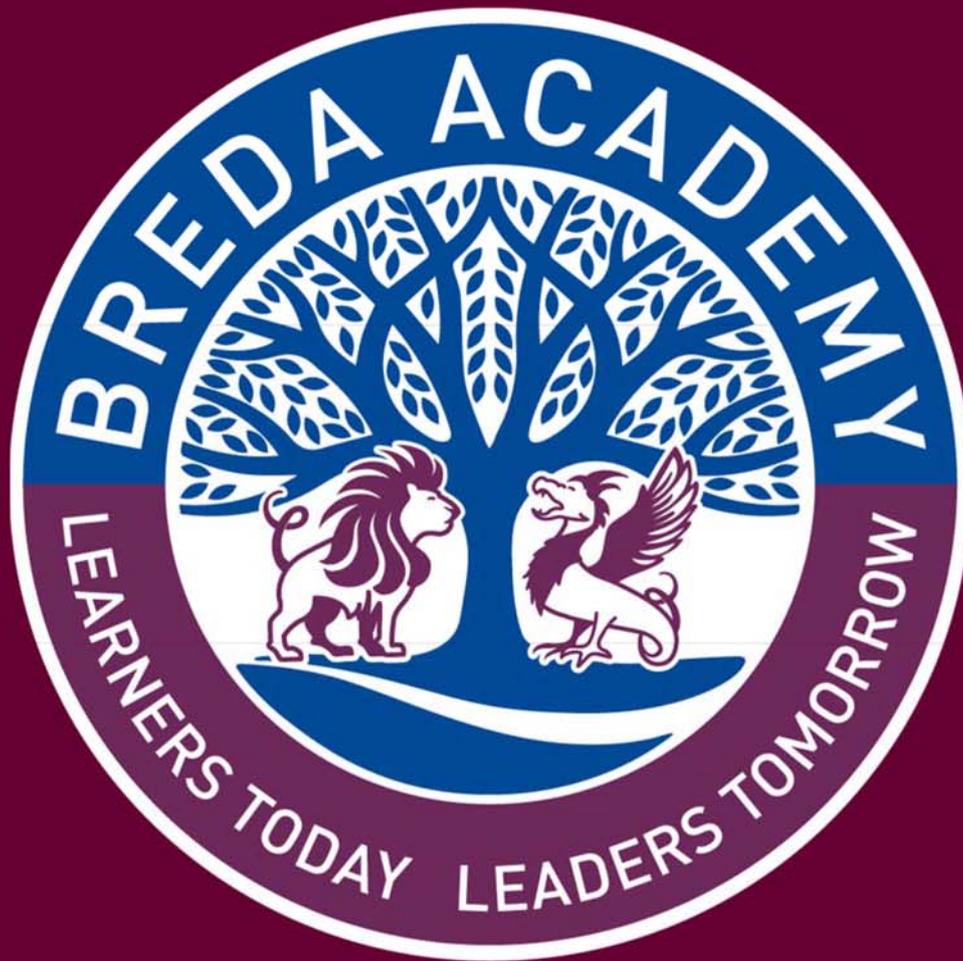


CEIAG Policy



BREDA ACADEMY

**Reviewed by the BoG on 19th October 2021
To be reviewed again before 19th October 2023**



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

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1. Introduction

The increased choice of education and training pathways available to young people, the modularisation of the curriculum, the focus on employability and obtaining suitable qualifications in order that learners can meet the challenge of the changing world of work, place high quality Careers Education, Information, Advice and Guidance, (CEIAG), at the heart of the curriculum.

Preparing for Success 2009

The overall objective of an effective career education and guidance programme is to enable a learner to manage their own career development successfully, confidently and with due respect and care for their own needs, those of others and of their wider communities.

DE Entitlement Framework Circular 2005/18

The new Entitlement Framework Curriculum ensures that young people have a much broader access to a wide range of subject pathways at Key Stage 4 (both general and applied) that will meet their interests, talents and aspirations. Therefore there is a greater responsibility on schools to make sure that young people have the highest quality careers education, information, advice and guidance.

Policy rationale

This document is available to staff via Learning Resources, parents, pupils and any other interested parties should be able to access it through the school website or by contacting the school website.

The policy:

- describes provision
- enables the monitoring of provision, and
- enables the review and planning of provision on an annual basis.

Regularly reviewing the policy enables new initiatives and requirements to be incorporated.

The aim of this policy, which is set within the general aims of the school, is to highlight the role of CEIAG at Breda Academy and to support not just those with responsibility for Careers; but all teachers who have a role to play in advising, supporting and guiding our young people as they become effective career decision makers.

Our school's aim is to:

- Provide students with a broad and balanced curriculum that will enable them to pursue progression pathways which match their interests and aspirations;
- Equip students with the employability skills required for future working lives;
- Prepare students for transitions at Key Stage 3, 4 and 5 so they are empowered to plan and manage their future careers.

