

# Careers Education, Information, Advice & Guidance (CEIAG) at Beechen Cliff

## 1. Introduction and context

### Statutory context

The Education Act (2011) placed schools under a statutory duty to provide access to independent and impartial careers guidance for all pupils in Years 9 to 11. In April 2013 The Government extended this duty to Years 8 to 13.

What is the Baker Clause? Introduced as an amendment to the Technical and Further Education Act 2017, the Baker Clause stipulates that schools must allow colleges and training providers access to every student in Years 8- 13 to discuss non-academic routes that are available to them

Further statutory guidance in 2018 requires schools to offer their pupils access to employment, apprenticeship and training providers, and to publish a Statement outlining this access to providers. It is a requirement from September 2018 that “every school needs a [named] Careers Leader who has the energy and commitment, and backing from their senior leadership team, to deliver the careers programme across all eight Gatsby Benchmarks.”

The Careers and Enterprise Company will provide external support to schools and colleges <https://www.careersandenterprise.co.uk/>

## Overview of Careers at Beechen Cliff School

Beechen Cliff School follows the MNSP Careers (CEIAG) Policy.

### **Careers (CEIAG) Policy.pdf**

At Beechen Cliff School, the statutory requirements above are extended to all pupils with the same entitlement being offered to all pupils from Years 7 to 13.

Beechen Cliff School provides individual careers guidance, careers information and a careers education programme. The programme offers a wide range of activities and is complemented by partnerships and extensive links with many external agencies including local employers, training providers and Higher Education Institutions.

The policy for careers education, information, advice and guidance (CEIAG) is underpinned by a range of key school policies and curriculum areas, including PSHE.

The school employs an experienced Level 6 qualified Careers Adviser and provides a dedicated Careers Office, which pupils can access throughout the school day. Pupils are introduced to the careers staff and services at the start of each academic year and have contact with the team throughout the year.

## **Student context and leavers' destinations**

The 2018 statutory guidance re-emphasises that “a successful careers guidance programme will also be reflected in higher numbers of pupils progressing to positive destinations such as apprenticeships, technical routes, sixth form colleges, further education colleges, universities or employment.”

The school is committed to ensuring that all young people leave the school to enter employment, further education, or training wherever possible.

Each year, it is typical for around 70% of our pupils to make the transition from Year 11 to our Sixth Form at Beechen Cliff, with the vast majority of the remainder pursuing Level 3 qualifications at other post-16 providers.

Pupils who continue into Sixth Form studies at Beechen Cliff leave the school at the end of Year 13, with around 80% progressing to university, either directly or in some cases after a gap year, with most of the remainder progressing to employment, local foundation courses or higher-level apprenticeships. We are proud of the fact that the proportion of our pupils not in education, employment or training (NEET) by the October of leaving our school is extremely low.

Up to date information about our leavers' destinations is available on our school website.

## **2. Aims and objectives of CEIAG**

All pupils have access to impartial careers information and guidance appropriate to their age and ability. This promotes equality of opportunity, inclusion and diversity and challenges stereotyping. Pupils are encouraged to develop the knowledge and skills needed to make informed choices and manage transitions e.g. from Year 11 to post-16 opportunities and from the Sixth Form into higher education or employment.

Through the programme, our pupils will be able to:

- Relate their studies to and understand the world of work
- Review their experiences and achievements and present and discuss these with others, and set realistic goals for self-improvement
- Research and understand the range of education, employment and training opportunities available to them at post-16, post-18 and further into the future.
- Make informed decisions about their future and manage transitions, for example between Key Stages or between school and university or the world of work.
- Be aware of sources of financial help for learning.
- Develop key transferable knowledge and skills related to labour market information (LMI), employability and the workplace.
- Develop qualities of resilience, communication, aspiration and critical thinking through timely and relevant activities and opportunities directly

transferable to a range of employment, apprenticeship and further education pathways.

- Access a range of information from employment, apprenticeship and higher education providers, as well as related external agencies such as UCAS and Student Finance England.

