



Marple Hall School

Policy Document

# CEIAG

(Careers, Education, Information, Advice and Guidance)

This policy includes the statutory ***Provider Access Policy***

Staff responsible for policy: Rhian Davies

Date reviewed: Spring 2023

Date for next review: Autumn 2023

## **Introduction**

The aim of this document is to provide information about the school's careers programme in accordance with section 42A of the Education Act 1997. The information provided was accurate as at 1st September 2022 and is relevant for the 2022-23 academic year. The information in this document will be reviewed on an annual basis and will next be updated Autumn 2023.

## **Contact Information**

The designated school's Careers Leader for Marple Hall School is Mrs Whalley.

The designated school's Career Co-ordinator for Marple Hall School is Miss Marney.

The dedicated school's Senior Leadership link is Miss Davies (Deputy Headteacher).

Parents, students or employers who would like further information on our Careers Education Information Advice and Guidance (CEIAG), can contact the Careers Leader by telephone 0161 427 7966 or by email [careers@marplehall.stockport.sch.uk](mailto:careers@marplehall.stockport.sch.uk)

## **Summary of our Careers Programme and Aims**

At Marple Hall School, through our CEIAG, we aim to:

- Help students to develop an understanding of themselves,
- To enable students to develop a knowledge and understanding of education, training and employment through investigating opportunities available to them at a local, national and international level.
- To support students in developing and implementing action plans to enable them to take ownership of their own future at and beyond Key Stage 4.
- To provide opportunities to develop enterprise and employment skills.
- To promote equality of opportunity, challenge stereotyping and support inclusion.
- Provide every student with, at least, one employer encounter during every school year.

CEIAG programmes make a major contribution in preparing young people for different opportunities, experiences and responsibilities of life. Through an effective core curriculum, careers curriculum, working alongside advisors, external agencies and careers exhibitions, the aim is to ensure that all young people have the knowledge they need to make informed choices about their future. Marple Hall School is committed to providing a well-planned and resourced programme of CEIAG that endeavours to conform to the current Gatsby Benchmarks outlining 'best practice' in Careers Education, Information, Advice and Guidance.

Parents and students can view our curriculum overview for Year 7-11 to see how we achieve the Gatsby benchmarks via our website. Through the CEIAG curriculum from Year 7-11 all students have access to libraries of videos and careers profiles which provide a strong base for them to prepare for guidance meetings with our career's advisor. Marple Hall School has strong links with external agencies such as The Careers and Enterprise Company and other local college and training providers

which ensure our young people make the right choices for them at post 16. The careers programme is continually assessed and monitored in line with whole-school quality assurance procedures, to ensure that it is meeting the statutory requirements for Careers education and guidance.

Students at Marple Hall School will find out about potential future careers, have an awareness of labour market information and changes that are taking place on a local, national and international level in relation to employment opportunities. We make students aware, through form time, assemblies and career-related activities and events, to the range of routes available to them, including reference to apprenticeships and other post 16 options.

### **Statutory duty**

All schools have a statutory duty to provide careers education in Years 7-11 (1997 Education act, 2003 Education regulations) and to give students access to careers information and impartial guidance (1997 Education Act, 2008 Education and Skills Bill). Careers guidance and access for Education and training providers (September 2022) drives schools towards supporting 'students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.'

Principals underpinning our impartial careers advice:

- Empowers students to plan and manage their future.
- Responds to the needs of each student.
- Provides comprehensive and up to date information and guidance.
- Raises aspirations.
- Actively promotes equality of opportunity and challenges stereotypes.
- Helps our students to progress to the destination of their choice and beyond.

### **Student entitlement**

All students in years 7 to 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;
- 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;
- Understand how to make applications for the full range of academic and technical courses.

As well as this minimum provision each student is entitled to careers guidance as appropriate to meet the needs of each student. This guidance will come in a number of different way both formal and informal at appropriate times through the school journey.

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.

### **Management and delivery**

The Careers Leader working alongside the Careers Co-ordinator will lead and quality assure the provision of CEIAG across the school and liaise with the relevant outside agencies and work with Subject Leaders to ensure aspects of their curriculum give an insight into real-world career paths. The CEIAG programme will be delivered by a wide and diverse team that involves Directors of Teaching and Learning, Curriculum Leaders, Form Tutors, Head of Year, SENDCO and all classroom teachers. As part of a stable CEIAG programme there will be explicit links through the taught curriculum. Where appropriate specific subject area responsibility will be attached to relevant TLR positions

### **Provision of external and independent careers guidance**

An independent qualified Careers Advisor is employed by the school and provides individual advice and guidance to students. All careers advice and guidance given is person centred, impartial, unbiased and confidential (within legal confines) and meets professional standards of practice.

Careers appointments can be arranged by request to Miss Marney (Careers Advisor) or to Mrs Whalley (Careers Leader) at any time via email: [careers@marplehall.stockport.sch.uk](mailto:careers@marplehall.stockport.sch.uk)

### **Other formal and informal partnerships**

The school has a number of formal and informal partnerships arrangements with post-16 providers, colleges, employers, higher education and training providers.

At points across the school year, a variety of employers and external providers are invited into Marple Hall School to talk about different careers.

### **Monitoring and evaluating**

Marple Hall School is committed to raising aspirations and maximising the benefits for every student in the development of a whole school approach to CEIAG by providing a planned programme of activities both in and outside of the curriculum.

The CEIAG programme will be measured against the Gatsby Benchmarks. This measurement will be carried out throughout the year and involve as many of the wider delivery team as possible.