2. School Background & Aims

Breda Academy is a learning environment at the heart of its community. We promote respect and expect high standards in all aspects of school life. Our aim is to meet the needs of young people in South and East Belfast preparing them for adulthood and working life in the 21st century.

Breda Academy is concerned with the development of CEIAG as an integral part of the curriculum as a means of following its aim. In doing so it will also demonstrate its commitment to the following aims of the school:

- To meet the academic, vocational and personal needs of all young people entrusted to us.
- To promote at every opportunity our school motto 'Learners today, Leaders tomorrow'
- To broaden horizons through a variety of experiences within the school and further afield in order to foster and encourage an appreciation of the benefits, challenges and difficulties of living in Northern Ireland.
- To continue to foster our relationship with our local community and educational establishments within it.
- To provide a caring environment which promotes confidence and self-esteem and therefore a heightened awareness of the need for tolerance and sensitivity towards others.
- To establish and maintain a working environment in which staff feel valued and professionally developed.

3. Strategic Leadership

3.1 Aims of CEIAG

Careers education information advice and guidance (CEIAG) is accorded a high priority, in preparing students for the opportunities and challenges of adult and working life. CEIAG is seen as playing an important role in motivating our students, promoting equality of opportunity and maximising their academic and personal achievement whilst at school and beyond. The strength of the schools CEIAG programme is seen as making a contribution to the schools achievement of the national standards for IAG.

- **Self-Awareness & Development** - enable pupils to understand their own personal needs, abilities and interests together with a growing awareness of their particular strengths and limitations in order to choose and implement an appropriate career plan.
- **Career Exploration** - foster opportunity awareness in order to understand the nature of work and occupations, paid and unpaid and how these effect people's lives and attitudes.
- **Career Management** - enable pupils to develop the qualities and skills to manage transitions, within education, from education to work and in life generally. The development of decision-making skills will enable students to be effective in a variety of adult roles and occupations.

3.2 Management & Delivery

The careers education, information, advice and guidance at Breda Academy consists of five key elements, which together, provide a coherent and progressive programme for all students at each stage of their career and which are noted in the DEL guidance document 'Preparing for Success'. They are:

- **Careers Education** - high quality careers education programme
- **Employability Programme** - an opportunity to learn about the world of work
- **Careers Information** -impartial information and advice about learning and work options
- **Careers Advice**
- **Careers Guidance** – planning.

Students and parents are made aware of this entitlement via school publications, teacher/parent consultation events, notice boards and school prospectus.

Programme Delivery

Careers Education & Employability are delivered to all students in Years 8 to 14 through Careers & Employability classes throughout the school year. The programmes and Schemes of Work are managed by SLT Strategic Lead for CEIAG and Head of LLW, who meets regularly within the Department to disseminate, update and review relevant information and/or issues.

Every class in years 8 – 14 currently have a timetabled aspect of CEIAG.

Other key organisations contribute to the delivery of the programme including the Careers Service NI, Barclays Life Skills, local employers and training providers.

3.3 Administration

The CEIAG staff work to ensure that all correspondence relating to the delivery of the CEIAG programme is forwarded to parents, neighbouring schools and the local business community, and the school office staff assist when needed.

3.4 Whole School Information/Calendar

The school calendar is available to staff at the beginning of the school year, and this identifies the main events that will take place at certain times of the year therefore enabling teachers to plan their lessons accordingly. This is an on-going document update regularly throughout the academic year and available via SIMS.

4. Action to Promote Improvement

4.1 Action Plan/School Development Plan

An annual action plan is created by SLT Strategic Lead for CEIAG. Key development priorities and targets are identified in this plan which is then forwarded to the Principal for inclusion in the whole school development plan. A review of the action plan is conducted at the end of the school year, from which the next action plan is created.

4.2 Monitoring & Evaluating

The CEIAG team, in consultation with the Head of KS3, KS4 and KS5, is responsible for monitoring and evaluating the CEIAG provision within the school. They will work closely with the CEIAG team to identify strengths and opportunities within the current programme of delivery.

Monitoring and evaluation -

- **Year 12 progression data** — destination data is provided by the EA and is used to monitor the number of students who progress into various post-16 opportunities. Careers Service NI provides follow-up information, which serves to monitor drop out rates from destinations. These factors are taken into consideration when reviewing the programme annually.
- **Year 14 progression data** - destination data is provided by the EA and is used to monitor the number of students who progress into various post-18 opportunities.
- Parents are welcome to give feedback on any aspects of the CEIAG programme to the SLT member with strategic lead for CEIAG and Careers Service NI Advisor — both of these attend parents' evenings.
- The policy for CEIAG is reviewed annually. This review involves all key stakeholders, including school and Careers Service NI staff. The policy review contributes to the school action plan.