### **3. Student entitlement**

Pupils are entitled to a comprehensive, relevant and aspirational programme of CEIAG opportunities. They are given support to whichever route they choose, whether this occurs at post-16 or post-18. Key features of the provision for all pupils, in Years 7 to 13, include:

- Individual careers guidance interviews – by qualified, impartial Careers and Higher Education Advisers.
- A Careers Education programme delivered through PSHE - complemented by visiting guest speakers from Higher Education and Industry – and integrated into the main academic curriculum, as appropriate.
- Advice and support for pupils seeking education, job and training opportunities.
- A dedicated Careers Office providing up to date careers information and resources, ICT facilities and the latest careers software programmes.
- A bespoke careers information website.
- Work-related visits, activities and projects delivered by our Further and Higher Education, industry and parent supporters.
- High-profile CEIAG events with extensive representation of local, regional and national employers, universities and training providers. The school is committed to giving all pupils at least one encounter with an employer each year, with two or more for those in receipt of the Pupil Premium.

More specifically, the CEIAG programme falls under four broad areas:

#### **Individual Careers Guidance**

Interviews provide pupils with an opportunity to discuss their individual circumstances and future plans with a qualified Careers Adviser, helping them to make informed decisions and appropriate choices. Individual careers guidance is provided at key stages of transition:

- Year 9 pupils are invited to self-refer for an individual appointment to discuss their GCSE subject options
- All Year 11 pupils are invited to an individual appointment to discuss their post-16 plans and options
- Sixth Form pupils are encouraged to access an individual careers guidance interview by self-referral via a pre-arranged appointment or on a regular drop-in basis. In addition, all Year 12 pupils are invited to an individual careers guidance interview to discuss their progression plans. Year 13 pupils without clear plans for university, employment or apprenticeships will also be targeted.

- Pupils in Year groups 7 to 10 may self-refer at regular drop-in sessions.
- Pupils with special needs or those requiring additional support may be referred for an individual guidance appointment by their form tutor, the SENCO or Progress Leader.

### **Careers Education**

CEIAG is an integral part of the school's PSHE programme for all pupils. The Careers Education programme is planned, monitored and evaluated by the Careers Team, Assistant Headteachers (KS3-KS5) and the Deputy Headteacher.

All staff contribute to CEIAG through their role as school leaders, subject teachers and through PSHE provision, but wherever possible, a qualified careers specialist will deliver aspects of the CEIAG programme to each year group in conjunction with Form Tutors.

The careers education ('Future Horizons') programme at Beechen Cliff School is complemented by a range of visiting guest speakers from Higher Education and Industry and enhanced by a wide range of careers and work-related learning projects and activities in partnership with local employers and higher education. The Department also hosts events, such as Careers Fairs, Apprenticeship assemblies and workshops, projects and competitions with external organisations and is a visible presence at parent consultation and information evenings across KS4 and KS5.

### **Work-Related Learning**

Employability and Local Market Information are embedded in CEIAG activities across the curriculum, and all Year 10 and Lower Sixth pupils are encouraged to participate in work experience which helps to inform career choice and support their university and apprenticeship applications. Our Careers Adviser offers group and bespoke guidance on the importance of work experience in various sectors, CV and application writing, and sourcing placements.

### **Careers Information and Resources**

The Careers Office (Room Y7) is open on Tuesdays, Wednesdays, and Thursdays with our Careers Adviser available for pre-booked 1:1 interviews but also offering lunchtime drop-in sessions to assist pupils in making effective use of the resources available.

Information and resources in the Careers Office have been carefully researched and are appropriate to the age and ability of Beechen Cliff pupils. As well as providing an extensive range of Careers and Higher Education Information there is also up-to-date and relevant information relating to financial matters.

Information is constantly reviewed and updated, new careers resources are purchased on a regular basis. To supplement resources, relevant, current information is downloaded from the Internet and publicised via the Year Group specific Careers Google Classrooms and the Newsletter. There is a 'Careers Library' of literature located in Y7, which pupils can access.

There is a dedicated careers area of the school website, which is specifically targeted to the needs of our stakeholders. The website is regularly updated and contains a range of useful

information and essential links to other sources offering independent, impartial and relevant CEIAG advice. Details of the careers programme, events and activities are made available on the website and through the Newsletter.

CEIAG resourcing is supported by an annual budget allocated by the school. This is monitored and reviewed by the Careers and Finance teams.