In addition to the Gatsby Benchmarks the Careers Leader will triangulate data from all stake holders to judge the quality of provision, make amendments and respond to emerging needs of the cohort. As part of our monitoring and evaluating we will pay particular attention to our destination data and compare this against local and national trends.

### **Equality and diversity**

CEIAG is provided to all students and provision is made for all students to access the curriculum. Students are encouraged to follow career paths that suit their interest, skills, strengths and aspirations with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated. Our CEIAG provision will seek to address emerging stereotypes that are highlight within national labour market information and our own data.

### **Management of provider access requests (formally the Baker Clause Statement)**

#### **Procedure**

A provider wishing to request access to Marple Hall School should contact Mrs Whalley (careers leader) [careers@marplehall.stockport.sch.uk](mailto:careers@marplehall.stockport.sch.uk)

#### **Opportunities for access**

The school offers the four 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 to speak to pupils or their parents or carers. 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 private meeting 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 Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all pupils at lunch and break times.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at The Hub, which is managed by the school librarian. The Hub is available to all students 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 via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

	Year 7	Year 8	Year 9	Year 10	Year 11
Stage	I discover	I explore	I focus	I decide and plan	I prepare for transition
Autumn Term	<p>European day of Languages to explore the importance of learning a language</p> <p><b>PSHEE</b> <b>Living in the Wider World</b></p> <p>Learning skills Media literacy and digital resilience</p> <p>BBC Bitesize event – showcasing careers in Digital and Creative industry - STEM</p>	<p>European day of Languages to explore the importance of learning a language</p> <p><b>PSHEE</b> <b>Living in the Wider World</b></p> <p>Learning skills Choices and pathways Work and career</p> <p>BBC Bitesize event – showcasing careers in Digital and Creative industry - STEM</p>	<p>European day of Languages to explore the importance of learning a language</p> <p><b>PSHEE</b> <b>Living in the Wider World</b></p> <p>Learning skills Choices and pathways Work and career Employment rights and responsibilities</p> <p>Options assembly *T- Levels assembly The Scholars Club</p> <p>Xello launch</p> <p>BBC Bitesize event – showcasing careers in Digital and Creative industry – STEM</p>	<p>European day of Languages to explore the importance of learning a language</p> <p><b>PSHEE</b> <b>Living in the Wider World</b></p> <p>Learning skills Choices and pathways Work and career Financial choices</p> <p>Work experience launch Stockport County event Careers fair Careers guidance interviews begin #16+ careers week</p> <p>Xello</p>	<p>European day of Languages to explore the importance of learning a language</p> <p><b>PSHEE</b> <b>Living in the Wider World</b></p> <p>Learning skills Choices and pathways Work and career Media literacy and digital resilience</p> <p>*College and apprenticeship assemblies College applications assembly Careers guidance interviews continue Careers Fair College application workshops #16+ careers week</p> <p>Xello</p>

	Year 7	Year 8	Year 9	Year 10	Year 11
	I discover	I explore	I focus	I decide and plan	I prepare for transition
Spring Term	<p>National Apprenticeship week National Careers week</p> <p><b>PSHEE</b> <b>Living in the Wider World</b></p> <p>Work and career Employment rights and responsibilities Financial choices</p> <p>British science week – STEM activities/Talks</p>	<p>National Apprenticeship week National Careers week</p> <p><b>PSHEE</b> <b>Living in the Wider World</b></p> <p>Employment rights and responsibilities Financial choices</p> <p>British science week – STEM activities/Talks</p>	<p>National Apprenticeship week National Careers week</p> <p><b>PSHEE</b> <b>Living in the Wider World</b></p> <p>Work and career Employment rights and responsibilities Financial choices</p> <p>KS4 Progression Interviews with SLT Options information evening</p> <p>Xello</p> <p>British science week – STEM activities/Talks</p>	<p>National Apprenticeship week National Careers week</p> <p><b>PSHEE</b> <b>Living in the Wider World</b></p> <p>Work and career Employment rights and responsibilities</p> <p><b>*Further Education event</b></p> <p>Preparation for practice interviews for ALL Year 10 with external support</p> <p>Careers guidance interviews continues</p> <p>Xello</p>	<p>National Apprenticeship week National Careers week</p> <p><b>PSHEE</b> <b>Living in the Wider World</b></p> <p>Learning skills</p> <p><b>*Higher Education event</b></p> <p>Submission of intended destination data Careers guidance interviews continue Revision and exams skills sessions Post-16 Applications support Lunch time drop in sessions by colleges NCS launch assembly</p> <p>Xello</p>

	Year 7	Year 8	Year 9	Year 10	Year 11
	I discover	I explore	I focus	I decide and plan	I prepare for transition
<b>Summer Term</b>	National Sports Week  <b>PSHEE</b> <b>Living in the Wider World</b>  Choices and pathways Media literacy and digital resilience  Enrichment week	National Sports Week  <b>PSHEE</b> <b>Living in the Wider World</b>  Choices and pathways Media literacy and digital resilience  *Pathways Assembly  Enrichment week	National Sports Week  <b>PSHEE</b> <b>Living in the Wider World</b>  Choices and pathways Media literacy and digital resilience  Enrichment week  Post-16 Options Evening  Xello	National Sports Week  <b>PSHEE</b> <b>Living in the Wider World</b>  Learning skills Media literacy and digital resilience  Post-16 Options Evening  Practice interviews for all Year 10 with employers  Work Experience  Y10 College taster days  Xello	National Sports Week  <b>PSHEE</b> <b>Living in the Wider World</b>  Learning skills  Work experience opportunities advertised to the Year 11 after GCSEs