



Batley Multi Academy Trust

Careers Education, Information and Guidance Policy

Batley Multi Academy Trust

Approved by: Board of Trustees

Ratified:

Created by: Trust Careers Network

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New Trust-wide policy: September 2024*

**Replaces school-specific policies*

Version History

Version	Date	Outline Description	Revision Author
1	September 2024	New Trust-wide policy (replacing school-specific policies)	Trust Careers Network

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Policy Statement

This policy was developed in collaboration with C&K Careers and Trust school Careers Leaders.

Attendance at Trust Careers Leaders, Careers Association meetings and network meetings is encouraged where possible to keep up to date with current thinking in Careers Educations & Guidance (CEG) and Information, Advice & Guidance (IAG) and Quality Standards (QiCS).

Annual review of this policy will be promoted and in the light of legislation and guidance from the Government, current trends, development plans and partnership activities, it will be amended and implemented.

Trust Careers Leaders map interventions across all Key Stages throughout the academic year and develop partnership work between all schools, business and industry, HE/FE, Apprenticeships/Technical providers, parents/carers and learners on a range of careers activities.

Introduction

CEIAG refers to a range of activities and interventions that help young people to make the right choices. This includes impartial advice and guidance at key transitional times for learners and access to up to date information on careers and other issues affecting their wellbeing and staying on in learning. Statutory Guidance requires schools to secure independent and impartial careers guidance for young people from Year 7 to Year 13 (September 2022).

This policy links to the key areas/objectives of each Trust schools' improvement plan, which focuses on raising achievement and the quality of teaching and learning across the curriculum. It will link into other related policies to enhance the guidance process across curriculum and pastoral areas and will be used as a tool to develop school objectives and priorities on teaching and learning, aspire and achieve.

CEIAG should help learners develop skills, attitudes and abilities which will enable them to be effective in a variety of adult occupations and roles. Effective careers education, information, advice and guidance raises aspirations, enables learners to make informed choices and helps them achieve their potential. It can help young people and their parents/carers make informed decisions about the number of opportunities available. CEIAG should equip learners to meet challenges positively and to learn throughout life.

All of our schools' careers programmes are in conjunction with the Gatsby Benchmarks set by the Government. These are effective from September 2018. Please refer to Appendix A for a copy of the benchmarks.

All learners need information, advice, guidance and support in making informed and realistic choices regarding their future life and the many roles they will take.

Guidance is the process of helping young people to be able to make choices about their personal, social, educational and vocational development. Our schools have a significant contribution to make, along with parents/carers and other support agencies in providing an effective programme of careers education and guidance. The process is developmental and continuous and all staff contribute alongside external agencies working in partnership (reference CDI Framework for Careers, Employability and Enterprise Education). It encompasses all aspects of school life and all staff who are involved in the personal, social and emotional wellbeing of the young person.

CEIAG at Batley Multi Academy Trust

Our Trust aims to:

- Provide effective leadership, management and promotion of CEIAG.
- Ensure effective collaboration across all of our schools to promote and career initiatives.
- Work with and involve our Trustees and Governors to promote each school's careers programme.
- Ensure appropriate training and continuing professional development of staff involved in CEIAG.
- Provide totally impartial and up to date information and guidance to all learners to explore career opportunities through close working with C+K Careers, employers, Enterprise advisors, FE/HE institutions and other relevant partners.
- Use current Labour Market Information to provide learners with a deeper awareness of occupational sectors and regional growth opportunities which will inform future study options.
- Enable all learners to access the Online Digital Careers Platform (Unifrog).
- Encourage all parents/carers to be involved in their child's career development and given the opportunity to take part in various career initiatives where appropriate.
- Encourage all learners to recognise and value their own skills and abilities and to appreciate their relationships with and responsibilities towards other people, the community and environment.
- Develop learners' skills which will help them to make informed and realistic choices for their future.
- Enable learners and parents/carers to be aware of the alternatives and

opportunities open to them at different stages of their life and to raise aspirations.

- Develop the skills, including communication and confidence that will be needed in new roles and situations.
- Encourage understanding and experience of the world of work.
- Promote equality of opportunity in respect of all protected characteristics.
- Encourage learners to investigate career opportunities both locally and nationally and through direct experience of the world of work, work related learning and enterprise activities.
- Encourage learners to implement their career plans.
- Review and evaluate in order to make improved decisions and manage the transition processes effectively.
- Provide access to a range of activities that inspire our learners, including employer talks, careers fairs, motivational speakers, colleges and university visits, coaches and mentors.
- Ensure learners are aware of all options to develop further in their pathway.

