



## DUDLEY ACADEMIES TRUST

### Careers Education, Information, Advice and Guidance and Provider Access (CEIAG) Policy

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Sponsored by  
Dudley College of Technology



*Our mission: Working together we will develop inspirational schools which instil ambition and desire in young learners, open their minds, widen their horizons and equip them to succeed in a challenging world.*

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## Introduction

### Purpose

This policy sets out Dudley Academies Trust arrangements for managing the access of providers to learners for the purposes of giving them information about the providers' education or training offer.

A planned progressive programme of activities supports learners in choosing 12-16 pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working life.

It sets out:

- Procedures in relation to requests for access.
- The grounds for granting and refusing requests for access.
- Details of premises or facilities to be provided to a person who is given access.

Dudley Academies Trust aims to ensure that our programme:

- Raises aspirations.
- Empowers young people to plan and manage their own futures.
- Responds to the needs of each learner.
- Provides comprehensive information and advice.
- Actively promotes equality of opportunity and challenges stereotypes.
- Helps young people to progress.

Gatsby benchmarks have been considered throughout to ensure best practice and conforms to statutory requirements. It has been designed to promote equality of opportunity, celebrate diversity and challenge stereotypes.

The Gatsby Benchmarks are:

- A stable careers programme.
- Learning from career and labour market information.
- Addressing the needs of each learner.
- Linking curriculum learning to careers.
- Encounters with employers and employees.
- Experience of work places.
- Encounters with further and higher education.
- Personal guidance.

### Aim

We aim to support learners to make realistic and informed decisions about their future by:

- Raising aspirations and providing impartial and independent information and guidance.
- Increasing their motivation by using a variety of strategies to engage.

- Contributing to strategies for raising achievement, especially by increasing motivation.
- Supporting inclusion, challenge stereotyping and promote equality of opportunity.
- Encouraging participation in continued learning including Higher Education and Further Education, Apprenticeships and Training.
- Developing Enterprise and Employment skills.
- Reducing Not Employed in Education or Training (NEET) figures and drop-out from courses in education and training.
- Contributing to the economic prosperity of individuals and communities.
- Meeting the needs of all our learners through appropriate differentiation.
- Raising awareness of the Local Labour Market Information and skills gaps.
- Involving parents and carers in key decisions covering careers and progression.
- Working closely with our sponsor (Dudley College of Technology) to provide a wide variety of meaningful experiences.

## Statutory Requirements

Academies are required to ensure that there is an opportunity for a range of education and training providers to access learners in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Academies must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these learners.

This is outlined in section [42B of the Education Act 1997](#).

This policy shows how our academy complies with these requirements.

## Entitlement Statements

### Learner Entitlement

Teachers in the academy and qualified career professionals will support learners' career development in a number of ways. Learners are entitled to:

- Information and discussion in lessons, drop-down days and assemblies to help learners make informed decisions about their future.
- Access to a range of local careers advisers in a variety of ways to hear about the opportunities they offer including Apprenticeships and T Levels.
- Drop-in sessions, enrichment activities.
- Detailed next steps advice on GCSE results days.
- Careers information and I.T. based careers programmes.
- Information and updates on notice boards, plasma screens and the academy website.
- Information and support regarding making applications for the full range of academic, vocational, T Levels and Apprenticeships.
- Careers Hubs are situation in all academies with access for learners available throughout the day.

The academy has a holistic approach to identifying, supporting and monitoring our learners' needs. Various methods are used to this end including electronic database via Microsoft Forms.

Close communication with SENCOs identifies learners who require early or additional support in their transition.

Learners can access CEIAG through one-to-one interviews, workshops and enrichment activities. See [Appendix A](#) for further details of how learners will be supported. In addition, [Appendix B](#) sets out the Trust's arrangements for managing the access of providers to learners.

## Parent/Carer Entitlement

Parents/carers can access careers support for their child in a variety of ways including:

- Individual meetings.
- Academy website.
- Drop-in sessions, options and parent's evenings' and on results days.
- Careers information and computer-based careers programmes, such as the Careers Portal on the website and National Careers Service website.
- Information and updates on the academy's social media.

[Appendix C](#) provides some very simple and practical steps you can take to support your child.

## Equality and Diversity

The Trust Central Team Leader for Careers ensures that the careers education and guidance delivery meets the requirements of the Academies Equal Opportunities Policy.

