



# The Fernwood School

*High Achievement with Care & Discipline for All"*

## Careers Education, Information, Advice and Guidance Policy

This policy will be monitored regularly and evaluated so that it remains responsive to current issues. This will be co-ordinated by the Careers Lead.

Approved: March 2024  
Next review: March 2027  
Status: Non-Statutory



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## 1. School Vision

- 1.1 At The Fernwood School we are committed to ensuring our students have access to high quality careers education. We want to ensure that all students can develop the skills and knowledge that will help them to make informed decisions about their future.
- 1.2 The decisions students make at school will have a big impact on their lives and we want to ensure they have as much advice, information and guidance to help them to decide which route will work best for them when they leave us. This may be Sixth Form College, further education, traineeships or apprenticeships. We also want students to have high aspirations so they can be motivated and fully engaged with their education, understanding how this links to their future success.

## 2. Policy Scope

- 2.1 This policy applies to all stakeholders at The Fernwood School, including students, staff, parents/carers and governors. This policy may also be of interest to outside providers and local businesses who may engage with us in relation to our careers education. This policy covers all aspects of careers education at The Fernwood School.
- 2.2 The policy also applies to Year 11 students after they finish their examinations in June of their final year and before they start at their next place of education, employment or training. Though not necessarily in school regularly and attending lessons in July and August of Year 11, the policy is still applicable.
- 2.3 The policy has been reviewed in line with the recently published DfE guidance document 'Careers guidance and access for education and training providers' – statutory guidance for schools and guidance for further education colleges and sixth form colleges (DfE, January 2023).
- 2.4 This policy accepts the 8 Gatsby Charitable Foundation's benchmarks as set out in the DfE guidance. They can be seen in Appendix 1 of this policy.
- 2.5 This policy covers the legal duty of schools to ensure that a range of education and training providers can access students in Year 7 to 11 for the purpose of informing them about approved technical education qualifications or apprenticeships.
- 2.6 This policy refers to events and opportunities in both Key Stages and in all years and these events will impact upon all students at the school.
- 2.7 All members of staff at The Fernwood School are expected to be aware of this policy and the importance of Careers Education, Information, Advice and Guidance (CEIAG) in the education of students; CEIAG is not the sole responsibility of the Careers Advisor.
- 2.8 It is important therefore that students leave school aware of themselves as individuals, aware of the opportunities available to them and able to make some decisions about their own life. They should be prepared for the transition from full time education to the world beyond. It is to these aspects of personal and social development that this policy will contribute.



### 3. Objectives

- 3.1 To ensure students develop the knowledge, skills and understanding they need to be successful adults.
- 3.2 To ensure that students receive a rounded education which demonstrates all the options open to them at post 16.
- 3.3 To ensure they experience a range of opportunities, both in and outside of school, to inform their future choices and build aspirations.

### 4. School Responsibilities

- 4.1 We will ensure that students receive input around careers education from Year 7 to 11. This will take place through Personal Development lessons, assemblies, tutor activities, and events such as Working Life Week, Interview Skills Day and Careers Insight visits. We will ensure students have access to a range of outside providers including local sixth forms, colleges, universities and businesses.

The school also has a series of statutory duties:

- 4.1.1 All registered students at the school must receive independent careers advice in Year 7 to 11. "Independent" is defined as external to the school or college. External sources of careers support could include employer visits, mentoring and access to careers websites and resources.
  - 4.1.2 This careers advice must be represented in an impartial manner, showing no bias towards a particular institution, education or work option.
  - 4.1.3 This advice must cover a range of education or training options to include T Levels.
  - 4.1.4 This guidance must be in the best interests of the student.
  - 4.1.5 There must be an opportunity for education and training providers to access students in Year 8 – 11 to inform them about approved technical qualifications, T levels or apprenticeships, with a minimum number of six provider encounters by the time they leave school in Year 11. See section 6 of this policy.
  - 4.1.6 The school must have a clear policy setting out the manner in which providers will be given access to students, see section 6. This policy and these arrangements must be published.
- 4.2 The school will base its careers provision around the Gatsby Benchmarks. A summary of these can be seen in Appendix 1, and they cross reference with the objectives of this policy in section 3.
- 4.3 The Fernwood School believes that good CEIAG connects learning to the future. It motivates young people by giving them a clearer idea of the routes to jobs and careers



that they will find engaging and rewarding. Good CEIAG widens students' horizons, challenges stereotypes and raises aspirations. It provides students with the knowledge and skills necessary to make successful transitions to the next stage of their life. This supports social mobility by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.

- 4.4 The school will continuously monitor its CEIAG offer and seek further improvement. This will be done by the personnel involved in the design and delivery of the programme as well as by external stakeholders who assess the work of the school (e.g. School Improvement Partner or Ofsted).