Careers education provides a way of developing knowledge, understanding and experience of opportunities in education, training and employment. It aims to develop skills needed to make improved decisions and it is a way of helping students to apply knowledge and understanding and skills to their own circumstances.

Best practice provision integrates careers guidance with a well-planned programme of careers education.

Statutory Requirements

Statutory guidance places schools under a duty to secure access to independent careers guidance for their students in school Years 7-13 (from January 2023). This must be presented impartially and must promote the best interests of students.

The 'access to schools for education and training providers' section has been revised following changes made through the Skills and Post-16 Education Act 2022, these changes will come into effect on 1 January 2023. Changes to the provider access legislation includes the minimum requirement to provide six encounters during years 8-13. Please see our Provider Access Policy for further information.

Expectation for Learners

Learners should expect:

- to be told about key people who can help with education, career and any other personal, health or financial problem.
- to get information on the guarantee of an offer of further learning at key points.
- to be told about financial help they can get to stay in education (e.g. bursaries/loans/grants).
- to know how to access information.
- to know where to get help after 19 years of age, 25 years if they have a disability.
- to be given opportunities to get involved in planning and improving information and advice services.
- to complete an exit interview where students move elsewhere at the end of Year 11 and 12.

Help should:

- be quickly and easily available.
- respect individual needs.
- be confidential.
- instil confidence in order to plan the next step.
- be impartial and all relevant options should be considered.
- signpost the National Careers Service and local websites where appropriate.
- include access to the CEIAG team and relevant staff.

To ensure quality and demonstrate it meets robust national standards the school will work towards continuously achieving the Quality in Careers standard awarded by C&K Careers as a licensed awarding body (Appendix B).

Wherever possible, parents/carers are informed and encouraged to take an active part in the CEIAG of their children. Use of the school website, internet and e-mail also allows current information to be given to parents.

Organisation and Content

The careers education programme is delivered through a structured programme in Key Stages 3, 4 and 5. To access each school's career programme and information, please see the relevant links below:

[Batley Girls' High School](#)

[BG6](#)

[Batley Grammar School](#)

[Upper Batley High School](#)

Key Stage 5 Provision (BG6)

As part of the PSHE period, BG6 students receive talks from external speakers on all aspects of university life, preparation for personal statements and UCAS forms, interview skills and all aspects of progression.

Each learner has access to the Careers Resource Area and can request interviews with the Careers Adviser. The role of the form tutor is also crucial in the sixth form. The CEIAG team works with BG6 colleagues to ensure learners are following an appropriate study programme. Additionally there is the employability programme for learners who prefer the work based routes.

School Improvement Plans

The yearly Career Plan/Service Delivery Agreement is put together in consultation with staff, Careers Advisers and senior leadership. The focal areas are driven by the whole school improvement plan. These are then identified in the department improvement plan alongside the focal points identified by the whole school priorities and through review and monitoring cycles.

Cross-Curricular Links

These are made with appropriate departments and enhanced by work related learning/enterprise activities. All learners are encouraged to develop an understanding and awareness of equality in relation to all protected characteristics.

Our schools actively promotes personalised learning approaches in order to raise aspirations and to break down cultural and economic barriers in order to fulfil their potential.

Tracking

The career related opportunities that learners access must be recorded and tracked to ensure that all learners participate in at least one meaningful encounter with an employer every year from the age of 11.

Provision for SEND Learners

Close links with the Special Educational Needs and Disabilities Coordinator (SENDCo) ensure that equal opportunities and inclusion are addressed. Reference should be made to the [SEND Code of Practice](#).

Key Personnel

CEIAG Delivery

The Careers education programme is delivered through the PSHE programme. Group work sessions are delivered and led by the CEIAG team with form tutors in support where appropriate. The Careers Leaders ensure that staff are updated and given the appropriate training either through formal requests or informal sessions.

The Careers Leaders map intervention across Key Stages throughout the academic year and this is mapped with the Gatsby Benchmarks and the CDI Framework (Appendix C).

The CEIAG team works with key school and external partners to promote KS3 focus events. These are developed on a rolling programme with the aim of raising awareness of progression opportunities in specific sectors. These activities will also include parents to participate. C&K Careers in conjunction with the school will implement virtual activities for learners (where necessary and appropriate).

