Careers Education Information Advice & Guidance (CEIAG) Policy for Secondary Schools

	Position/Committee	Date
Prepared by	CEO	February 2025
Approved by	Trust Board	February 2025
To be Reviewed	Trust Board	March 2027

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Careers Education, Information, Advice and Guidance Policy (CEIAG)

1. Trust Vision

Our vision is that as a result of exceptional Careers Education, Information, Advice and Guidance, students will be equipped with the knowledge, skills and confidence to make informed decisions about their next steps and, ultimately, to make a positive difference to their own lives and to the lives of others. The Trust's over-arching aim is to develop and sustain high quality impartial CEIAG for all its students.

Moorlands Learning Trust will base its careers provision around the Gatsby Benchmarks and believes that good CEIAG connects learning to the future, widens students' horizons, challenges stereotypes, and raises aspirations.

This will support social mobility by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.

2. Statutory Requirements and linked documents

Legislation this policy refers to:

- This policy is based on the Department for Education's (DfE's) statutory Careers guidance and access for education and training providers.
- Section 42A, 42B, 45 and 45A of the Education Act 1997 http://www.educationengland.org.uk/documents/acts/1997-education-(schools)-act.html
- Section 72 of the Education and Skills Act 2008 http://www.educationengland.org.uk/documents/acts/2008-education-and-skills-act.html
- Schedule 4 (15) of the School Information (England) Regulations 2008 https://www.legislation.gov.uk/uksi/2008/3093/part/4/made
- This policy is also in line with the more recent Skills and Post-16 Act 2022, which came into force on **1 January 2023**. It explains that secondary schools must provide a minimum of **6 encounters** with technical education or training providers to all pupils in years 8 to 13. Specific details on these encounters may vary by school, including those without a sixth from and details can be found on individual school websites.
- This policy is also in line with the Education (Careers Guidance in Schools) Act 2022. This came into force on 1 September 2022, and amended the existing duty in The Education Act 1997, stating that:
    - Secondary schools must now secure independent careers guidance from year 7 (instead of from year 8, previously)
    - Academies in England are now required to provide and publish careers guidance
- The above guidance requires that individual Trust schools publish information about their careers programme on their website.
- This policy complies with our funding agreement and articles of association.

- We also act in line with our statutory duty under the 'Baker Clause', to be impartial and not show bias towards any route, be that academic or technical.

3. Policy Scope

This policy covers Careers Education, Information, Advice and Guidance (CEIAG) given to students on roll in Moorlands Learning Trust secondary schools.

This policy accepts the 8 'Gatsby Benchmarks' as set out in the DfE guidance*:* https://www.gatsby.org.uk/education/latest/gatsby-launches-good-career-guidance-reaching-the-gatsby-benchmarks

This policy recognises the legal duty of Moorlands Learning Trust to ensure that a range of education and training providers can gain access to students in Year 7 to Year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships.

All members of staff at Moorlands Learning Trust are expected to be aware of this policy and the importance of Careers Education, Information, Advice and Guidance in the education of students; CEIAG is not the sole responsibility of the Careers Leader.

It is important all students leave Moorlands Learning Trust aware of their skills and strengths as individuals, aware of the opportunities available to them and able to make some decisions about their own life. They should be prepared for the transition from full time education to the world beyond. It is to these aspects of personal and social development that this policy will contribute.

4. Objectives:

The overall objectives of the Trust CEIAG policy are as follows:

- To ensure that all students at Moorlands Learning Trust receive a stable careers programme
- To enable all students to learn from information provided by the career and labour market
- The CEIAG programme should be individual and address the needs of each student for them to achieve their personal best
- To link the curriculum learning to careers learning
- To provide students with a series of encounters with employers and employees
- To provide students with experiences of workplace(s)
- To ensure that students have a series of meaningful encounters with further and higher education
- To provide each student with the opportunity to receive personal guidance

4. School Responsibilities

Each school has a series of statutory duties to fulfil on behalf of Moorlands Learning Trust:

- All students must have access to independent careers advice in all years

- This careers advice must be represented in an impartial manner, showing no bias towards a particular institution, education or work option
- This advice must cover a range of education or training options including apprenticeships and technical education routes
- This guidance must be given in the best interests of the student
- There is clear opportunity for education and training providers to have access to pupils in Year 7–13 in order to inform them about approved technical qualifications or apprenticeships
- Schools are also required to appoint a Careers Leader who should be distinct from the Careers Advisor
- Schools are also required to publish details of their Careers Programme on their website
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As part of Moorlands Learning Trust, each school will continuously monitor its CEIAG offer and seek further improvement. This will be done by the personnel involved in the design and delivery of the programme as well as the senior leader(s) with strategic oversight for CEIAG at the school – see Appendix 1 below for school specific details.

