

Date of review: October 2024

Date approved:

Date for next review: September 2025

Author: R Williams



St Antony's  
Roman Catholic School

Respect † Love † Integrity † Service † Resilience

# **CEIAG Policy**

**(Careers Education, Information,  
Advice and Guidance)**

Mission Statement:

*Let the light and splendour of Christ shine from within us all.*

Careers Education, Information, Advice and Guidance (CEIAG) 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 11-16 year olds have the knowledge and skills they need to make informed choices. We strive at all times to conform to the current “best practices” in CEIAG laid down by the government.

## **Introduction**

St Antony’s Roman Catholic School is a small school and we place a strong emphasis on supporting each individual student to thrive and succeed in their education. We believe that high quality teaching and strong pastoral support are the key to enabling our students to make excellent progress; both are of the highest priority at St Antony’s. We have great expectations for all our students and are committed to finding and developing the talents they possess whilst supporting their academic progress and achievements.

As a Catholic school our core values are rooted in the teachings and example of Jesus Christ and the values of the Gospel. Our ethos is one of respect for all and this is evident to anyone who visits our school. We endeavour to live out the Gospel values in our daily life and believe in developing the skills and talents of the whole child by encouraging our pupils to be the best version of themselves by living our missions and using our 5 core values: respect, love, service, resilience and integrity.

At St Antony’s Roman Catholic School, we recognise that effective CEIAG within schools is a major contributory factor in raising aspirations, improving motivation and overcoming barriers to success.

## **Aims and purpose**

- Prepare students for the transition to life beyond secondary school (in education and the world of work)
- Support students in making informed decisions which are suitable and ambitious for them
- Provide students with well-rounded experiences
- Develop characteristics e.g. social skills, communication, innovation, resilience and leadership which support high achieving students in the curriculum and in their careers
- Inspire and motivate students to develop their aspirations

## **Statutory requirements and recommendations**

The careers provision at St Antony’s Roman Catholic School is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997.

This states that all schools should provide independent careers guidance from Years 7 -13 and that this guidance should:

- be impartial
- include information on a range of pathways, including university options or apprenticeships
- be adapted to the needs to the student

In addition, the school is compliant with the careers guidance that the government set out for delivery from 5 January 2018: ‘Careers Guidance and Inspiration for young people in schools.’ This states that all academies must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. Further information relating to this is set out later in this document, under Provider Access.

## **Pupil Needs**

The CEIAG programme is designed to meet the needs of all students at St Antony's Roman Catholic School. The activities have been carefully considered and planned in order to meet the interests of the students and be appropriate for their stages of learning and development. We work in conjunction with Trafford council and GMACS to determine the market needs of the local community and engage with employers from within this community. The CEIAG programme plays a key role in reducing the number of school leavers who are Not in Education, Employment or Training (NEET).

## **Entitlement**

Pupils receive CEIAG that is impartial and confidential. The programme aims to promote equality of opportunity for all pupils. This service is provided by an independent Careers advisor employed by Trafford Connexions, with dedicated time to work with St Antony's pupils each week.

## **Code of Practice**

At St Antony's Roman Catholic School, we aim to;

1. Ensure young people get the support they need to make well informed, realistic decisions about their future through careers education, information, advice and guidance.
2. Have appropriate, up to date, accurate and impartial information and resources that all young people can access regardless of race, gender, religion, ability, disability, social background or sexual orientation.
3. Ensure the organisational policies relating to CEIAG are up to date and regularly reviewed and reflect this code of practice.
4. Empower young people by informing them of how they can access CEIAG to help them plan their futures and make well informed, realistic decisions.
5. Offer all young people access to impartial and independent careers guidance by a qualified guidance professional, at a time and place that suits their needs.
6. Ensure all staff working with young people are kept up to date with qualifications/progression pathways and other relevant subjects.
7. Work in partnership, where appropriate, with opportunity providers, including employers, FE and training providers.
8. Working alongside parents/carers to offer information, advice and guidance to help them, help their son/daughter.
9. Involve young people in the evaluation of CEIAG programmes.
10. Promote equality of opportunity, celebrating diversity, challenging stereotypes and raising aspirations.

## **Management**

The CEIAG at St Antony's is managed by the Careers Leader, who is responsible to the AHT Strategic Careers Lead. A school governor is to oversee CEIAG within the school.

## **Staffing**

All teaching staff contribute to the CEIAG programme through their roles as subject teachers, form tutors, Heads of Year etc. There is a dedicated team of Personal Development staff who receive support and guidance for the teaching of timetabled Careers lessons in all year groups. Other non-teaching staff such as Learning Mentors, Learning Support Assistants also contribute to the programme. The external advisor from Connexions is on site 1 day a week for one to one meetings and lunchtime drop in sessions.

## **Delivery**

The CEIAG programme is delivered by external providers, teachers within their subject areas and as part of the Personal Development timetabled lesson time, visiting speakers and visits to employers, colleges and universities. Personal Development lessons provide opportunities for much of the regular delivery. Please see the Careers information on the school website for further detail on content.

The school liaises closely with FE and HE providers and pupils participate in a number of widening participation activities.

## **Curriculum**

The school curriculum at both key stages is carefully tailored to meet the needs of all students. This includes the appropriateness of Key Stage 4 option pathways. The school will always prioritise the outcomes of individual pupils when deciding upon courses of study.

## Provider Access Policy Statement (approved by Governors with this Policy)

### Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at St Antony's Roman Catholic 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, otherwise known as the Baker Clause.

### Pupil entitlement

All pupils in years 8 - 11 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

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11).

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider
- (including the opportunity to meet staff and pupils from the provider)
- answer questions from pupils.

### Meaningful provider encounters

One encounter is defined as one meeting / session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the [Making it Meaningful](#) checklist. Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

### Previous providers

In previous years we have invited the following providers from the local area to speak to our pupils during our careers and pathways events:

- The Manchester College
- Trafford College Group
- Local sixth forms
- Any independent training providers ie RAF/ Army/ LLS
- Any Apprenticeship companies ie The Growth Company / STEGTA etc
- Any HE Providers such as University of Manchester/ University of Bolton/ MMU

Any other providers of post 16/18 education and training are welcome to contact our Careers Leader on [r.williams@st-antonys.com](mailto:r.williams@st-antonys.com) for information on forthcoming events.

## **Management of provider access requests and Opportunities for Access**

### **Procedure**

A provider wishing to request access should contact Mrs R Williams, Careers Leader (0161 911 8001, [r.williams@st-antonys.com](mailto:r.williams@st-antonys.com)).

Our school offers the six provider encounters required by law and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school (during the school day) to speak to pupils and also hold some evening events where providers can also speak to parents or carers.

### **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 pupils and/or their parents/carers. These may include Parents Evenings (dates on school calendar), assemblies and other careers events.

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

### **Premises and facilities**

The school will make the main hall, classrooms or other suitable 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 all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Library, which is managed by the Library Assistant. The Library is available to all pupils at lunch and break times.

### **Complaints:**

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company: [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)