There are regular links with identified personnel to ensure individual needs are met. Key pastoral staff such as progress leaders/form tutors/year leaders and pastoral support feed in information to support the guidance process. Careers advisers are invited to contribute to Year 9 and Year 11 learner review. Overall responsibility is given to the Careers Leader to ensure the CEIAG programme is updated and developed. Careers Champions have been identified in each curriculum area to ensure that careers are an integral part of their subject area.

Governance

A Trustee and Governor (at each school) is strategically linked to Careers Education and Guidance. The Governors work closely with the Careers Leader and are consulted regularly on the careers programme. Governors offer a critical but supportive challenge to the CEIAG team to ensure the school is meeting its requirements. The Trustee link will have full oversight across the Trust and ensure a collaborative approach is embedded across the family of schools and provide support and challenge where necessary and appropriate.

Safeguarding and Child Protection

Our Safeguarding and Child Protection Policy (and procedures) is paramount and can be found [here](#). All staff have access to the policy and are aware of their responsibilities.

Partnership Activities & Support

C&K Careers service supports our schools in enhancing the CEIAG provision through INSET, network meetings, advisory sessions and consultancy e.g. support for the Awarding body for the Quality in Careers Standard. An annual service delivery agreement is drawn up between the school and C&K Careers. Links with employers and training providers enhance the programmes where possible.

Destination Data

Recent results from our learners' destinations are published annually on each schools' website.

Assessment, Review and Evaluation

The Careers Leader at each school is responsible for the annual review of CEIAG. Review

and evaluation is carried out termly on an informal basis between the Careers Leader, the SLT link with responsibility for Careers and the Careers Adviser in line with the Service Delivery Agreement. Feedback from staff, learners and year teams also helps in evaluating the CEIAG programme and targets are set for the next year. The learning outcomes are a tool for measuring the effectiveness of the CEIAG programme. Departmental monitoring forms part of the whole school monitoring system, focusing on termly focal areas. Feedback from staff, learners and careers advisers helps to monitor any deficiencies.

Careers teams update the Careers Enterprise Compass tool every term to meet the 8 Gatsby Benchmarks.

Student voice is encouraged through the use of the website, school council and focus groups.

To ensure a high quality offer, schools actively work towards maintaining the Quality in Careers standard awarded by C&K Careers as a licensed awarding body.

Resources

www.cegnet.co.uk

www.thecdi.net

www.careersengland.org.uk (for information on QiCS)

www.education.gov.uk (for information on Raising the Participation Age)

www.ofsted.gov.uk: Ofsted Thematic Review of Careers Guidance, Going in the Right Direction?

Publications:

DfE Statutory Guidance on Careers Guidance & Access for Education & Training providers. (January 2023)

CDI Career Development Framework (April 2021)

Career & Work Related Education Framework ACEG (April 2012)

National Careers Service 'The Right Advice at the Right Time' Department for Business Innovation & Skills (April 2012)

Destinations Data Good practice for schools (October 2018)



Appendix A - Gatsby Benchmarks

Benchmark	Summary	Description
A stable careers programme	Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.	<p>Every school should have a stable, structured careers programme that has the explicit backing of the senior management team, and has an identified and appropriately trained person responsible for it.</p> <p>The careers programme should be published on the school's website in a way that enables pupils, parents, teachers and employers to access and understand it. The programme should be regularly evaluated with feedback from pupils, parents, teachers and employers as part of the evaluation process.</p>
Learning from career and labour market information	Every pupil and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make the best use of available information	<p>By the age of 14, all pupils should have accessed and used information about career paths and the labour market to inform their own decisions on study options.</p> <p>Parents should be encouraged to access and use information about labour markets and future study options to inform their support to their children.</p>
Addressing the needs of each pupil	Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.	<p>A school's careers programme should actively seek to challenge stereotypical thinking and raise aspirations.</p> <p>Schools should keep systematic records of the individual advice given to each pupil, and subsequent agreed decisions. All pupils should have access to these records to support their career development.</p> <p>Schools should collect and maintain accurate data for each pupil on their education, training or employment destinations for at least three years after they leave the school.</p>