5. Staffing and Curriculum

5.1. Staffing & Roles

The School seeks to ensure that adequate resources are made for the provision of CEIAG and that our school conforms to local quality standards for CEIAG.

Our governors will ensure that the school meets its statutory requirements for the delivery of CEIAG.

Our CEIAG team has responsibility for:

- the management and co-ordination of CEIAG and work experience
- the production and updating of the CEIAG policy, schemes of work, lesson plans and materials
- in-service training for all staff delivering careers education
- liaising with the Head of LLW and the head of sixth form to plan and review the programme
- managing the careers library including purchasing new resources
- liaising with Careers Service NI, including the annual review of the partnership agreement, and
- identifying the career guidance needs of students and making appropriate referrals.

Our LLW, & Employability team delivers the CEIAG programme.

Our Head of KS5 and the CEIAG team are responsible for providing CEIAG for sixth form students and ensures joint planning.

Our Head of KS3, KS4 and Sixth Form provide support at key transition stages.

Our link Careers Service NI Advisor provides careers guidance for students, which includes inputs to the careers education programme as set out in the Partnership Agreement.

Our CEIAG team are responsible for maintaining the Careers library and signposting students to careers resources.

The Careers & Employability team provide support and guidance on further education and future careers, including information about sources of more expert advice on specific questions.

The SENCO oversees the individual support needs of students with learning difficulties and disabilities.

5.2 Teaching & Learning

Careers education is delivered across all key stages and during these lessons students engage in an age-related Careers programme. The programme at each Key Stage also supports students to make decisions in relation to their transition to the next Key Stage. We offer parents and students personalised, individual guidance to help them make informed and appropriate decisions.

The CEIAG teaching resources are accompanied by schemes of work and lesson plans. Pupils' work is recorded in a file and is always available for any interested party. Pupils work is displayed in the dedicated teaching classroom for Careers.

5.3 Advice & Guidance

Guidance and Advice in the first instance can be obtained from DEL Careers Advisor. One-to-one help is provided for all students at key decision making points, in Years 8 to 14, by subject teachers, heads of year, the SENCO, and the leadership team.

The CEIAG team also provide advice and guidance and facilitate a drop-in service.

Impartial information and advice is provided on all learning routes.

All students with a Statement of Special Educational Needs have a Transition Plan drawn up at the annual review in Year 10/11/12/13/14. All key agencies, including Careers Service NI, are involved in the transition planning process and subsequent annual review meetings.

If a pupil has a particular barrier to learning or requires additional learning support, additional learning guidance is delivered by individuals with a specific interest (Careers Co-ordinator, SENCO, Form Teacher, Principal and any other relevant member of staff).

Breda Academy is fortunate to be able to avail of the expertise of their DEL Careers Adviser. They play an important role in:

- Providing balanced, comprehensive and up to date information on education, training and employment options.
- Contributing to the CEIAG programme by working in partnership with the school.
- Providing impartial advice and guidance.
- Participating in evaluation and development of the CEIAG programme within the school.

Such support includes interviewing all Year 12 pupils in order to draw up Personal Career Plans (PCPs) and providing guidance to Year 10 pupils with information regarding GCSE option choices in relation to local trends in the labour market. Year 13 and 14 students are also given guidance and referrals can be made for one-to-one interviews.

5.4 Careers Information and Resources

The development of a dedicated Careers suite is planned for the academic year 2021/22. This is an area which will be made accessible for all with appropriate supervision.

5.5 Assessment

Effective assessment of learning is dependent on the identification of SMART learning outcomes. All lessons plans include learning outcomes which are used to assess learning.

We use the following methods of assessment at Breda Academy.

- **Records of work experience** — students' performance on work experience is monitored and reported on by the teacher that visits them and employer completes a report.
- **External accreditation** — some students choose to undertake the Learning for Life & Work GCSE in Key Stage 4.
- **Careers interviews** — the Careers Service Advisor is in a strong position to assess student career learning, and regularly reports back regarding the career planning needs of individuals. The documentation for these interviews is filed for the necessary timescale in a secure but accessible form.

Monitoring and evaluation -

- Year 12 progression data — destination data is provided by the EA and is used to monitor the number of students who progress into various post-16 opportunities. Careers Service NI provides follow-up information, which serves to monitor drop out rates from destinations. These factors are taken into consideration when reviewing the programme annually.
- Parents are welcome to give feedback on any aspects of the CEIAG programme to the SLT member with strategic lead for CEIAG and Careers Service NI Advisor — both of these attend parents' evenings.
- Methods employed to evaluate the CEIAG programme will be developed in-line with the schools policy on evaluation. A range of evaluation strategies may be used including questionnaires, focus groups and observation.
- The DEL Partnership Agreement for CEIAG is reviewed annually. This review involves all key stakeholders, including school and Careers Service NI staff. The policy review contributes to the CEIAG Action Plan.
- Monitoring mechanisms through Department Minutes, Action Plan and School Development Plan, and subject to adjustments as a result of guidance from DE and EA.