## Careers and SEND Provision

All learners follow the same programme of careers as their peers, with adjustments and support from the SEND team where appropriate including liaison with parents/carers. This is heightened during option selection process and post 16 pathways.

## Delivery of the CEIAG Provision

### Place Within the Curriculum and Tutorial Support System

The careers curriculum has been devised following the guidance of the [ACEG National Framework](#) for all year groups in core provision. This is supplemented by the following:

- Programme of assemblies, enrichment workshops.
- Learner visits to external companies (COVID permitting) and education establishments.
- Visits from Higher/Further Education (including Apprenticeships and T Level qualification information).
- Aspire to HE programme.
- Visits from a wide variety of companies offering advice and guidance.
- Staff training and updates by qualified careers professionals.

- Specific events for parents/carers and learners to provide specialist support.

## Monitoring and Tracking of Destination Data

Dudley Academies Trust places a responsibility on its academies to maintain a full and comprehensive tracking system that gives every learner a RAG rating for intervention.

The Trust tracks:

- Intended destinations.
- Supports the September Guarantee and Activity Survey, (collecting data on sixth form, apprenticeship starters).
- Offering individualised support to those learners who are at risk of becoming NEET (Not in Education, Employment, or Training) or become NEET.
- The academy maintains records of all CEIAG interventions and interviews.
- Vulnerable learners who are at risk of becoming NEET are referred to their Local Authority team for additional support.

## Management of CEIAG Provision

### Management

The CEIAG Programme strategy is planned at Trust level by the Director of Teaching and Learning and the Trust Senior Careers Advisor.

There are Careers Leads at each academy who ensure that the strategy is implemented. This is monitored by the use of Compass and is supported by a nominated link member of the Education Advisory Board and the Senior Careers Advisor.

### Staffing

All staff contribute to CEIAG through their roles as Tutors, Subject Teachers, Curriculum Leaders, Learning Managers and Careers Professionals. Staff training is provided on a regular basis and updates are given in briefings or circulated via the virtual learning environment (VLE).

### Provision of External and Independent Careers Guidance

Independent and impartial careers advice and guidance is provided via qualified careers professionals, a range of CEIAG computer-based programmes and websites in addition to our links with businesses and training providers. Learners are also encouraged to access the [National Careers Service](#).

### Other Formal and Informal Partnerships

The Trust has a range of formal and informal partnership arrangements. These include business volunteers, Further Education, Higher Education and Training providers which are all local to each academy.

Each academy is part of the Black Country Careers Hub. This is coordinated by the Black Country Consortium who on behalf of the Careers & Enterprise Company deliver the Enterprise Adviser Network Programme. As part of this programme each academy has a

dedicated Enterprise Coordinator and Enterprise Adviser from the World of Work assigned to them to support the delivery of a high quality careers education for all learners.

The Trust is sponsored by Dudley College of Technology, an Ofsted rated Outstanding college of Further Education. Additional support, guidance and opportunities for learners are provided when needed.

### **Information Resources**

A range of careers information, in a variety of formats, is provided in the Careers Hub and the Learning Resource Centre so that it is accessible to all Learners. Resources are managed in the academies to ensure that they are up to date and meet the needs of all learners. Each academy has a specified careers area on their website which contains a vast array of resources.

### **Budget**

Funding is allocated in the academies to a careers annual budget, maximum use will be made of quality assured free resources and currency/longevity of careers materials is taken into consideration when purchasing priced materials.

### **Staff Commitment**

The Trust believes that CEIAG impacts on the whole curriculum and will be embedded and delivered through all subjects.

All staff should have access to a minimum of 1 hour per year through CPD time to update their careers knowledge and keep informed of current developments in careers pathways. Specific needs are identified in conjunction with the academy CPD co-ordinator and reviewed on an annual basis.

### **Monitoring, Review and Evaluation**

A report will be submitted to the Educational Advisory Board on an annual basis, including an account of activities, a review of progress and an evaluation of learner and parental response to provision. Twice every half term, a Gatsby compass audit is conducted by the Senior Leadership Team Careers Lead in each academy.

## Appendix A: Learner Entitlement

### Investing in Your Future

The careers education and guidance programme at Dudley Academies Trust seeks to positively support you to acquire the educational, social and employability skills necessary for lifelong success in a diverse and changing world of work.

We will support you to Dream Big, achieve your career goals and aspirations.

