



**DORMSTON SCHOOL POLICY AND PROGRAMME FOR CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG).**

Date	Review date	Careers Leads	Nominated Governor
15/6/2021	June 2022	L Dawes I Bassan	George Craig
			Ratified: Date:

Schools have a statutory duty to provide careers education in Years 7-11 and to give students access to careers education information, advice education and guidance.

Dormston School are committed to follow the government’s new Careers Strategy (published January 2018) and aim to embed the 8 Gatsby Benchmarks in our programme. We will use the Compass+ Audit tool to evaluate our programme’s impact and measure our progress against the Gatsby Benchmarks and use Tracker to improve the quality of provision. The school has become part of the Black Country Careers Hub and will work alongside The CEC to deliver a high quality careers programme for all students.

**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. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

<http://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

**Aims and Commitment of CEIAG**

Dormston School is committed to providing a planned programme of careers education for all students in Years 7-11 and information, advice and guidance in partnership with the local authority and external providers/professionals. We aim to ensure that our students emerge from school with knowledge and character attributes to make informed and realistic decisions whilst maintaining high aspirations.

At Dormston School our careers' mission statement aims for all students to:-

- Have high aspirations for their future, be inspired, motivated and not be limited by their socio-economic background or traditional career choices.
- Have a clear awareness of all career pathways so that they are able to make informed choices that are appropriate to their ability and successfully enter Education, Employment or Training (EET)
- Complete the Work Experience Programme (\*May be virtual delivery)
- Make links between the relevance of the curriculum and the world of work.
- Have access to high quality one to one careers advice and guidance from a qualified independent careers adviser.
- Develop skills and character attributes required Post 16 and for the world of work.

### **Objectives of CEIAG**

The careers programme is designed to meet the needs of all students at Dormston School. It is differentiated and personalised to ensure the progression through activities which are appropriate to students' stages of career learning, planning and development. The Careers Leader will work closely with the SENCO to support SEND pupils (and their families if appropriate) with careers guidance and pathways.

Students are entitled to careers education, information, advice and guidance which meets professional standards of practice and is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with teachers, external providers, students and their parents or carers. The programme will promote equality of opportunity, inclusion and anti-racism; it will comply with the disability and discrimination acts, celebrate diversity and challenge stereotypes.

### **Implementation of CEIAG**

Mrs Indy Bassan, Assistant Head Teacher, has overall responsibility for careers within school.

Mrs Louise Dawes is the Careers Leader.

Mrs Nina Bradnick is the Careers Administrator

The Careers Leader is responsible for the planning, co-ordination, implementation and management of the CEIAG programme; networking with external partners, including employers; coordinating the contributions of subject teachers, tutors and SENCO; oversees the work carried out by the Careers Administrator.

The link Governors responsible for monitoring the CEIAG provision are Mr George Craig and Mrs Emma Hindle.

All staff contribute to careers education, information, advice and guidance through their roles as form tutors and subject teachers. Specialist sessions are delivered by external providers and form tutors.

A budget is allocated to CEIAG, which includes Work Experience. This is managed by the Careers Leader. There is a dedicated Careers office where students can access resources, advice and guidance. This is open to students every day including break, lunchtimes and after school.

The whole school careers programme includes:

- Careers education sessions delivered through enrichment days, collapsed timetable days and guided form tutor led sessions.
- Career guidance activities (group work and individual activities).
- Work Related Learning (including one week of work experience).
- Labour market information and skill development to enable learners to discover information individually.
- Careers advice and guidance from a qualified independent adviser.

The careers programme is varied and appropriate for each year group. Students are encouraged from Year 7 to have high aspirations and develop their careers research skills. This culminates in Year 11 when we hold our Post 16 Evening. Careers lessons are part of the school's Enrichment Programme and are also delivered during allocated form time. Work experience preparation and de-brief take place at appropriate times in the curriculum. Our careers programme is detailed on our website.

The school works with the Local Authority to identify pupils who are in need of targeted support or those who are at risk of not participating in Post 16 pathways (RONI)

Links and working relationships are being constantly maintained and developed further with local Further Education Colleges and Sixth Forms and Universities. We also work closely with Careers and Enterprise Company, Dudley EBP, Black Country LEP, The Youth Education and Training Initiative.

Local training providers, UTC's, employers, Armed Forces, the NHS Trust and the community sector also contribute to the careers programme.

We regularly review and evaluate our CEIAG activities and programme to ensure that students have up to date and relevant information. Next policy review date June 2022.

\*Our careers programme for 2021 – 2022 (as detailed on the website) is subject to change in line with Government guidelines due to COVID.

Head Teacher – Mr S Dixon  
Review Officer – Mrs L Dawes  
Link Governor – Mr G Craig  
Review Date: June 2022