



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

Including Provider Access Policy

Version Control		
Date	Version	Comments



Title: Careers Education, Information, Advice and Guidance (CEIAG) Policy Including Provider Access Policy

Procedure Code: SN3

Source: St Paul's Way (Secondary)

Document Owner: Careers Education and Guidance Manager

Review & Update By: Careers Education and Guidance Manager

Advisory Committee: Quality of Education

Approval Committee: Full Governing Body

Date Approved: January 2023

Date of Publication: February 2023

Date of Next Review: January 2024

Required on Website: Yes

Version Control		
Date	Version	Comments



Document Control

The table below contains the changes made between the different final editions of this document set for approval. This is to help provide information to those reviewing and approving the document of the changes being made.

Document Edition	Section	Details of change
Jan 2024	Roles and Responsibilities Partnerships Appendix 1 - Careers Programme Appendix 4 - Provider Access Policy	SLT Manager of CEIAG Manager Governor for CEIAG required Remove: L&Q Foundation Changed to the up to date version of the programme of events and programmes for the whole school (2023-24) Updated to reflect changes in academic year of 2023-24
Sept 2022	Roles and Responsibilities	Higher Education Coordinator
Sept 2022	Links to Legislation and Guidance Documents	Update to reflect changes in legislation - Baker Clause (Provider access legislation)
Sept 2022	Appendix 4 - Provider Access Policy	Update to reflect changes in legislation - Baker Clause (Provider access legislation)
Sept 2022	Appendix 1 - Careers Programme	Changed to the up to date version of the programme of events and programmes for the whole school (2022-23)
Sept 2022	Appendix 2 - Student Entitlement Statement	Update entitlement statement to reflect changes in legislation - Baker Clause (Provider access legislation)

Version Control		
Date	Version	Comments



Contents

Document Control	3
Policy Aims and Ethos	5
Links to Legislation and Guidance Documents	5
Careers Programme - Transform, Inspire, Succeed	5
Roles and Responsibilities	6
Co-Curriculum	7
Partnerships	7
Parental Engagement	8
Monitoring, Review and Evaluation	8
Resources	9
Appendix 1 – Careers Programme	10
Appendix 2 – Student Entitlement Statement	13
Appendix 3 – CEIAG Staffing Structure	14
Appendix 4 – Provider Access Policy	15
Policy Aim and Ethos	15
Pupil Entitlement	15
Opportunities for Access	16
Premises and Facilities	18
Appendix 5 – Review and Evaluation Guidance	18
Appendix 6 –	20
Feedback Forms for Students, SPW Staff and Employers/Activity Providers	20
Appendix 7 – Gatsby Benchmarks	23
Approval Signature	24

Version Control		
Date	Version	Comments



Policy Aims and Ethos

In the “relentless pursuit of scholarship and excellence”, St Paul’s Way (SPW) strives to develop our students into successful global citizens, fully prepared and able to meet the demands of adult working life both in Britain and in the wider, international labour market. Aspiring beyond “Outstanding,” this policy takes SPW’s dedication to “Vision”, as one of our six graduate strands, and develops it into the “Transform, Inspire, Success” programme. This is explored in further detail below. We are committed to achieving this goal by providing all learners with access to high quality careers information, advice and guidance.

This policy sets out the provision and structure of CEIAG at SPW. It is to be reviewed annually by the member of the Senior Leadership Team (SLT) with responsibility for CEIAG, the CEIAG Manager, and the Higher Education Coordinator in order to be in line with the most up to date pathway options for young people.

Links to Legislation and Guidance Documents

This policy fulfils the requirements for a CEIAG Policy and the Baker Clause (provider access legislation) as outlined in **Careers guidance and access for education and training providers** published by the **Department for Education in January 2023**. Between Years 8 and 13, there will be six encounter opportunities for students to engage with a provider of approved technical education qualifications or apprenticeships. Students will have the opportunity to learn about these alternative routes to employment through the taught curriculum and extra-curricular activities and events. The range of provider access opportunities are outlined in the careers programme (Appendix 1), student entitlement statement (Appendix 4) and the provider access policy (Appendix 4). In addition, this policy utilises the **Gatsby Benchmarks**, published by the **Gatsby Charitable Foundation**, to develop and improve the CEIAG provision, ensuring that St Paul’s Way Trust School is fulfilling our legal duties to our students in line with CEIAG provision.

Further to these legislative links, this policy also utilises guidance from the **Career Development Institute’s Framework for Careers, Employability and Enterprise Education** published in **January 2020**.

The CEIAG provision exists as an extension and development of St Paul’s Way Trust School’s **Provider Access Policy** and the **Personal Development including Spiritual, Moral, Social and Cultural Education Policy**.

Careers Programme - Transform, Inspire, Succeed

Resting at the heart of St Paul’s Way Trust School’s mission to create global citizens are the six graduate strands, developed in partnership with King’s College London, which outline the core skills required to enter the global labour market and be successful global citizens.

The graduate strands, Communication, Investigation, Participation, Networking, Scholarship and Vision, are embedded throughout the school, both in curriculum learning and enrichment programmes.

