



**BIDDULPH  
HIGH  
SCHOOL**

**POLICY FOR CAREERS EDUCATION,  
INFORMATION, ADVICE AND GUIDANCE (CEIAG)  
including Policy Statement on Provider Access**

Ms K Goodwin

REVIEWED: October 2019

REVIEW DATE: October 2021

Careers Education and Guidance programmes make a major contribution in preparing young people for opportunities, responsibilities and experience of life. They help young people make decisions and manage transitions as learners and workers. It is vital that all 14-19 year olds who attend our school have the knowledge and skills they need to make informed choices and achieve economic wellbeing in later life.

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### **Rationale for CEIAG**

A young person's career reflects the progress they make in learning and work. It is part of the vision and mission of the school that all learners need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers, sustain employability and achieve personal and economic wellbeing throughout their lives.

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### **Commitment**

At Biddulph High School, we are committed to providing a planned programme of CEIAG for all students in years 9 – 13 (1997 Education Act, 2003 Education Regulations, 2008 Education and Skills Act) and to give learners access to impartial careers information, education and guidance as well as providing extra support as required for learners with additional needs. We endeavour to follow best practice guidance from the careers profession, from other expert bodies such as Ofsted and the Education and Skills Funding Agency (ESFA).

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### **Development**

- The CEIAG coordinator (Ms K Goodwin) will remain up to date with labour market (LMI) information and will regularly share good practice with other career advisors.
  - The CEIAG coordinator will develop and review the policy annually through discussions with teaching staff, students, parents, governors, advisory staff and external partners.
  - The CEIAG coordinator will liaise with staff on a frequent basis to ensure that the implementation of the programme meets the guidelines of the Gatsby Bench marks for all schools and will fully utilise the expertise of the Career and Enterprise company and the enterprise advisor to achieve this.
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### **Links with other policies**

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for Assessment, Citizenship, PSHE Education, Work Related Learning and Enterprise, Equality Statement and Disadvantaged Learners.

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### **Students' needs**

The careers programme is designed to meet the needs of all students at Biddulph High School. Activities are differentiated and personalised to ensure progression and a full understanding in their career learning and development. This aims to strengthen their motivation, aspirations and attainment.

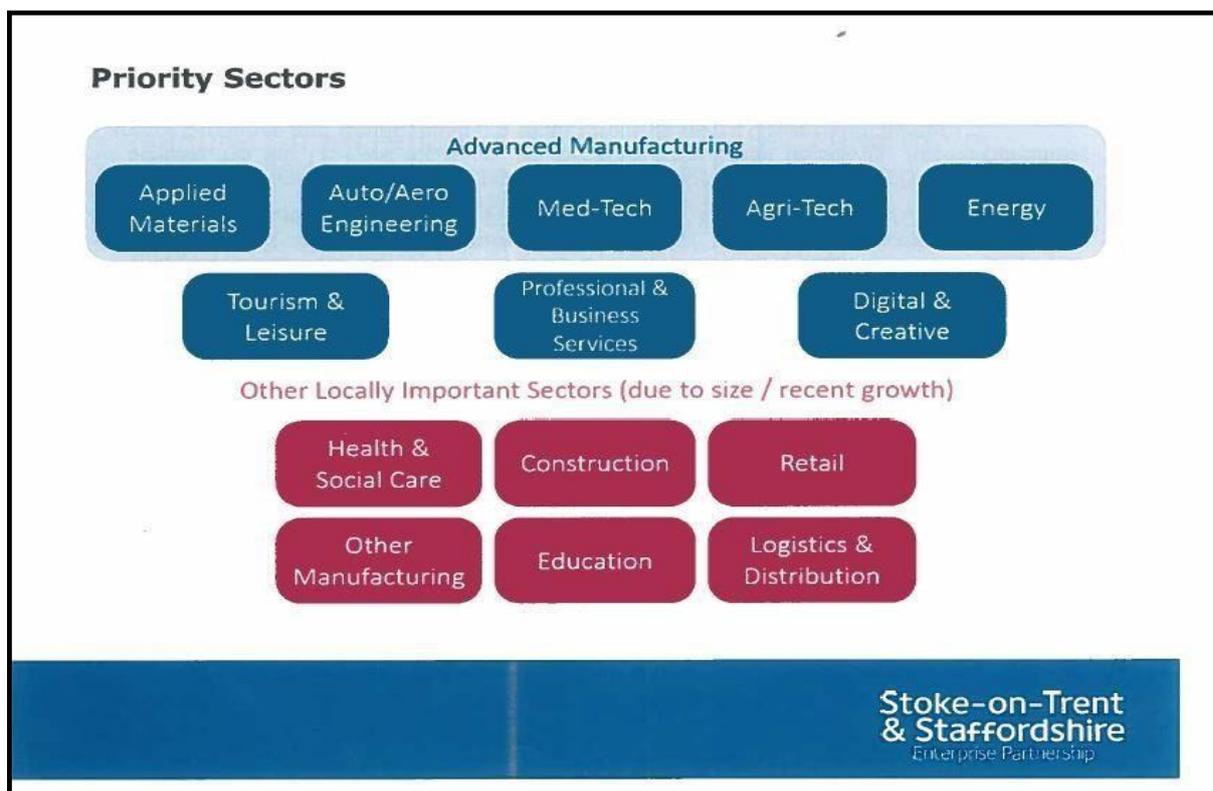
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## Entitlement

