



<b>POLICY</b>	<b>Careers, Education, Information, Advice and Guidance (CEIAG) Policy</b>
<b>STATUS/DATE OF THIS VERSION</b>	<b>MARCH 2023</b>
<b>APPROVED BY</b>	<b>Trustees</b>
<b>RATIFIED BY</b>	<b>Trustees Standards Committee March 2023</b>
<b>REVIEW</b>	<b>March 2024</b>

This policy is operated by all the schools in Unity Education Trust (as listed below).

**There may be sections that are specific to one school and these will be added by the school either as an annex or in place of yellow highlighted sections below.**

**Any queries about the policy should be directed, in the first instance, to the Headteacher/Head of School:**

- **Northgate High School and Dereham Sixth Form College**
- **Short Stay School for Norfolk**
- **The Pinetree School**
- **Churchill Park Academy**

---

## **Introduction**

Careers education, information, advice and guidance plays a major role in preparing our young people for the opportunities, responsibilities and experiences of life after school. A planned, bespoke and progressive programme of activities is essential in supporting the pupil in choosing an appropriate 13-19 pathway that best suit their interests and abilities. It is also valuable in supporting the pupil follow a career path and sustain employability throughout their working lives.

The purpose of this policy is to ensure that we provide an effective and valuable bespoke programme of careers education, information, advice and guidance for all pupils through a combination of curriculum provision (PSHE), employer engagement and whole school support. Year 11 pupils are additionally supported in exploring career opportunities, making informed choices and applying for appropriate and positive Post 16 placement.

## **Policy Objectives**

- To provide impartial and independent advice guidance and support for all pupils
- To prevent pupils becoming NEET on leaving the school
- To contribute to strategies for raising achievement through increased motivation and bespoke differentiation
- To support inclusion, challenge stereotyping and promote equality of opportunity
- To encourage participation in continued education
- To develop enterprise and employability skills
- To reduce drop out from and course switching in Further Education and training
- To develop aspirations through opportunities to meet and work with a variety of representatives from industry, business and enterprise.
- To involve parents and carers in supporting their child/ward in raising aspirations and making appropriate career choices
- To support the raising of the participation age (RPA) and assist with positive educational destinations for all pupils post 16, 17 and 18

---

### **Involving parents and carers**

Parents are kept informed of careers events and opportunities and staff communicate with parents around Post 16 choices, applications and the progress of these.

### **Links with Stakeholders**

Working closely with stakeholders including the Norfolk County Council IAG Strategy Team, the New Anglia Enterprise Advisor Network and the Norfolk NEET Prevention Programme.

### **Links with Education and Training Providers (Bakers Clause)**

As part of the school's commitment to informing our pupils of the full range of learning and training routes on offer to them, the Trust welcomes all approaches from local business and training providers, vocational and technical education and apprenticeship providers to speak to pupils about future choices and opportunities in all areas of education.

Any providers who are able to support our young people by way of giving information, advice and guidance around Post 16 choices as well as support in these transitions should, in the first instance, contact the Careers Lead at each school (above)

All requests should be emailed at least 6 weeks in advance of a proposed date for the session. Requests may be refused if:

- They impinge of pupils' preparation for public or internal exams
- They clash with other school events
- The school is unable to provide staff to support the event or rooms.

### **Management Strategies and Implementation of the Policy**

The Outcomes Lead/Officer (SSSfN) or the Headteacher/Head of School is responsible for monitoring IAG practices and procedures and will ensure that suitable tasks and activities are being undertaken to meet all abilities and interests across KS3 and 4.

The Careers Lead oversees the careers programme and ensures that each pupil has a positive Post 16 destination/plan in place when leaving the school or that additional support is in place in order to prevent pupils from becoming NEET (Not In Education, Employment or

---

Training.) The Careers Lead works with outside agencies alongside allocated members of staff in each base/school so that support is available as pupils require it.

### **Monitoring & Review**

Careers guidance is monitored and evaluated through discussion with key staff and pupils and appropriate observation of activities by the Careers Lead and Headteachers/Heads of School.

The data is monitored half termly in each base/school. The Careers Lead plans to meet with pupils and has ongoing communication with the allocated staff in the bases/school who support with Careers.

Data from NCC is analysed to ensure young people are making sustainable and appropriate progress with their post 16 destination.

Unity Education Trust has reviewed this policy for its impact on issues of equality. The policy has been considered in relation to the following protected characteristics: Gender, Disability, Sexual Orientation, Ethnicity. Unity Education Trust has not identified any issues in relation to these protected characteristics and has carefully considered whether any element of this policy would adversely impact upon the equality of access or opportunity for any staff member or service user and have been unable to identify any impact that would require mitigation.