



Mayflower
High School

**CAREERS EDUCATION,
INFORMATION ADVICE &
GUIDANCE (CEIAG)**

DOCUMENT CONTROL SHEET

Policy	Amendment	Staff Member	Committee/Date	FGB Approved:	Review due:
CEIAG	Amendments as tracked changes	Head of Lifeskills	Curriculum 11 March 2019	1 April 2019	Spring 2021
CEIAG	Amendments as tracked changes	Assistant Headteacher	Curriculum 8 March 2021	22 March 2021	Spring 2023
CEIAG	Policy rewrite	AHT Head of 6 th Form	Curriculum and Student Related Via email	15 July 2024	1 May 2026
CEIAG	Wording on 24/25 year removed Changed Connexions Southend to Essex Careers Service Wording changed on Section 3,5, 6.1,6.2,	AHT Head of 6 th Form	Policy 29 June 2026	6 July 2026	1 May 2028

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1. Rationale:

Careers Education, Information Advice and Guidance is a major contribution to preparing our young people for the opportunities, responsibilities and experiences of life. Our CEIAG programme aims to support and help our young people and their parents / carers to make the right steps towards a successful transition to adulthood.

This is achieved by:

- Preparing students for the opportunities, responsibilities and experiences of life · Supporting young people to achieve their full potential
- Empowering young people to plan and manage their own futures
- Providing comprehensive information on all options
- Raising aspirations
- Promoting equality, diversity, social mobility and challenging stereotypes
- Enabling young people to sustain employability and achieve personal and economic wellbeing throughout their lives

Mayflower High School has high quality careers advice and guidance, to support all students' career aspirations. This is developed throughout a student's time at the school and is always supportive of their aspirations, strengths and skills. The focus of the support is aimed at destinations that are correct for each of the students.

2. Management

This area is supported by a link governor. A senior leader has strategic responsibility for CEIAG who supports the Careers Lead who has administration support. The school has responsibility for securing its external careers guidance service (Essex Careers Service)

The senior leader and CEIAG Lead will review and evaluate the provision with all stakeholders including young people and the external IAG service, considering the school's destination measures.

3. Aims and purpose

- Prepare students for the transition to life beyond secondary school (higher education and the world of work).
- Support students in making informed decisions, which are suitable and ambitious for them
- Provide students with well-rounded experiences

- Develop characteristics e.g. social skills, communication, innovation, resilience and leadership which support all students whatever their ability in the curriculum and in their careers
- Inspire and motivate students to develop their aspirations

This policy summarises the statutory guidance and recommendations. It then outlines the provision of careers education, work experience and provider access. Statutory requirements and recommendations.

The careers provision at Mayflower High School is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997.

4. Curriculum Provision

There is a planned CEIAG programme across the school 11-19, in which incorporates the national framework for implementing an 11-19 entitlement to IAG in England and to meet the 8 Gatsby Benchmarks:

1. A stable career programme
2. Learning from careers and labour market information
3. Addressing the needs of each pupil:
 - 3.1 Targeted support for vulnerable and disadvantaged young people, information sharing, careers guidance for students with special educational needs or disabilities.
4. Linking curriculum learning to careers
5. Encounters with Employers and Employees via assemblies and trips
6. Experiences of Workplaces
7. Encounters with FE and HE: New legal duty – access to providers of technical education and apprenticeships via assemblies and trips
8. Personal Guidance

Personal Provision Elements of the above will require access to individual information advice and guidance through:

- Internal staff, external careers adviser, employers, employees and visitors.