Benchmark	Summary	Description
Linking curriculum learning to careers	All teachers should link curriculum learning with careers. For example, STEM subject teachers should highlight the relevance of STEM subjects for a wide range of career pathways.	By the age of 14, every pupil should have had the opportunity to learn how the different STEM subjects help people to gain entry to, and be more effective workers within, a wide range of careers.
Encounters with employers and employees	Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment opportunities including visiting speakers, mentoring and enterprise schemes.	Every year, from the age of 11, pupils should participate in at least one meaningful encounter* with an employer. *A 'meaningful encounter' is one in which the student has an opportunity to learn about what work is like or what it takes to be successful in the workplace.
Experience of workplaces	Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.	By the age of 16, every pupil should have had at least one experience of a workplace, additional to any part-time jobs they may have. By the age of 18, every pupil should have had one further such experience, additional to any part-time jobs they may have.
Encounters with further and higher education	All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.	By the age of 16, every pupil should have had a meaningful encounter* with providers of the full range of learning opportunities, including sixth forms, colleges, universities and apprenticeship providers. This should include the opportunity to meet both staff and pupils. By the age of 18, all pupils who are considering applying for university should have had at least two visits to universities to meet staff and pupils. *A 'meaningful encounter' is one in

		which the student has an opportunity to explore what it is like to learn in that environment.
Personal guidance	Every pupil should have opportunities for guidance interviews with a Careers Adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs.	Every pupil should have at least one such interview by the age of 16, and the opportunity for a further interview by the age of 18.

Appendix B - Quality in Careers Standard

C&K Careers is a licensed awarding body for the Quality in Careers Standard. The Standard showcases and supports the development of outstanding careers education, information, advice and guidance (CEIAG). The nationally recognised award is one of the highest accolades an organisation can receive for excellence in this area of work. Over 60% of all mainstream schools in Calderdale and Kirklees hold the standard and have done so continuously for a number of years. We also work with an increasing number of institutions from other areas of the country. 100% of institutions assessed return to us for their reassessments every 3 years.

What is the Quality in Careers Standard?

The Quality in Careers Standard is the dedicated national quality award for Careers Education Information Advice and Guidance. There are already over 1100 Schools, Colleges and Work Based Learning providers in England who either hold or are working toward the Quality in Careers Standard. This includes over 30% of England's state secondary schools and academies as well as 30% of England's Sixth Form Colleges.

There are 3 possible assessment outcomes:

1. Deferral – insufficient evidence against the criteria.
2. Making Good Progress' robust systems in place to meet all 8 Gatsby Benchmarks as well as meeting further Quality in Careers Standard criteria.
3. Fully meeting the accreditation criteria including the Gatsby Benchmarks.

Outcomes

2 and 3 above are successful outcomes and are both causes for celebration. Each organisation achieving these outcomes will gain a certificate to share their achievement with their learners, parents and families and the broader community.

Why undertake the Quality in Careers Standard?

Holding the Standard demonstrates your institution meets the requirements of legislation and Government guidelines relating to CEIAG (DfE statutory guidance and Ofsted). The Statutory Guidance strongly recommends that schools should work towards the Quality in Careers Standard to review and evaluate provision. The revised Statutory Guidance states "schools can gain formal accreditation of their careers programme through the Quality in Careers Standard - the national quality award for careers education, information, advice and guidance. The Standard offers an opportunity for schools to undergo an external evaluation of their careers programme and so is distinct from the Compass self-assessment. The criteria for the standard has recently been revised and it is now fully aligned to the Gatsby Benchmarks. From September, all assessments will be against revised criteria as agreed by DfE, the Board, Gatsby Foundation and the Careers and Enterprise Company.

How will it benefit your organisation?

It provides an excellent framework for both the delivery and the evaluation of CEIAG, the evaluation process can help to provide independent, objective evidence for inspections such as Ofsted. Additional benefits of good CEIAG provision includes improved attendance, achievement and outcomes for learners. Holding the Quality in Careers Standard also demonstrates that you either fully meet or are making good progress towards meeting the Quality in Careers Standard national criteria incorporating the eight Gatsby Benchmarks. The Standard also provides peace of mind for parents/carers knowing that their child's school is investing in their careers guidance.

A dedicated team of experienced assessors guide you through the assessment process, providing support along the way. They audit the CEIAG provision, and support to develop and enhance the CEIAG offering and ensure it meets statutory guidelines. Work is submitted via a secure online system.

Appendix C - CDI Areas of Learning

1. Self-awareness
2. Self-determination
3. Self-improvement as a learner
4. Exploring careers and career development
5. Investigating work and working life
6. Understanding business and industry
7. Investigating jobs and labour market information
8. Valuing equality, diversity and inclusion
9. Learning about safe working practices and environments
10. Making the most of careers information advice and guidance
11. Preparing for employability
12. Showing initiative and enterprise
13. Developing personal financial capability
14. Identifying choices and opportunities
15. Planning and deciding
16. Handling applications and selection
17. Managing changes and transitions