



NEW COLLEGE LEICESTER



**Careers Education, Information,
Advice & Guidance (CEIAG)
Policy**

June 2024

1. Introduction

The Careers Education and Guidance programme makes a major contribution in preparing young people for opportunities, responsibilities and experience of life. It helps young people make decisions and manage transitions as learners and workers. It is vital that all 11-16year olds who attend New College Leicester have the knowledge and skills they need in order to make informed choices and achieve economic wellbeing in later life.

2. Rationale for CEIAG

A young person's career reflects the progress they make in learning and work. In order to make outstanding progress, all learners need a planned programme of activities to help them to choose pathways which are appropriate for them. This will enable them to be able to manage their careers, sustain employability and achieve personal and economic wellbeing throughout their lives.

3. Commitment

At New College Leicester, we are committed to providing a planned programme of CEIAG for all students in years 7–11 following the guidance from the DfE ([Careers guidance and access for education and training providers \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/61231/careers-guidance-and-access-for-education-and-training-providers.pdf)) & the CDI framework ([CDI 86-Framework-Guidance in Secondary Schools-webFINAL.pdf \(the CDI.net\)](https://www.the CDI.net/CDI-86-Framework-Guidance-in-Secondary-Schools-webFINAL.pdf)). We also give learners access to impartial careers information, education and guidance from a Level 6 Careers Adviser as well as providing extra support as required for learners with additional needs. We endeavour to follow best practice guidance from the careers profession, other expert bodies such as Ofsted and from Government departments which might appear from time to time. We are committed to maintaining our Career Mark Award.

4. Students' needs

The careers programme is designed to meet the needs of learners at New College Leicester. Activities are differentiated and personalised to ensure progression in the students' learning and development, and to strengthen their motivation, aspirations and attainment whist at our college.

5. Entitlement

Students are entitled to CEIAG which meets professional standards of practice and is delivered by trained members of staff. CEIAG provided by New College Leicester is person-centred and impartial. Activities are embedded in the curriculum and are based on a partnership with learners and their parents/carers. The programme raises aspirations, challenges stereotyping and promotes equality and diversity.

All learners in the college will:

Take part in a career's education programme in years 7–11 which helps them to:

- understand their education, training, employment and other progression opportunities
- develop the skills they need to plan and manage their own personal development and career progression
- access relevant information and learning from taster activities and experience of work
- make and maintain individual progression plans to help them improve their prospects of success
- offer feedback and ideas on how to improve the careers programme

Obtain career guidance that is:

- impartial
- focused on individual needs and fit for purpose
- supportive of equal opportunities
- provided by people with relevant training and expertise

6. Management

Mrs E King (Careers Leader) co-ordinates the careers programme and is responsible to the Assistant Principal, Mrs C Wilson. This area is supported by our Link Governor - Kate Walewska

7. Staffing

All members of staff will contribute to CEIAG through their roles as tutors and subject teachers. The CEIAG programme is planned, monitored and evaluated by the Careers Leader in consultation with the Leadership Team, and other key staff members such as Heads of Year. Careers information will be available on prominent notice boards around the school, the careers noticeboard outside the theatre and the careers section in the college library.

8. Careers Education, Information, Advice and Guidance Programme

Careers Education is an important part of the whole curriculum. Beginning in Year 7 and progressing through to Year 11, in line with the CDI Framework the programme will:

- Empower young people to plan and to manage their own futures.
- Respond to the needs of each learner.
- Provide comprehensive information, advice and guidance.
- Raise students' aspirations.
- Actively promote equality of opportunity and challenge stereotypes.
- Help young people to progress including by making good decisions and transitions.

The careers programme includes careers education sessions from year 7-11, which mainly occur during personal development lessons. Guest speakers lead relevant assemblies and workshops, e.g. focusing on apprenticeships, careers in the services and public sector. Other focused events; careers fairs for Years 7-11, mock interviews for students in key stage 4 with volunteers from our professional community and CV writing. We have also introduced careers weeks for tutor time to enable this time to be solely focused on CEIAG-related activities.

As part of our programme learners in Year 11 will receive 1-1 tutorials from a Level 6 Careers Adviser to assist in their progression onto further education (e.g. A-Levels, T-Levels, technical certificates) or apprenticeships. This provision and its effectiveness are monitored annually by the Assistant Principal.

9. Wider Support for CEIAG includes:

- Ongoing support from a Level 6 Careers Adviser.
- KS4 vocational courses

- Liaison with the Inclusion Faculty, Educational Welfare Service and a Level 6 careers adviser for students with learning/and or attendance difficulties
- Access to a virtual Work Experience Programme
- Events for parents/carers and students which include CEIAG
- Enterprise and Employability events
- Careers Fair
- Aspire Programme and events
- SEND support
- Positive Steps@16 post-16 application system with support from personal development teachers and tutors

10. Assessment and accreditation

The intended career learning outcomes for learners are based on the CDI Framework for careers, employability and enterprise education.

11. Partnerships

Links are also developed with local 14-19 partners, universities, the Pathways programme and local employers.

12. Resources

Funding is allocated in the annual budget planning round in the context of whole college priorities and particular needs in the CEIAG area. The Careers Leader is responsible for the effective deployment of resources. Sources of external funding for activities are actively sought.

13. Staff development

Staff training needs are identified in conjunction with the Leadership team. The College endeavours to meet training needs within a reasonable period of time.

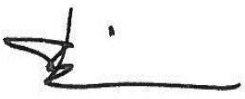

Careers Education is delivered through staff in-service training and through formal external training. Staff involved in delivering training for careers education: Mrs E King (Careers Leader)

Principal	James Aldred
SLT responsible for CEIAG	Cerin Wilson
Level 6 Careers Adviser	tbc
SENDCo	Dina Mayes
Careers Leader	Emma King
Governor for CEIAG	Kate Walewska

14. Monitoring, review and evaluation

The programme is reviewed annually by the Careers Leader to identify areas for improvement. A report is submitted to the Leadership Team and Governors each year if required. Evaluation of different aspects of CEIAG is undertaken regularly.

Reviewed and Agreed by Governors on:

Author:	Mrs E King – Careers Leader			
Review Date:	June 2025			
Signed:		Chair of Governors: Sue Billington	Date:	13.06.24
Signed:		Principal: Jane Brown	Date:	13.06.24