As a Dudley Academies Trust learner you are entitled to a careers education and guidance programme which:

- is personalised and reflects interests.
- motivates and inspires you to consider all opportunities open to you.
- helps you to gain the skills you need to make your career ambitions a reality.
- provides the support you need to be successful.
- helps you access any additional support you might need.
- is delivered by trained and qualified teachers and advisers, with up-to-date knowledge and understanding of career pathways and local labour market information.
- protects and respects your personal information and shares it only with your consent.

Together with a range of career professionals, businesses and training providers we will support your career development in a number of ways including:

- Information and discussion in lessons and assemblies to help you make decisions about your future.
- Activities and events.
- Access to careers advisers in a variety of ways including access to the Careers Hub, individual meetings, drop-in sessions, enrichment activities and advice and support on your GCSE results day.
- Careers information and computer-based careers programmes.
- Information and updates on notice boards and plasma screens.
- Your academy website and the Dudley Academies Trust website.



## **Appendix B: Provider Entitlement.**

This appendix sets out the Trust's arrangements for managing the access of providers to learners at the academies for the purpose of giving them information about the provider's education or training offer. This complies with the Academy's legal obligations under [Section 42B of the Education Act 1997](#).

### **Management of Provider Access Requests Procedure**

A provider wishing to request access should contact the main academy telephone number, available from the academy's website, to identify the most suitable opportunity for you to attend.

### **Opportunities for Access**

Dudley Academies Trust has implemented a major careers education programme. Linked to our policy is a careers journey map which sets out the range of opportunities and experiences that are available to learners from Year 7 onwards.

Our careers provision has been specifically designed so that it is embedded into the curriculum and linked to our Commitments programme. The Commitments programme is a series of pledges that learners undertake which help to develop their social skills, resilience and adaptability for the world of work.

Integrated into the academies careers programme are a number of events which offers providers an opportunity to visit academies to speak to learners and/or their parents/carers.

COVID-19 has impacted on the way our programme will be delivered but we will adapt our provision/delivery as necessary to comply with guidelines whilst ensuring learners receive the advice and guidance to empower them to make realistic, informed choices about their future options and career choices. Provision, which is subject to change, may include 'virtual' delivery and will consist of a balance of:

- Assemblies.
- Careers Fairs and workshops.
- Character Education.
- Guest Speakers.
- Tutor Sessions.
- Virtual work experience.
- One to one independent careers advice and personal guidance.
- Visits to Further and Higher Education Establishments.
- Visits to Employers.
- Celebration of National Careers Week.

Please speak to the academy's Career Leader or visit the Careers Hub to identify the most suitable opportunity for you.

## Safeguarding

Our Child Protection and Safeguarding policy specifies the Trust's approach to allowing providers into our academies as visitors to talk to our learners and outlines the procedure for checking the identity and suitability of visitors

Education and training providers will be expected to adhere to this policy.

## Premises and Facilities

The Academies will make the main hall, classrooms or private meeting rooms available for discussions between the provider and learners, as appropriate to the activity. The academy will also make available audio visual and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers lead who will distribute the relevant information to learners.

## Appendix C: Parents/Carers Entitlement.

### Investing in Your Son/ Daughter's Future

Research has consistently shown that parents and carers are the most influential factor in learners' decisions about the future. Your support and encouragement influences their choices, and the guidance you provide will be invaluable to their eventual achievements and career pathways.

There are some very simple and practical steps you can take to support your child.

- Talk to them about their current educational attainment and estimated grades and encourage them to Dream Big.
- Discuss their career aims and support them to research how to get there (lots of great resources in the academy, on the academy websites and on the internet).
- Encourage them to seek out the advice and experiences they need to help them achieve their goals.
- Help them with the steps they need to take.
- Encourage them to visit the Careers Hub.
- Encourage them to attend local college open days.
- Encourage them to research Apprenticeships and T Levels.

Together with a range of career professionals, businesses and training providers we will support your son's/daughter's career development in a number of ways including:

- Information and discussion in lessons and assemblies to help them make decisions about your future.
- Activities and events.
- Access to careers advisers in a variety of ways including individual meetings, drop-in sessions, enrichment activities, parents/carers and option evenings and on results days.
- Careers information and computer-based careers programmes.

- Careers Fairs.
- Information and updates on notice boards, plasma screens and websites.
- Working closely with our sponsor Dudley College of Technology to provide experiences and information.
- The Dudley Academies Trust website.

You are welcome to attend your child's careers meeting and we encourage you to contact your academy if you need any more help or information.