## 5. Governor Responsibilities

- 5.1 The governing body will ensure that the school has a clear policy on Careers Education, Information and Guidance (CEIAG) and that this is clearly communicated to all stakeholders. They should ensure that this policy is:
- 5.1.1 Based on the eight Gatsby Benchmarks
  - 5.1.2 Meeting the school's legal requirements
- 5.2 The governing body will ensure that arrangements are in place to allow a range of educational and training providers to access students in Year 7 to 11.
- 5.3 There will be a member of the governing body who takes a strategic interest in CEIAG and encourages employer engagement.

## 6. Provider Access

- 6.1 Please see separate policy which outlines our arrangements to allow providers access to our students for the purpose of giving them information about their education or training offer.

## 7. Monitoring, Evaluation and Review

- 7.1 The Headteacher will ensure that:
- 7.1.1 The work of the Careers Advisor and CEIAG events are supported and monitored
  - 7.1.2 A member of the Senior Leadership Team has an overview of CEIAG work and reports regularly back to the team
- 7.2 The effectiveness of this policy will be measured in a variety of ways:
- 7.2.1 Feedback from stakeholders through mechanisms such as Google Classroom evaluations, students and employer evaluations and parent surveys.



- 7.2.2 Feedback from external visitors to the school such as D2N2 or Ofsted.
- 7.2.2 The number of students who are NEET in October having left the school in the previous summer. This figure can be compared to national figures as well as against the equivalent figure from similar schools both nationally and within the county.
- 7.3 The governors of The Fernwood School will review this policy every three years.

## 8. Appendix 1: Summary of the Gatsby Benchmarks

The Gatsby Benchmarks are a framework of 8 guidelines that define best provision in secondary schools. At The Fernwood School, we are committed to providing access to high quality careers provision for our students.

### **Benchmark 1: A Stable Careers Programme**

We have an annual programme of education and events to support all our students, this programme is known and understood by all of our community. The programme is published on the school's website, with each event or activity being linked to the 8 Gatsby Benchmarks and Careers Development Institute's (CDI) Framework. This is an evolving document, we also provide 'one off' activities when opportunities arise.

### **Benchmark 2: Learning from career and labour market information**

We ensure that students have up to date information about careers and the labour market so they can make informed choices about their futures. This is communicated through Personal Development lessons, assemblies and the continued use of the online careers resource Unifrog.

### **Benchmark 3: Addressing the needs of each student**

Students receive a range of educational experiences and opportunities throughout their time at The Fernwood School. This grows as they develop through the school and work is tailored for their individual needs. We are committed to ensuring that every single student will have had input that enables them to make informed choices for their futures. For example, a group of Year 11 SEND and Pupil Premium students have been involved in an information and application workshop with representatives from three local colleges and training providers. They have also been on a trip to explore three local college campuses, meeting tutors and support staff.

### **Benchmark 4: Linking curriculum learning to careers**

All subjects link the learning in their lessons to careers and future jobs, this is aided by links to resources such as 'My Learning My Future' and Unifrog subject specific lesson plans. There are many displays around school and one of the highlights of the school year is 'Working Life Week' in which all students in Year 7 to 11 will have lessons and assemblies aimed at learning about careers in the various subject areas.



### **Benchmark 5: Encounters with employers and employees**

Students have many opportunities to learn from employers and employees about the world of work. This includes work experience, visiting speakers during 'Working Life Week', visits to a range of businesses, Design Day for Year 9 students and visiting speakers to assemblies.

### **Benchmark 6: Experiences of workplaces**

Students will all have the opportunity to have the experience of a workplace during their time at The Fernwood School. All Year 10 students have the chance to take part in a week's work experience and there are a range of trips that students can take part in. This includes activities like a visit to Capital One to celebrate International Women's Day, exploring the world of working in business and technology for our female students and visits to Experian for IT students to gain an insight into the world of work.

### **Benchmark 7: Encounters with further and higher education**

Our students have many opportunities to have encounters with further and higher education. We hold a very successful annual Careers Convention which is well attended by our students. We have built strong relationships with colleges and universities and students in every year group have the chance to hear from them during assemblies, post 16 and post 18 workshops and organised visits. For example, the PE department have linked with the University of Nottingham to take part in their 'Sports delivery programme' which includes three interventions throughout the academic year, helping students to explore the different post 18 options available in sport.

### **Benchmark 8: Personal Guidance**

By the end of Year 11 all students have had a guidance interview with a professional and impartial internal careers advisor who holds a level 7 careers qualification. These are aimed to meet student's individual needs and each student will have had at least one meeting by the end of Year 11.

## **9. Linked Policies**

Provider Access Policy Statement

## **10. Linked Documents**

The Fernwood School Career Guidance Programme and Operational Plan 2023 -2024

Careers Guidance and access for education and training providers. Statutory guidance for schools and guidance for further education colleges and sixth form colleges (January 23)