#### **4. Partnerships and Links**

##### **External partners**

Our CEIAG programme is greatly enhanced through links with various partners who ensure the pupils' learning is up to date, engaging and relevant. We are proud of what we currently offer, and strive constantly to expand and improve links with employers, universities, training providers and other relevant groups. The examples below are indicative of our many partnerships and links but are by no means exhaustive.

- Universities, employers and training providers play a prominent and visible part in the delivery of Careers Education to different groups, and through whole-school events such as the Careers and Apprenticeship Fairs, National Apprenticeship Week, National Careers Week, and the Lower Sixth Graduate Careers Showcase
- The school is an active participant in university outreach schemes, including those run by the University of Bath, University of Bristol, University of Oxford and the University of Cambridge
- Local schools – long-running partnerships include the B&NES Oxbridge Conference and HE+ programme
- The school has strong links with the Careers & Enterprise Company and participates at local CEIAG networking events organised through the local authority.
- Changes to the careers policy are approved by the School Governing Body and they are regularly informed about the progress of the careers programme via visits to the school and reports/presentations delivered by the Careers Lead. Martin Birchall is our School Governor with oversight of CEIAG.

##### **CEIAG in the wider curriculum**

Beechen Cliff School is committed to ensuring that CEIAG is embedded within the wider curriculum. Audits of Careers in the Curriculum are carried by Heads of Faculty and the Careers team annually. Such audits provide opportunities for academic departments to highlight good practice and identify areas where they may require support in developing aspects of CEIAG. This will then allow the Careers team to take Careers in the Curriculum into account when reviewing its provision and updating its development plan to take into account any gaps. Dedicated time is provided to subject teachers and staff to create and plan careers-based lessons.

##### **Parental involvement**

Beechen Cliff School recognises the importance of parental awareness of the CEIAG programme. Parents are kept informed via the school's website and careers bulletins.

Our Careers Adviser is available for consultations at parents' evenings in Years 9 to Upper Sixth. There are also information evenings on CEIAG topics for parents, for example, UCAS and Student Finance in Sixth Form and GCSE options in Year 9. Careers and Work Experience are also included in the Year 10 and Year 11 Parent information evenings at the start of the academic year.

Parents can email or telephone the Careers Adviser with queries or requests for information and are welcome to arrange a consultation if they wish to. There is also a dedicated work experience email address to facilitate queries from parents and enable a speedy response.

We are particularly keen to establish links with parents who are willing to share their experiences in employment. If parents feel that they could contribute to the CEIAG programme in any way, please contact Mrs E Pascoe - [epascoe@beechencliff.org.uk](mailto:epascoe@beechencliff.org.uk)

## **5. Monitoring, Review and Evaluation**

The quality of CEIAG is monitored and evaluated annually by the Senior Leadership Team (SLT).

- Departmental development plan and annual review with SLT
- Observation of CEIAG activities, including the tutorial delivery.
- Student evaluation via student surveys, questionnaires and focus groups.
- Tutor feedback – verbal feedback from tutor meetings- all key stages
- The views of parents are sought via school surveys/questionnaires
- The view of Higher Education providers and employers is sought through informal discussion and evaluation following contributions to school events
- Reviews of the data from the Careers & Enterprise Company Compass Evaluation
- Reviews of pupil/student destination data.

The review and evaluation for CEIAG inform the planning and implementation of the programme, ensuring that what we deliver is best tailored to the needs of all of our pupils. The school's provision is reviewed against national standards and best practices at least every three years.

Beechen Cliff School is committed to meeting the eight Gatsby benchmarks, as recommended as best practice in January 2018 statutory guidance.

The Department Development Plan is devised in September of each year, taking into account recent internal and external reviews and evaluations, as well as whole-school priorities. The plan is presented and reviewed in SLT, and appraisal targets for all staff are derived from development plan priorities.

This Policy will be reviewed regularly as part of the whole-school self-assessment process and will be reviewed by the Governors.

<http://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

## 6. Staffing and development

The school employs an experienced, Level 6 qualified Head of Careers whose performance is appraised through challenging, relevant and measurable targets using the school appraisal systems.

Training and professional development is a significant part of the effective implementation of CEIAG and is built into the annual needs assessment of the school's INSET planning.

