



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

*All policies are electronically signed and available on Governor Hub

Ratified by the Board of Trustees

Signed by the Board of Trustees

Date: July 204

To be reviewed every 2 years

Date: May 2026

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1. Introduction

At Baginton Fields each student has an entitlement to CEIAG that is relevant to their individual needs and circumstances. We aim to ensure that the CEIAG is delivered in a method that is accessible to each student and prepares them for the next stage of their adult life once they leave their studies at Baginton Fields. CEIAG is delivered in partnership with an externally employed Prospects Careers Adviser, school staff, parents and members of the local community. We recognise the importance of supporting our learners' and parents' / carers' decision making as they approach transitions and consider future options into adulthood.

2. Rationale

At Baginton Fields CEIAG has an important contribution to make to the education of all our learners for them to make an effective transition into adulthood. We provide a wide range of personalised opportunities for students to learn about, through and for work / transitions in a range of context for them to make informed decisions.

Baginton Fields endeavours to provide a personalised programme of CEIAG that raises aspirations and challenges stereotypical thinking that students may encounter in wider society and suits their learning pathway. CEIAG provides information about possible work opportunities relevant to our students as well as future study options tailored to our student needs. CEIAG is woven across

the curriculum content at Baginton Fields to ensure that students are aware of the relevance of all areas of the curriculum to future post school pathways.

3. Aims

- To develop the students' skills, knowledge and attitudes to prepare them for adulthood.
- To be aware, alongside their parents / carers, of the full range of post 19 options available including work, training, study and those options provided through social care.
- To know where to access appropriate forms of information, guidance and resources for all options for adulthood.
- To provide students and their parents / carers with informed and impartial guidance on all choices available post school.
- To provide full information of the changes that the student can expect when moving from one key stage to the next within school.

4. Key Staff Responsible

The strategic responsibility for the management of CEIAG is the Assistant Head Teacher Sean Noone. Our Link Governor is Mr John Clegg. All staff within the Academy are responsible for promoting and giving career and life skills guidance to our learners. This includes teachers and support staff.

5. Learners

All learners will take part in the Academy's careers programme through bespoke cross curricular sessions and intent within curriculum pathways that supports them to:

- Express, develop and understand their education, training, employment and other progression opportunities
- Develop the skills they need to plan and manage their own personal development and career/destination progression
- Access relevant information and learning from community engagement activities as well as experience of work if appropriate
- Have access to and support with using careers/destination information that is bespoke, timely and up to date

- All students from Year 8 onwards have access to independent advice via the Prospects Careers Adviser when deemed appropriate.

Throughout the whole school we provide teaching to enable students to be able to express their views clearly and coherently, to make choices and have the confidence to express their needs and desires. Pupil voice is very important in all aspects of school life and students are routinely enabled to express their opinions on a whole variety of topics including their aspirations for the future particularly in the annual reviews of their EHC Plan.

6. Parents

All parents and carers can expect to:

- Be able to make an appointment with the Academy's Careers Lead or have access to Family Support Advisor to discuss their son/daughter's progress and future destinations or arrange a careers/transition review by contacting the Careers Leader, Mr Sean Noone on seann@bagintonfields.coventry.sch.uk or our Transition Support Advisor, Mrs Sharon Summerfields at sharons@bagintonfields.coventry.sch.uk

- Have access and up to date information on careers and destinations through teachers, Parental engagement sessions, EHCP reviews and Pathway and Outcomes Day.

7. Employers

If you would like to find out more about our careers programme, please contact Mr Sean Noone.

8. The Gatsby Bench Marks

Baginton Fields Academy has adopted the Gatsby Benchmarks within it's curriculum offer.

www.gatsby.org.uk

Benchmark 1 – A stable careers programme

Delivery of the Academy's careers education and guidance is embedded throughout the curriculum and within the bespoke pathways. A framework for the planning, monitoring and delivery of the careers programme will be reviewed annually, using the Quality Standard for Careers Education and

Guidance. Funding is allocated annually in the context of Academy's priorities and particular needs for CEIAG.

Benchmark 2 – Learning from careers and labour market

Every learner and their parents/carers, should have access to good quality information about future destinations and labour market opportunities. They will need the support of an informed adviser to make best use of available and up to date information.

Benchmark 3 – Addressing the needs of each pupil

Learners have different career/transition guidance needs at different stages. Opportunities for support and advice need to be tailored to the needs of each learner.

Benchmark 4 – Linking curriculum learning to careers

Teachers are expected to link curriculum learning to careers. All staff are expected to contribute to CEIAG through their roles, sessions and enrichment activities. Our curriculum pathways and careers programme actively seeks to challenge stereotypes and to raise aspirations.

Benchmark 5 – Encounters with employers and employees

Every learner will be enriched with opportunities to learn from employers about work, employment and the skills that are valued within the work place. This can be through a range of enrichment activities including visiting speakers, industry visits, and co-delivery of curriculum sessions if appropriate.

Benchmark 6 – Experiences of work places

Every learner should have experiences of the workplace through work visits, work shadowing and/or work experiences to help their exploration of career opportunities and expand their networks.

Benchmark 7 – Encounters with further and higher education

All learners should have the opportunity to understand the full range of learning opportunities that are available to them. This includes routes remaining in education or their future destination provider. The Pathway and Outcomes Day allows each learner/parent/carer to have a meaningful insight and encounter with learning providers, colleges, local employers, and apprenticeship and transition providers. Where appropriate, we will arrange visits for learners and parents to local colleges, work-based education and transition providers. This will assist learners in making an informed decision about their future careers and destination.

Benchmark 8 – Personal guidance

Every learner should have opportunities if appropriate for guidance interviews conducted by an impartial Level 6 qualified careers adviser. These should be available whenever significant transition or careers choices are having to be made. They should be expected for all learners from year 8 onwards but should be timed to meet their individual needs. The vocational and transition team will keep up to date records and action plans of individual careers/transition advice and these will be shared with parents and other external organisations in line with the Academy's GDPR policy. The Academy will work closely with the Local Authority through the provision of SEND support services and the preparing for adulthood team (PfA team).

9. Assessment and Practice

The Academy will continue to use the Careers Compass to help plan, monitor and evaluate actions towards these benchmarks to assess the impact of our careers programme.

www.careersandenterprise.co.uk/schools-colleges/compass-benchmark-tool
www.careersandenterprise.co.uk/schools-colleges/tracker-planning-tool

The Academy will also take other relevant guidance from the DfE, the CCH(Coventry Careers Hub). We will continue to form and sustain dynamic partnerships between employers and destination providers in order to raise aspirations as well as sustainable destinations.

10. Opportunities for access

Our curriculum and a range of organised events are integrated into the Academy's careers programme, which will offer providers an opportunity to speak to learners and/or their parents as outlined in the Academy's CEIAG policy.

Please speak to our Careers lead to identify the most suitable opportunity for you. The Academy's policy on safeguarding (please see our website) sets out the Academy's approach to allowing providers into the Academy as visitors. Further information can be found in the User Access Agreement Policy

11.Changes

Description	Date	Page	Section
Policy created on new template	May 2024		