### Access and Entitlement – A Statement of Entitlement

Within CEIAG, each student is entitled to:

- Be at the centre of the CEIAG process and the partnership between tutors and appropriate outside agencies.
- Opportunities to develop employability and softer skills.
- A broad, balanced programme of careers education that will move him/her forward in the career planning process by developing self-awareness and opportunity awareness.
- Have an awareness of the CEIAG process.
- Equal opportunity and access to current, impartial information about work, training and further education.
- Direct experience of the world of work.
- Access to individual, impartial and informed careers guidance.
- A non-judgmental, open approach - to be listened to.
- Exposure to employers, in particular within LEP priority sectors – see below:



### Implementation and Objectives of CEIAG

- Every student will have the opportunity and will understand how to access a one-to-one appointment with a CEIAG Co-ordinator through the following routes:
  - Staff request: through teacher/progress tutor or Head of Key Stage Learning Manager ☒ Email: [goodwink@biddulphhigh.co.uk](mailto:goodwink@biddulphhigh.co.uk)
  - Face-to-face: by visiting the Careers Office
  - Parental request.

- One-to-one guidance interviews for all students with the CEIAG Co-ordinator to help make decisions and applications.
  - Every student will have access to up-to-date careers and labour market information via the promotion of local opportunities, careers tools and websites.
  - Careers information and employment application information to be delivered as part of PSHE Tutorials, organised events, workshops, fairs and via electronic correspondence. CEIAG Staff will also be available at open events and parent consultation evenings.
  - The Careers Education Programme will be organised by the CEIAG Co-ordinator, Senior Leaders and other appropriate staff. This will include input from local and national employers, the local council, the LEP, Further, Higher Education and Training providers and other appropriate individuals.
  - Students to be encouraged to make realistic but inspirational decisions based on ability, aims and career aspirations.
  - Students will have access to support in preparation for the transition from Biddulph High School to other destinations.
  - When necessary, there will be contact with parents/carers to support applications and transition arrangements.
  - External speakers will be invited in to support student understanding and provoke their thoughts around a diverse range of ideas.
  - The CEIAG Co-ordinator and Senior Leaders will maintain and oversee the tracking data of leavers.
  - The CEIAG Co-ordinator and Senior Leaders will liaise with Staffordshire County Council to notify of any leavers and destinations in order to meet local authority requirements.
  - All information will be given/delivered without bias and prejudice regardless of race, gender, religion, disability, background, financial context or sexuality.
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### **Management**

A named member of staff is responsible for coordinating the careers programme (Ms Goodwin). The coordinator works closely with school staff and outside agencies to secure an outstanding careers programme. They are responsible to the Assistant Headteacher (Mrs Carroll Wright). Student guidance and work experience is implemented by Ms Goodwin.

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### **Staffing**

All staff will contribute to CEIAG through their roles as tutors and subject teachers. The CEIAG programme is planned, monitored and evaluated by the CEIAG Co-ordinator in consultation with the Leadership Group, and other key staff members such as Head of Key Stage. Careers information will be available on prominent notice boards. Administrative support is available to the Careers Co-ordinator.

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### **Staff CPD**

All staff training needs, required for the planning and delivery of the careers programme will be identified in the school development plan with activities and resources planned to meet these needs.

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### **Curriculum**

The careers programme includes careers education sessions from years 9 – 11, which mainly occur during PSHE lessons. Guest speakers lead a wide range of assemblies and workshops. Work experience preparation and follow-up take place in PSHE lessons and other appropriate parts of the curriculum. Other focused events, e.g. Mock Interviews, take place for Year 10 students in the Summer term off school site with volunteers from our professional community. This also includes CV writing in term 4. We have also introduced careers weeks for tutor time to enable this time to be solely focused on CEIAG-related activities.

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## Partnerships

We have strong links with Staffordshire Enterprise and The Careers and Enterprise Company to enhance the CEIAG offer in school. We work closely with higher horizons to access a broad range of career specific activities to develop students' knowledge and understanding and offer a broad range of experiences to all year groups. The careers coordinator will continue to build on these relationships as well as developing new ones to continually offer an array of exciting and challenging careers activities to our students.

## BIDDULPH HIGH SCHOOL PROVIDER ACCESS POLICY

### Introduction

This policy statement 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.

### Student entitlement

All students in years 9-13 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 Mrs Tracey Condliffe, Business Director.

Telephone: 01782 523977      Email: [office@biddulphhigh.co.uk](mailto:office@biddulphhigh.co.uk)

### Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

	Autumn Term	Spring Term	Summer Term
<b>Year 9</b>	Life Skills and Choices	KS4 Options Event	Assemblies and Group Opportunities
<b>Year 10</b>	Life Skills - Work Experience Preparation and Event	Workshop Events and Labour Market Information Shared	Assemblies and Group Opportunities
<b>Year 11</b>	Events for Universities and Sixth Form College	Post-16 Events and Workshops	Post-16 Taster sessions
<b>Year 12</b>	Higher Education Events	Future Training, next steps, Higher Horizons	Training and Employment Options
<b>Year 13</b>	Workshops, Apprenticeships and University Applications		Assemblies and Group Opportunities

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

### **Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will be discussed and agreed in advance of the visit with the Careers Advisor or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant by contacting the Careers Advisor.

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**Further details on any aspect of this policy and its implementation can be obtained from the academy.**

**“Working together to achieve our personal best”**