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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.

Introduction

Careers Education, Information, Advice and Guidance (CEIAG) programmes make a major contribution in preparing young people for opportunities, responsibilities and experiences 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 current “best practice” in CEIAG as laid down by the government.

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 key to enabling our students to make excellent progress; both are of the highest priority at St Antony’s.

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 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 mission and using our five core values: **respect, love, service, resilience and integrity**.

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

Aims and Purpose

The CEIAG programme at St Antony’s Roman Catholic School aims to:

- Prepare students for the transition to life beyond secondary school, in education and the world of work
- Support students in making informed decisions that are suitable and ambitious for them
- Provide students with well-rounded and meaningful experiences
- Develop transferable characteristics such as communication, resilience, leadership and innovation
- Inspire and motivate students to develop high aspirations for their future

Statutory Requirements and Recommendations

The careers provision at St Antony’s Roman Catholic School is in line with statutory guidance from the Department for Education and Sections 42A and 45A of the Education Act 1997.

This requires schools to provide independent careers guidance for pupils in Years 7–13 that:

- Is impartial
- Includes information on a full range of pathways, including academic, technical and apprenticeship routes
- Is tailored to the needs of each pupil

The school is also compliant with *Careers Guidance and Inspiration for Young People in Schools* (January 2018) and the Provider Access legislation (Baker Clause), ensuring that approved education and training providers have opportunities to engage with pupils.

The Gatsby Benchmarks

St Antony’s Roman Catholic School is committed to delivering a high-quality CEIAG programme aligned with the **Gatsby Benchmarks for Good Career Guidance**, as set out by The Careers & Enterprise Company. These benchmarks provide a nationally recognised framework for planning, delivering and evaluating careers provision.

Benchmark 1: A Stable Careers Programme

The school has a planned and structured CEIAG programme for Years 7–11, which is reviewed annually. The programme is overseen by the Careers Leader and supported by senior leaders and governors. Information about careers provision is published on the school website.

Benchmark 2: Learning from Career and Labour Market Information

Students and parents/carers have access to up-to-date labour market information (LMI) through Personal Development lessons, assemblies, careers interviews and online platforms. Local LMI is informed by Trafford Council and GMACS.

Benchmark 3: Addressing the Needs of Each Pupil

Careers provision is inclusive and personalised. The school tracks participation in careers activities and destinations data to ensure that guidance meets the needs of all students, including those with SEND, those eligible for Pupil Premium and those at risk of becoming NEET.

Benchmark 4: Linking Curriculum Learning to Careers

All subject teachers contribute to CEIAG by highlighting career pathways linked to their subjects and reinforcing the relevance of learning to future employment and study.

Benchmark 5: Encounters with Employers and Employees

Students have opportunities to engage with employers through assemblies, workshops, careers events and employer-led activities, both in person and online.

Benchmark 6: Experiences of Workplaces

Where appropriate, students take part in workplace visits, virtual work experiences and employer engagement activities to help them understand the working world.

Benchmark 7: Encounters with Further and Higher Education

All pupils have meaningful encounters with further education, higher education, apprenticeship and technical education providers in line with statutory requirements and the Baker Clause.

Benchmark 8: Personal Guidance

All students have access to impartial and independent careers guidance from a qualified careers adviser. Targeted guidance is prioritised at key transition points and for students requiring additional support.

Pupil Needs

The CEIAG programme is designed to meet the needs of all students at St Antony's Roman Catholic School. Activities are carefully planned to reflect students' interests, aspirations and stages of development. The school works closely with Trafford Council, GMACS and local employers to ensure relevance to the local labour market and to reduce the risk of students becoming NEET.

Entitlement

All pupils are entitled to CEIAG that is impartial, confidential and promotes equality of opportunity. Independent careers guidance is provided by a qualified Careers Adviser from Trafford Connexions, who works on site weekly to offer one-to-one guidance and drop-in sessions.

Code of Practice

At St Antony's Roman Catholic School we aim to:

- Support young people to make informed, realistic decisions about their futures
- Provide accurate, up-to-date and impartial careers information
- Regularly review CEIAG policies and provision
- Ensure all students know how to access careers support
- Work in partnership with employers, education and training providers
- Engage parents and carers in supporting career decisions
- Involve students in evaluating CEIAG provision
- Promote equality, challenge stereotypes and raise aspirations

Management and Staffing

CEIAG is led by the **Careers Leader**, who is accountable to the **Assistant Headteacher (Strategic Careers Lead)**. A named school governor has oversight of CEIAG.

All teaching staff contribute to careers learning through curriculum delivery and pastoral roles. Personal Development staff deliver timetabled careers education, supported by non-teaching staff such as Learning Mentors and Learning Support Assistants. An external Careers Adviser is available on site one day per week.

Delivery and Curriculum

CEIAG is delivered through:

- Personal Development lessons
- Subject teaching
- One-to-one careers guidance
- Assemblies and visiting speakers
- Employer, FE and HE encounters
- Visits and enrichment activities

The curriculum is carefully planned to meet individual student needs, including appropriate Key Stage 4 pathways. Decisions are always made in the best interests of individual pupils.

Measuring Impact and Evaluation

The effectiveness of CEIAG provision is evaluated through a range of measures:

- **Compass and Compass+** self-evaluation against the Gatsby Benchmarks
- **Student voice** through surveys and lesson evaluations
- **Destination data** analysis, including sustained post-16 outcomes
- **Participation and attendance data** for careers activities
- **Parent/carers feedback** at events and through communication
- **Quality assurance** of provider encounters using the Making it Meaningful framework

- **Governor and SLT review** of provision and outcomes

Evaluation outcomes inform annual reviews, action planning and continuous improvement of the CEIAG programme.

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 7 - 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 five encounters for pupils during the 'first key phase' (year 7 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 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).

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