### Key roles and responsibilities

Staff	Position	Responsibilities
Kim Mather	Head of Sixth Form & Careers Lead for SLT	Strategic management and coordination of CEIAG, linking CEIAG to wider school policies and development plan priorities.
Andrew Seal	Deputy Headteacher for Curriculum	Coordination of whole-school careers events and linking CEIAG to the curriculum at KS3, 4 and 5.
Emma Pascoe	Head of Careers	Coordination of CEIAG programme for Years 7-13. Delivery of CEIAG Activities Individual careers guidance
Martin Birchall	School Governor	Careers and Destinations
Michelle Fitzpatrick	Careers Administrator	Administration support

Issued: Sept 2022

Review: Term 1, annually

LST: TDM/KMA

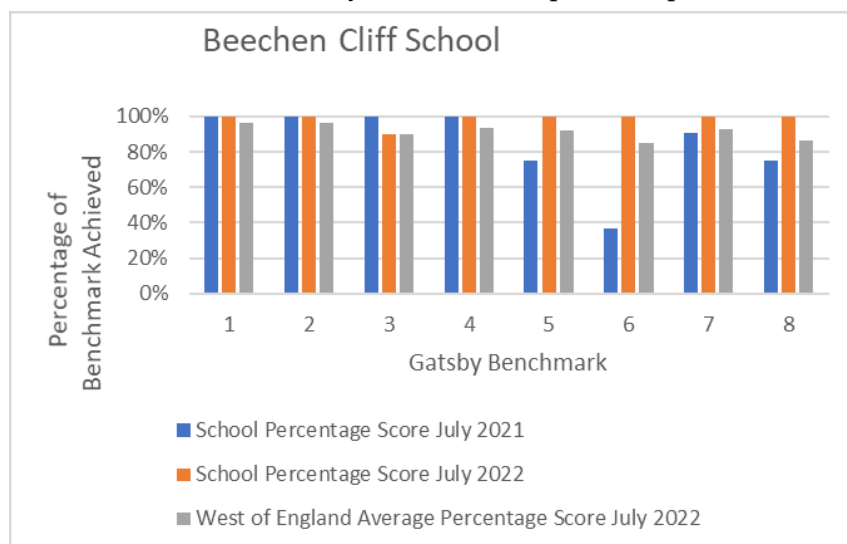
## Appendix 1: Meeting the Gatsby Benchmarks

Appendix 1 shows Beechen Cliff School's progress towards meeting all the Gatsby Benchmarks over the last few years (updated October 2022).

Benchmark	March 2020	June 2020	December 2020	March 2021	June 2021	December 2021	March 2022	June 2022	October 2022
1	82%	100%	100%	100%	100%	100%	100%	100%	100%
2	100%	100%	100%	100%	100%	100%	100%	100%	100%
3	81%	90%	90%	90%	100%	90%	90%	90%	90%
4	93%	100%	100%	100%	100%	100%	100%	100%	100%
5	100%	100%	100%	75%	75%	100%	100%	100%	100%
6	50%	62%	50%	50%	37%	100%	100%	100%	100%
7	95%	91%	91%	91%	91%	100%	100%	100%	100%
8	87%	87%	87%	87%	75%	100%	100%	100%	100%

## Appendix 2: Regional comparisons

Below are the most recently available comparisons provided in July 2022:



The progress shown and the comparisons are a good measure of the school's careers provision. As demonstrated, in 2022, the school made significant progress towards all benchmarks and is now equal to or above average compared to other schools in the West of England for all 8 benchmarks.



### Appendix 3: Destination Data

Appendix 3 shows Beechen Cliff School's destination data for the past few years.

Post-16 Destination Data:

	2019	2020	2021	2022
Sixth Form	70.7%	72.1%	72.4%	68%
College	19.7%	22.3%	23.8%	29%
Apprenticeship	3.5%	1.1%	1.5%	1%
Scholarship	1.0%	1.1%	1.5%	2%
Employment/ Home-schooled	N/A	1.7%	N/A	N/A
Unknown	5.1%*	1.7%	0.5%	N/A

*\*includes some out of area moves*

### Post-18 Destination Data

	2019	2020	2021	2022
University	80%	72%	69.3%	66%
Employment	8%	8%	11.1%	5%
Elite Apprenticeship	3%	2%	0.6%	2%
College (including Art Foundation)	N/A	4%	2.8%	8%
Gap Year	9%	13%	16.2%	19%

The destination data acts as a good measure of the impact of the school's careers programme.