The school will provide resources for the successful implementation of this policy through securing:

- An annual budget to cover internal needs, CPD opportunities and commissioning of external sources adequate staffing with appropriate training
- Student and staff access to information
- Careers software available through Unifrog

5. Partnerships

The policy recognises the range of partners that support the CEIAG/WRL (Work Related Learning) within our school. These include:

- Formal arrangements with Essex Careers Service our external provider.
- Parents and carers
- Liaison with Higher education institutions
- Employers and training providers
- Others specific to our school: ARU, Essex University, Cambridge University.
- Aim Apprenticeship
- Essex Apprenticeship Hub – Support level 2/3, higher & degree apprenticeships

6. Careers Provision at Mayflower High School

All students have access to the following:

- Extra-curricular clubs and trips support students in developing their understanding of a range of different subjects. A list of extra-curricular clubs and trips is available on the school website
- Enrichment Talks and Assemblies occur on a range of careers that inspire and motivate the students. These are offered across all year groups in the school and include degree and higher-level apprenticeships
- Students can book careers appointments with the Careers Advisor

Students with Special Educational Needs or Disabilities (SEND):

- Personalised support from the SENCO, careers advisor from Essex County council for those with ECHCP, the in-school careers advice service and external bodies is used where appropriate

Students in receipt of Pupil Premium funding

- Personalised support will be given to these students and they will receive an extra careers appointment in Year 10 - 11 with the Careers Advisor

6.1 Key Stage 3

- The options programme for Year 9 is designed to support students in their GCSE choices
- Students introduced to careers websites and resources via the Unifrog platform
- A careers day in each year where students have the opportunity to meet with local & national employers and higher education providers.
- All students in KS3 will have the equivalent of 1 week's worth of work experience throughout the key stage. This may take the form of multi-day work place visits, work shadowing, in-person or virtual talks or technical demonstrations.

6.2 Key Stage 4

- The Year 10 students receive careers input in tutor time including video presentations on key areas and quizzes using up to date labour market information as well as Unifrog based activities
- After this input, the Year 10 students receive one-to-one careers discussions with the school Careers Advisor and a detailed careers action plan is written
- Extra-curricular clubs and trips support students in developing their understanding of a range of subjects
- The options programme for Year 11 supports their A Level choice. Course consultation lessons and induction for sixth form
- All Year 11 students are offered an opportunity for an optional second careers appointment to further assist with their A level and Post 16 options
- All Year 10 students undertake a 1 week work experience in the summer term

6.3 Key Stage 5

- There is a range of support for university applicants through:
 - o Students in the Sixth Form are encouraged to visit university open days, masterclasses, taster courses and summer schools at a variety of universities, to develop their application profile.
 - o There is a dedicated team to support students with the UCAS process. Each student will have support tailored to their application from a subject advisor, their form tutor and the Sixth Form team.
 - o Interview preparation, practice and workshops are run as part of the tutor programme.
 - o There is preparation for and support with aptitude and pre-admissions test and UCAT medical programme (Make Happen funded)
 - o The pastoral curriculum for Years 12-13 includes lessons on life at university, including on finances.

- o All sixth form students have the opportunity to book a careers appointment throughout the Sixth form.
- o Sixth Form students in year 12 undertake a weeks' work experience. This support their university employment and apprenticeship applications.
- o Students are provided with an opportunity to undertake Moocs.

7. Alumni

Alumni are encouraged to be the speakers at the Enrichment talks / Assemblies and share their profession, career path and further education with current students.

8. Work Experience Provision at Mayflower High School

The aim of work experience is to provide an opportunity for all students to learn in the workplace; an experience that cannot be replicated in school. All students in Year 10 and Year 12 are offered the opportunity of one weeks' work experience. The Careers Lead, with support from the Careers Admin uses the Unifrog placement tool for Year 10 and 12 and this system supports the collection of insurance details from the employers / consent from the parents is coordinated

The students are encouraged to arrange their own work experience using a self-placement process. Parents/carers are informed and communicated with throughout the process and a work experience agreement form and work experience information form are completed and also electronically logged using the Unifrog work placement tool. The Unifrog Placement tool is used to track and communicate with employers and parents, so that public liability, risk assessments and Health and Safety policies can be collected.

9. Monitoring and Evaluation.

The Senior Link will work alongside the Careers Lead to develop a Careers Development Plan. An evaluation of the data of retention, destinations, trips, expedition participation and attendance at enrichment talks, attendance to careers fair will enable measurement of success. A careers survey will be carried out in the summer term to inform planning of the subsequent year.