



POLICY DOCUMENT

Stratford-upon-Avon School is a company limited by guarantee, registered in England and Wales under number 7690776, whose registered office is Stratford-upon-Avon School, Alcester Road, Stratford-upon-Avon, Warwickshire CV37 9DH

Policy Title	CEIAG AND INSPIRATION POLICY
Policy Reference	SUAS.SCHOOL.07.21.CEI

DISCLOSABLE UNDER FREEDOM OF INFORMATION ACT 2000	Yes / No	No
TO BE PUBLISHED ON WEBSITE	Yes / No	YES

PROCEDURE OWNERSHIP	
Governor Committee:	
Department responsible:	Pastoral
Post-holder: <i>(Title and Name)</i>	Careers Manager; Sarah Miles
LINKED POLICY REF:	
Responsible Person - Policy	SLT Pastoral KB

PROCEDURE IMPLEMENTATION DATE:	July 2021
PLANNED REVIEW INTERVAL:	3 Year
PLANNED NEXT REVIEW DATE:	July 2024

Stratford-upon-Avon School welcomes comments and suggestions from the public and staff about the contents and implementation of this policy. Please write to the Compliance Manager at the school address or email your comment to policy@stratfordschool.co.uk.

i. POLICY OUTLINE

This policy outlines the schools approach to Careers Education, Information, Advice and Guidance (CEIAG) and its role in inspiring students.

ii. PURPOSE

This policy is written to ensure that statutory requirements are met and input is evaluated, improved and accounted for. Students should be able to gain the knowledge, skills and attitude they need to manage their own life-long-learning and career development.

iii. IMPLICATIONS OF POLICY

Failure to deliver the statutory requirements has implications on the assessment of the school and on learner outcomes.

iv. EQUALITY ANALYSIS

This is a requirement under the Equalities Act 2010, and demonstrates that in implementing the policy no particular group will be disadvantaged, or has failed to be considered.

v. CONSULTATION

Consultation will be with relevant stakeholders, prior to presentation for approval by the Senior Leadership Team (SLT)

vi. PROCEDURE

- *Delivery of the CEIAG programme will be assessed against the policy and national guidelines annually*
- *The School is committed to the provision of independent and impartial CEIAG for all students, which is delivered in their best interest and differentiated for individual needs.*
- *The programme will be delivered in partnership with a variety of organisations to ensure a broad range of experiences*

vii. RELATED POLICIES AND PROCEDURES

- **Equality and Cohesion Policy**
- **Curriculum Policy**
- **Pupil Premium Policy**

viii. DOCUMENT HISTORY

*The policy will be subject to regular review once ratified by the Governing Body.
The history of the policy will be recorded using the chart following:*

Date	Author /Reviewer	Amendment(s)	Approval/ adoption date
March 2014	DWa/NW	Created	March 2014

CEIAG and Inspiration

Statement

CEIAG is integral to the ethos of the school: 'Engage, Enthuse, Inspire', and as such extends beyond the offices of the Careers Manager and into the whole experience of students in the school.

From Year 7 to Year 13, students will have access to information around options, careers, employability skills and the world of work.

This policy ensures that ALL students receive this information in a timely and relevant fashion and this is then backed by access to independent input through a programme of targeted intervention, curriculum activities or drop-in services.

Access

Students are made aware of the existence of this policy and have open access to it. It can be found online on the school website under Policies.

All staff are made aware of the contents and purpose of this policy.

This policy is reviewed annually and may be revised in response to feedback from students, staff, external organisations and any new national guidelines.

What students can expect from us

- An embedded careers development education programme that provides access to current, accurate and impartial Information, Advice and Guidance for all students to enable them to make informed decisions about their options and progression choices, which will:
 - a) be presented in an impartial manner;
 - b) include information on the full range of post-16 and Post 18 education or training options, including Apprenticeships;
 - c) promote the best interests of the pupils to whom it is given

We will:

- Promote inclusion, challenge stereotyping and promote equality of opportunity.
- Offer additional targeted support for vulnerable students, including Pupil Premium and SEND
- Offer opportunities to develop enterprise and employability skills fit for the global economies of the 21st Century

Provider Access

All pupils in years 7 -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

Career Programme

- A planned programme of careers education delivered as part of the school's SPHERE programme as well as additional activities including careers talks, taster days, workshops, masterclasses, educational visits, the bi - annual Higher Education and Careers Fair
- Opportunities to access appropriate information in a range of forms including electronic and printed information
- To provide students with personalised advice and guidance on an individual basis
- To encourage students to experience of the world of work and to have several employer encounters
- Action planning and recording of achievement including personal statements, CV, UCAS applications, apprenticeship applications, job applications and college applications

Partnerships

We work in partnership with:

- Alumnae who come into school to enthuse and inspire students
- Local industry and business leaders who are involved in aspirational and employability days, curriculum projects, work experience shadowing and placements
- Institutions of Further and Higher Education
- Parents and carers to exchange information, enrich the Careers Education and Guidance programme by contributing to careers education where appropriate, and helping to evaluate the provision.

Resources

Current resources include:

- A dedicated member of full-time staff available to students
- A well-stocked and up-to-date Careers Library with a range of information sources
- Books, posters, HE and FE prospectuses, monthly careers bulletin
- Handbooks, including Oxford and Cambridge Handbook, Degree Course Offers, Not Going to University, Apprenticeship Guide

Management of provider access requests

A provider wishing to request access should contact; Sarah Miles, Careers Manager

Telephone: 01789 268051 Email: smiles@stratfordschool.co.uk