5.6 Work Experience

Work experience for all students in Year 11 takes place in June and for Year 13 students in October as a 5-day placement. These are provided by and through private contacts with local employers and parents. Students are encouraged to organise their own placements.

Students involved in work placements come under the EA indemnity for Work Experience. A member of staff visits all students who take part in work experience.

Preparation for work experience and debriefing, including health and safety, takes place during registration with Form Teachers- relevant information is provided by the teacher in charge of work experience.

The work experience programme is led by the work experience co-ordinator.

Health and Social Care - Experience of work is provided as part of the curriculum for Key Stage 5 Health and Social Care students.

Children's Play, Learning and Development - Experience of work is provided as part of the curriculum for Key Stage 5 Health and Social Care students.

5.7 Interview Skills

This is designed to provide students with a realistic interview experience and guidance for presenting. Mock interviews will be held for Year 11 and Year 13 students.

5.8 CEIAG Events

Throughout the school year a number of guest speakers are invited into the school with the aim of informing pupils about the courses or career paths that their organisations offer. CEIAG events are also planned throughout the school year. Examples include Belfast Metropolitan College, Mental Health Nurse, Artists, STEM events, Business and employability workshop. The CEIAG calendar is maintained by the teacher in charge of work-related learning.

5.9 Professional Development & Meetings

Members of the CEIAG team attend relevant training courses and report the relevant information to departmental colleagues at the next meeting. Minutes of courses attended are also forwarded to SLT.

Commitment to staff development - In order to keep up-to-date with the many changes taking place, the CEIAG team are actively encouraged to attend courses delivered by external providers.

The EA CEIAG Adviser provides school with additional individual and whole school support.

Members of the CEIAG team will meet with SLT line manager on a regular basis. CEIAG team meetings will also be allocated on the meeting schedule. An agenda is sent to all staff via e-mail before all meetings and minutes are recorded and also forwarded by e-mail. Copies of the minutes are also forwarded to SLT. In addition staff meet informally on a regular basis.

6. Accommodation & Resources

6.1 Accommodation & Resources

Room 21 will be the dedicated careers suite 2021/2022. . Photographs and presentations of Careers events such as Work Experience are displayed on noticeboards and are available on the school website.

7. Links and External Partnerships

7.1 Careers Service NI

The role of the Careers Service (www.careersserviceni.com) is to provide up-to-date, impartial careers information, advice and guidance in order to assist the pupils in becoming effective decision makers.

The services provided by the Careers Adviser are agreed in a CEIAG Partnership Agreement, to strengthen the partnership arrangements between the school and the Careers Service. An evaluation of this document is carried out by both the DEL Careers Adviser and the School Careers Teacher.

7.2 Breda Academy Area Learning Community

Breda Academy is a member of the South Belfast Area Learning Community. Their main aim is to develop further post primary education provision in the area it serves, in a manner which promotes a culture of collaboration.

The CEIAG team are members of the Area Learning Community CEIAG team which aims to work together in order to create a common programme of work for pupils that supports the delivery of the Entitlement Framework curriculum.

7.3 Links with other subjects

Careers education is not just the responsibility of the Careers teachers but rather every subject teacher has a contribution to make in order to ensure the delivery of an effective CEIAG programme. The CEIAG team is responsible for highlighting opportunities for subject teacher to integrate Careers education into their teaching.

It is a target of the SLT Strategic Lead for CEIAG to audit Careers Education across the whole school during the academic year 2021/2022.

7.4 Liaison with other organisations

The local business community make a significant contribution in providing work experience placements for the Year 11/13 pupils.

7.5 Communication with Parents/Guardians

Parents are kept regularly informed throughout the five/seven years of their child's education regarding Careers and Education for Employability. They are encouraged to attend pupil interviews and school events relating to Careers. Parents also have the opportunity to speak with the Careers Teacher/s and the DEL Careers Adviser at Parents' Nights.

8. Value for Money

8.1 Funding

The allocation of a budget has to be confirmed for the next financial year. This is used to provide teaching materials, photocopying and classroom resources in line with curricular and Department needs.

9. Equality of Opportunity

9.1 SEN

The DEL Careers Adviser also works closely with the school SENCo to ensure that all statemented pupils are interviewed in order to find a career path that is suitable to their individual needs.

The SENCo forwards all relevant information to the Careers Department in order to ensure effective guidance and support are provided all of those involved with the delivery of CEIAG.

The policy will be reviewed again before October 2023



Signature – Principal



Signature – Chairperson of the Board of Governors

Date: 20th November 2021
