers Lead or SLT link to observe the Careers Advisor at least once an academic year.

All careers related encounters are recorded on a participation log which is reviewed by the Careers Lead and SLT Link.

All Year 11 students receive a personalised Careers Action plan following their one on one meeting with the Academy Careers Advisor.

Feedback from external visitors to the school, including Ofsted, Complete Careers, Academy Associates and Careers Enterprise Company.





Strength through diversity
Ambition through challenge
Excellence through curiosity

Information and Resources

Careers information and resources are located online and in the Careers library, which contains up-to-date, impartial information presented in a variety of media. It is reviewed and renewed on a regular basis by the Careers Advisor. Information for higher and further education establishments are in the school library and the careers office.

School noticeboards are designed to ensure students are thinking about aspirational careers choices and are aware of the different pathways open to them.

Lesson plans and resources are provided to be delivered via 'Aspire' and Tutor Time.

Links with other policies

The policy for CEIAG supports and is itself underpinned by a range of key school policies, especially those for teaching and learning, assessment, recording and reporting achievement, work experience, employability, equal opportunities, inclusion, community cohesion, pupil premium, more able, looked after children and special needs.

Equality and Diversity

Careers Education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

Key Stage 3

A careers and enterprise programme will be delivered through tutor sessions. At KS3 students investigate employability skills, interests and work preferences to match against suitable occupations. Students to use GroFar to support activities and document their careers journey from 7 – 11.





Strength through diversity
Ambition through challenge
Excellence through curiosity

At year 9 students explore KS4 and KS5 future options with a focus on individual career paths. They will visit a university as part of our Aim Higher Programme.

Key Stage 4

Students in year 10 will have exposure to employers and employees to provide impartial careers advice and guidance. Students will attend a careers event and be required to complete a Cover letter with accompanying CV in preparation of their Practice Interviews and one week of Work Experience.

Students in year 11 will focus on Post 16 personal statements and applications. Individual action plans and interviews with Brilliant Careers Advisor Debbie Perry is offered to all students. Mock interviews are also available for different pathways and institutions for those who require it. Grammar School Application support sessions are offered after school along with Personal Statement guidance during Tutor sessions and Study Skills lessons.

Financial modules are also delivered at KS4.

Management of provider access requests

Procedure

- A provider wishing to develop links with the Academy should contact either;
jessica.hazelwood@ninstiles.org.uk (SLT Link),
- amanda.odonnell@ninstiles.org.uk (Careers Lead)
- debbie.perry@ninstiles.org.uk (Careers Advisor)

Partnerships

A partnership agreement is ongoing with Brilliant Careers, detailing the contributions to the programme that each will make.

Resources

Funding is allocated in the annual budget. Both Careers Leads and Line Manager are responsible for the effective deployment of resources.

Staff Development





Strength through diversity
Ambition through challenge
Excellence through curiosity

Staff training needs are identified during regular planning meetings between Careers Leads and Line Manager.

When reviewing the programme, the School Improvement Plan (SIP) is used to ensure that the Careers Faculty is fully supporting whole school aims.

Premises and Facilities

- For individual information on premises and facilities please contact the Careers leader.

Opportunities

Provided Access Policy

[NS Provider Access document 2023.24](#)

