



THE
**ROBERT
NAPIER**
SCHOOL

Careers Education Information Advice and Guidance Policy

See separate CEIAG Provider Access Policy

*Amended: **Autumn 2023** Next Review date: **Autumn 2024***

*Reviewed & Approved by: **Governing body***

A **Beyond** ACADEMY
SCHOOLS TRUST

Careers Education Information Advice and Guidance Policy (CEAIG)

Introduction and rationale

The Robert Napier School understands the importance of a stable, strong and cohesive careers programme that enables students to access a range of services, experiences and opportunities.

We aim to provide:

- Effective support and decisions in careers education, information, advice, guidance.
- Personalised work-related careers experiences, including work experience.
- Opportunities to develop young people to make informed decisions about future education, training, employment opportunities.
- Opportunities that offer young people a supported pathway to the most appropriate courses, training or employment opportunities.
- Experiences of the world of work to raise self-esteem and ambition.
- Relevant careers support and guidance in all year groups.

Commitment

All staff and governors at the Robert Napier School acknowledge that they have a statutory duty to provide a supported programme of impartial careers education and guidance for all learners in years 7-13. The school will continue to support all students after they have left the TRNS offering guidance for potentially Not in Education, Employment or Training (NEET) students.

The school will continue to offer a supported programme of work related learning and enterprise education in partnership with local employers and the Medway Educational Business Partnership. The school will also foster and adapt local market information to enrich the students' knowledge which enables them to make the most informed decisions.

Aims of Careers Education, Information, Advice and Guidance.

The Robert Napier School will:

- * Enable students to manage their personal career development and make informed decisions about careers' opportunities.
- * Guide our young learners for the prospects, responsibilities and experiences of the working world.
- * Enable students to manage transitions to GCSE, to A Level and to further education or employment.
- * Allow students to develop their skill set, attitudes and capabilities that will equip them to adjust to a variety of career occupations and roles.
- * Enable students to experience the workplaces and develop appropriate and relevant life skills based on experiences.



Implementation

The Robert Napier School upholds that careers guidance set by the Department for Education (DfE) and upholds the Career Development Institute (CDI) National Framework as a model for implementation. The Robert Napier Schools strives to include all National Frameworks by the Department for Education (DfE), The Qualifications and Curriculum Authority (QCA) and Ofsted.

Entitlement

Students at the Robert Napier School are expected to partake and become actively involved in the delivery of a careers programme and to develop an understanding of relevant careers and the world of work. At the Robert Napier School, students can expect:

- * Support and guidance to make appropriate choices, including those at GCSE and A Level options.
- * To be kept abreast of careers information and labour market information.
- * To raise their aspirations to follow an appropriate and supported career pathway.
- * To have at least 4 encounters with employers, education/training suppliers and employees throughout their time at Robert Napier.
- * Opportunities to reflect on experiences of work placements.
- * Opportunities to discuss careers with tutors and/or the careers team.
- * Advice and guidance for parents to support their child's careers pathway. The school is interested in upholding parental support in the implementation of the school's career programme.

Staffing

All staff support the CEIAG policy through their roles as tutors and subject teachers. The CEIAG programme is planned, implemented and reviewed by the Careers and Guidance Co-ordinator in consultation with senior leadership team. Additional careers guidance is provided by the Medway Youth Trust and DOMEQ. Staff training needs will be identified by the Careers team and a support programme will be offered. Any funding needed to support the careers' programme is provided by the school.

Curriculum

The careers programme includes careers education sessions, career guidance activities such as group work and individual interviews, information and research activities, work related learning, and individual career planning. Learners are actively involved in the planning and evaluation of activities through a student steering group.



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*Review Cycle: **Recommended annually***

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*SLT Responsibility: **Deputy Headteacher Quality of Education***

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