



# Altrincham Grammar School for Girls

Bright Futures EDUCATIONAL TRUST

Name:	Careers Education, Information, Advice & Guidance (CEIAG) Policy and Enterprise Education
Approved by:	Governors – T,L B&S Committee
Policy Created:	2011
Date of review	2 years
Update Approved:	June 2021
All policies are available to stakeholders either on the school website or upon request from the school office.	

## PRINCIPLES

At Altrincham Grammar School for Girls, we believe that a young person's career reflects the progress they make in both learning and work. It is part of the vision and mission of the school that all learners need a planned programme of activities to help them choose the 14-19 pathways that are right for them and to be able to achieve personal and economic wellbeing throughout their lives.

This policy is consistent with the BFET vision; to provide a world class education within our schools to enable every student to realise their full potential and, in particular, their academic potential.

## PURPOSE

The staff at Altrincham Grammar School for Girls, recognise that we have a statutory duty to secure access to independent careers guidance for pupils and students aged 13-18 (The Education Act, 1997) and to give learners access to impartial careers' information, education and guidance. It is committed to providing a planned programme of impartial careers education and information, advice and guidance (CEIAG) and Enterprise Education for all learners in Years 7-13, in partnership with external professional providers; and to provide extra support, as required, for learners with additional needs.

Altrincham Grammar School for Girls endeavours to follow best practice guidance from the careers' professional, from other expert bodies such as OFSTED and from Government departments. This policy aims to meet the 8 Gatsby Charitable Foundation's Benchmarks, as set out in 'Careers guidance and access for education and training providers: Statutory guidance for governing bodies, school leaders and school staff', January 2018.

## POLICY

<b>1.</b>	<b>Development</b> This policy has been developed and will be reviewed biennially in discussion with, students, governors, advisory staff and other external partners. It will be updated based on statutory guidance.
<b>2.</b> <b>2.1</b>	<b>Pupil and student needs and entitlement</b> The careers programme is designed to meet the needs of pupils and students at Altrincham Grammar School for Girls. Activities are differentiated and personalised to ensure



<p>2.2</p>	<p>progression in their career learning and development, and to strengthen their motivation, aspirations and attainment at school. Activities will be embedded in the curriculum and based on a partnership with pupils and students and their parents/carers.</p> <p>Pupils will be encouraged to develop enterprise skills, learning to take risks and solve problems resulting in a creative and innovative outcome.</p>
<p>3.</p> <p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p> <p>3.6</p>	<p><b>Implementation</b></p> <p><b>Management</b></p> <p>The Assistant Vice Principal, Head of Sixth Form co-ordinates the careers programme and is responsible to the Principal. This area is supported by a member of the School Governing body. The programme is supported by a CEIAG co-ordinator, who is a member of the associate staff in school.</p> <p><b>Staffing</b></p> <p>All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered by the Citizenship/PSHE education team. The CEIAG programme is planned, monitored and evaluated by the Assistant Vice Principal, Head of Sixth Form in consultation with the senior leadership team. Careers information is available in the on the school website and careers software. These resources are maintained by the CEIAG Co-ordinator and the external professionals.</p> <p><b>Curriculum</b></p> <p>The careers programme includes: lessons delivered through citizenship; off timetable days, interviews with Connexions advisor; interviews with external providers; work experience; trips and visits, including UCAS convention, university and skills fair; biennial careers convention in school; careers talks; assemblies; online careers software; alumnae connections.</p> <p>The school enterprise initiative aims to provide pupils with practical experience of business and finance. Skills for enterprise education are developed through off timetable days for Years 7-11 and enterprise opportunities for Years 7-12. Students are regularly asked to evaluate activities and appropriate changes are made following their feedback.</p> <p><b>Assessment and accreditation</b></p> <p>In line with 'Careers guidance and access for education and training providers' statutory guidance 2018, the Gatsby Charitable Foundation's Benchmarks will be used to develop and improve careers provision. The recommended compass online self-evaluation tool will be used to assess progress.</p> <p><b>Partnerships</b></p> <p>An annual SLA with Connexions is negotiated between the school and Trafford, which identifies the contributions that will be made by the Connexions service to ensure that impartial advice and guidance is given to students. Links are continuously being developed with employers and businesses. This SLA is reviewed annually by the Assistant Vice Principal, Head of Sixth Form and the CEIAG coordinator and annually by the Principal. The school work in partnership with Bridge GM connecting a network of businesses, education leaders and careers professionals to provide young people with a stable careers programme. Alongside this, we work with an Enterprise Adviser, from a business background and a Link Governor for CEIAG.</p> <p><b>A separate policy regarding provider access can be found on our website.</b></p> <p><b>Resources</b></p> <p>Funding is allocated in the annual budget planning round in the context of the whole school priorities and particular needs in the CEIAG and enterprise areas. The Assistant Vice Principal, in liaison with the CEIAG coordinator, is responsible for the effective deployment of resources. Sources of external funding for activities are actively sought.</p>



<b>3.7</b>	<p><b>Staff Development</b></p> <p>Staff training needs are identified in conjunction with the Assistant Vice Principal responsible for CPD. CPD is offered to key staff.</p>
<b>3.8</b>	<p><b>Monitoring, review and evaluation</b></p> <p>The programme is reviewed annually by the Vice Principal, Head of Sixth Form, CEIAG coordinator. Evaluation of all aspects of CEIAG and enterprise education is undertaken regularly. CEIAG is reported to the Governor's Sub-Committee for Teaching Learning and Behavioural Safety. We measure and assess the impact of our careers programme in the following ways:</p> <ul style="list-style-type: none"> <li>• Destination measures for Y11 &amp; Y13</li> <li>• Student voice and parent/staff feedback</li> <li>• Employer feedback</li> <li>• Visiting partners</li> <li>• Work experience evaluation</li> <li>• Compass self-evaluation tool</li> <li>• Working with the Enterprise Adviser Network</li> <li>• External accreditation</li> </ul>

This policy should be read in conjunction with other policies which the policy for CEIAG supports:

- CEIAG Provider Access Policy
- Behaviour for Learning
- Teaching and Learning
- Assessment, Recording and Reporting
- Citizenship
- Pastoral
- Single Equality Policy
- Looked After and Previously Looked After children
- Special Educational Needs and Disability Equality
- Visiting Speakers' Policy

**Responsibility**

<b>Responsible Staff</b>	<p>Mrs K.Galvin Assistant Vice Principal, Head of Sixth Form Mrs K.Gillibrand CEIAG Co-ordinator Atahar Ayub Link Governor for CEIAG</p>
<b>Approving body</b>	<p>Governors – Teaching, Learning, Behaviour and Safety committee</p>