5. Trustee / Governor Responsibilities

The Board of Trustees and each school's governing body where applicable, maintains oversight of each school's CEIAG provision to ensure that schools have a clear commitment to CEIAG and that this is clearly communicated to all stakeholders. In particular they will ensure that

- Each school's approach to CEIAG will be based on the eight Gatsby Benchmarks and will support MLT to meet its statutory Careers' obligations.

- Each school has arrangements in place to allow a range of educational and training providers to access pupils in Years 7 – 13

- Each school has a designated member of the governing body who takes a strategic interest in CEIAG and reports back to the Local Governing Body (LGB) regularly on the school's CEIAG programme. The nominated governor should also look to support the school to encourage employer engagement e.g. through the school's Enterprise Adviser if one is in place. N.B. Where the school does not have a LGB then a nominated Trustee will fulfil this role.

- Schools appoint a Careers Leader

- Schools publish details of their Careers Programme on their website

6. Provider Access

This section sets out Moorlands Learning Trust's arrangements for managing the access of providers to students at each school for the purpose of giving them information about the provider's education or training offer. This complies with the Trust's legal obligations under Section 42B of the Education Act 1997.

All students in years 7-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Education and training providers should get in touch with the individual school directly in order to arrange access to students and/or parents to inform them about opportunities as part of the school's planned Careers' Programme.

See Appendix 1 below for school specific contact details.

Each school will make available AV and other specialist equipment to support provider presentations. This will be discussed and agreed in advance of any visit with the designated Careers contact at each school.

7. Monitoring, Evaluation and Review

The Headteacher of each school will ensure that:

- The work of the Careers Advisor and the delivery of CEIAG events are supported and monitored
- A member of the Senior Leadership Team has an overview of CEIAG work and reports regularly back to the senior leadership team and Local Governing Body as appropriate

The effectiveness of this policy will be measured in a variety of ways e.g:

- Feedback from stakeholders through mechanisms such as employer, student and parent surveys and attendance and participation at events
- Feedback from external visitors to / accreditation for the school, for example, the Enterprise Co-ordinator, external reviews, Quality in Careers Mark and Ofsted as appropriate
- Analysis of numbers of students securing the range of different destinations, and the number who are NEET in October having left the school in the previous summer

8. Links to other Trust policies

- Work Experience Policy

Appendix 1

ILKLEY GRAMMAR SCHOOL
A MOORLANDS LEARNING TRUST ACADEMY

Name of School / Academy	Ilkley Grammar School (IGS)
Address	Cowpasture Road, Ilkley, LS29 8TR
Telephone Number	01943 608424
Email	admin@igs.mlt.co.uk

Careers Contacts

Role	Name
Senior Leadership Link	Jamie Gutch
Careers Leader	Victoria Marshall
Careers Adviser	Tracey Lowe
Enterprise Advisers	Peter Goodman, Paul Wintersgill

Provider Access Contact Details:

Role:	**Name**
Careers Leader	Victoria Marshall
Contact Email	victoria.marshall@igs.mlt.co.uk
Contact Telephone Number	01943 608424

Named Careers Governor (IGS)	Peter Shelley
Named Careers Trustee (MLT)	David Cutter

Website Link(s):

IGS Careers Team
Careers Area

THE SKIPTON ACADEMY

A MOORLANDS LEARNING TRUST ACADEMY

Name of Academy	The Skipton Academy
Address	Gargrave Road, Skipton, North Yorkshire, BD23 1UQ
Telephone Number	01756 792965
Academy Email	admin@theskiptonacademy.co.uk

Careers Contacts

Role	Name
Senior Leadership Link	Mark Cook
Careers Leader	Jibran Khalil
Careers Adviser	Richard Allnutt, Emily Walker, Alex Coyle and Stevaan Hall

Provider Access Contact Details:

Role:	**Name**
Careers Leader	Jibran Khalil
Contact Email:	j.khalil@theskiptonacademy.co.uk
Contact Telephone Number:	01756 792965

Named Careers Trustee (MLT)	David Cutter

Website Link(s):

Careers Area

Name of Academy	Nidderdale High School
Address	Low Wath Road, Pateley Bridge, Harrogate
Telephone Number	01423 711246
Academy Email	admin@nidderdale.mlt.co.uk

Careers Contacts

Role	Name
Senior Leadership Link	Suzanne Witherwick
Careers Leader	Jan Ashton
Careers Adviser	Jan Ashton

Provider Access Contact Details:

Role:	**Name**
Careers Leader	Jan Ashton
Contact Email:	Jan.Ashton@nidderdale.mlt.co.uk
Contact Telephone Number:	01423 711246

Named Careers Trustee (MLT)	David Cutter
Named LGB Trustee	Ian Broadbent

Website Link(s):

Careers Area