



**Careers Education  
Information, Advice  
& Guidance  
Commitment**

## Process

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## Contents

Process .....	2
Introduction .....	3
Compliance: Legal, Statutory and Internal Regulations: .....	3
Scope:.....	3
Commitment Statement.....	4
Appendix: Gatsby Career Benchmarks Standards of Excellence: .....	5

## **Introduction**

St. Mary's College recognises that it has a responsibility to ensure that all students are provided with independent, impartial careers information, advice and guidance.

A students' career reflects the progress they make in learning and work. It is part of the vision and mission of St. Mary's College that all students require a planned programme of activities to assist progression decisions that meet their needs, and to enable students to manage their careers, sustain employment and achieve personal and economic wellbeing throughout their lives.

Informed by our mission statement, values and strategic priorities we aim to:

- Ensure that our students make excellent progress and progress with confidence to higher education or employment

St. Mary's College endeavours to provide outstanding levels of guidance and support inside and outside the classroom, following best practice guidance from the Department for Education, Ofsted, professional bodies and published research.

St. Mary's College aims to ensure careers education information advice and guidance:

- Is presented in an impartial manner
- Includes information relating to a range of progression pathways
- Is provided in the best interest of the student

## **Compliance: Legal, Statutory and Internal Regulations:**

- Education Act 2011
- Equality Policy & Procedures
- Careers Guidance & Access for Education and Training Providers 2018
- Careers Strategy – Making the most of everyone's talents 2017
- Equality Act 2010

## **Scope:**

The Careers Education Information, Advice and Guidance Plan (CEIAG Plan) applies to all students.

Specific accountabilities of parties are:

- The Assistant Principal holds ultimate accountability to ensure CEIAG support and accurate up to date information is available to all students
- The Student Guidance Advisor and Work Experience Co-ordinator have responsibility for the delivery of the support and service
- All colleagues have a duty to ensure students are encouraged and signposted to the specialist support and the provision of impartial IAG to students, parents / carers (if applicable)

## Commitment Statement

St. Mary's College is committed to meeting the Gatsby Career Benchmarks Standards of Excellence; ensuring that careers education information advice and guidance is designed and delivered to meet the needs of students.

Students are entitled to impartial and confidential CEIAG which is person centered, meets professional standards of practice and is delivered by specialist personnel.

Activities are integrated into the curriculum and based on a partnership with students and parents / carers (if applicable) and employers. Activities are differentiated and personalised to ensure progression in student career learning development and to ensure student motivation, aspirations and attainment are strengthened. CEIAG aims to challenge stereotyping and promote equality and diversity.

Activities include but are not limited to; one to one careers guidance interviews with a Registered Careers Development Professional, careers education workshops, research activities, on line resources, work placement, employer visits, employer career journey talks, HE and Employment Fairs.

The Assistant Principal is accountable for CEIAG provision, ensuring the Careers and Guidance Leader manages a careers education programme and an Employer Engagement Plan is integrated into study programmes in consultation with Heads of Faculty.

Advice and guidance will be delivered by individuals with the appropriate skills to do so. The Student Guidance Advisor and Progress Tutors have undertaken suitable training and professional development to ensure that they are able to manage their role and responsibilities. The Student Guidance Advisor will attend relevant CEIAG training opportunities and network meetings to update knowledge and skills and disseminate information relating to CEIAG to colleagues.

St. Mary's College is committed to continual professional development, including that related to CEIAG for all colleagues, and recognises the benefits of such training and awareness raising to the CEIAG programme.

St. Mary's College monitors and evaluates provision via student destinations, employee, employer, parent/carer and student feedback and external accreditation standards. CEIAG provision is reviewed annually and a report submitted to the Executive, as part of the self-assessment and continual quality review cycle.

**Signed:**

**Title:**

**Date:**

Elissa Best

Principal (Interim)

07/07/21

## **Appendix: Gatsby Career Benchmarks Standards of Excellence:**

### **A stable careers programme:**

Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.

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

Every student, 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 best use of available information.

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

Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.

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

All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.

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

Every student 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 activities including visiting speakers, mentoring and enterprise schemes.

### **Experiences of workplaces:**

Every student 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.

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

All students 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.

### **Personal guidance:**

Every student should have opportunities for guidance interviews with a career 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.