Version Control		
Date	Version	Comments



The CEIAG programme (Appendix 1) takes “Vision” as its fundamental theme and has extrapolated a further understanding of this intrinsic graduate strand in the development of the “Transform, Inspire, Succeed” programme. This programme separates out the expansive and comprehensive CEIAG provision into three core aspects of learning:

Transform	By exploring their skills through a series of entrepreneurial programmes and classroom CEIAG learning this core aspect encapsulates the importance of subject learning and it’s relation to the global labour market, engaging students to support their self-awareness as a learner.
Inspire	This aspect of the CEIAG provision focuses on a learners’ self-determination. This core aspect engages with external providers to provide both subject specific and broader mentoring, as well engagement with external providers, in line with Gatsby Benchmark 7 and Gatsby Benchmark 5.
Succeed	With a specific focus on pathways, this aspect of the CEIAG provision strives to support students on their future in the labour market and embed strategies for success. This aspect encapsulates pathways specific learning such as interview preparation, pathways mentoring and work experience.

The careers programme (Appendix 1) and student entitlement statement (Appendix 2) are published on the school’s website.

Roles and Responsibilities

All CEIAG activities are overseen and reported to SLT by the CEIAG Manager and, further, to the Governors by the member of SLT with responsibility for CEIAG. Coordination of CEIAG activities within year groups is the responsibility of Year Team Leaders, in partnership with Heads of Faculty, the CEIAG Manager and the Higher Education (HE) Coordinator. Further details of responsibility can be found in Appendix 3. Responsibility for the development, implementation and delivery of the CEIAG policy belongs to a core team of dedicated staff.

Name	Position
Chris Hyams	Link Governor for CEIAG
Lucy Sharpe	SLT Manager of CEIAG Manager
Kawtar El Ouaraini	CEIAG Manager
TBC	Higher Education Coordinator
Melissa Carrol	Pathways Coordinator for Additional Educational Needs

The “Transform, Inspire, Succeed” programme includes guaranteeing that the broad range of teaching and support staff are able to offer informed advice on the ever evolving and changing landscape of careers. It is also crucial to the success of the CEIAG policy that the broad range of staff are aware of the barriers that young people face in accessing education, enrichment and employment opportunities.

A programme of comprehensive communication with staff ensures that a continuous and consistent awareness of necessary information. This communication is coupled with targeted training sessions for staff at salient times of the student lifecycle. The broad range of teaching and support staff are

Version Control		
Date	Version	Comments



also expected to maintain their own knowledge base with regards to CEIAG. Termly resources are provided to all staff.

Co-Curriculum

CEIAG is embedded into the curriculum of all subjects, in line with Gatsby Benchmark 4, providing students with an intrinsic understanding of the importance of their academic studies to their future career success. The inclusion of CEIAG within subject curriculums is overseen by the Head of Faculty, with support from the CEIAG Manager. All teaching staff contribute to CEIAG delivery and emphasise the importance of success in English and Maths through their roles as subject teachers.

The careers programme (Appendix 1) includes careers education sessions, skills development sessions and programme including Mentoring programmes, Tower Hamlets Education Business Partnership sessions, information and research activities, career guidance activities and interviews, and access to START Profile for careers guidance. Students also engage in work-related learning including term-time compulsory work experience in both Year 10 and Year 12, in line with Gatsby Benchmark 6.

These activities are tailored to the needs of individual students, taking into account their personal aspirations, academic profiles and background data, in support of Gatsby Benchmark 3. The AEN department also benefits from a pathways coordinator, with specific responsibility for CEIAG within the department.

The school maps out the provision that will be provided on an annual basis (Appendix 1). This is reviewed throughout the year in consultation with the Senior Leadership Team, Year Team Leaders, Heads of Faculty and the Personal Development Lead, who oversees the Subject Leader for Communications and Subject Leader for Participation. Whilst the entitlement statement provides guidance on the universal provision for all students is, the programme of events is also reactive, meaning that ad hoc events will also take place throughout the year.

Partnerships

St Paul's Way benefits from numerous partnerships, both formally via service level agreements or memorandums of understanding and informally via programmes of sustained engagement. These partnerships cover a broad range of industries in both the charity and corporate sectors. Through these partnerships, SPW is able to provide a programme of support that is independent and impartial whilst remaining tailored to the needs of our learners. The Provider Access Policy (Appendix 4) that sets out the necessary arrangements for managing the access of providers to pupils at the school is available on the school website.

Below are just some of the organisations that will be working with SPW to provide high quality careers information, advice and guidance in the **academic year 2023/24**:

- The Switch
- Queen Mary University of London
- Tower Hamlets Careers Service
- IntoUniversity

Version Control		
Date	Version	Comments



- Deloitte
- Morgan Stanley
- J.P. Morgan/ Everfi
- NHS
- The Princes' Trust
- Apprenticeships, Skills and Knowledge (ASK) Service.

Via these partnerships, we ensure that students are introduced to and encouraged to explore apprenticeships. All of the above partnerships engage students across the entirety of their academic journey, beginning in Key Stage 3 and continuing to Key Stage 5.

As part of the University Schools Trust, SPW is partnered with Queen Mary University of London, King's College London, the University of East London, Warwick University and University College London. These organisations provide a range of activities, resources and policy guidance to ensure that students at SPW have a thorough understanding of the higher education landscape in the UK.

The programmes available from our partner organisations, as well as significant engagement from other organisations, is outlined in the careers programme (Appendix 1).

Parental Engagement

As a school within the heart of the local community, parental engagement is at the core of the CEIAG policy. Contact details for the CEIAG Manager and careers resources, such as, the careers programme and student/parent entitlement statement, are all published on the school website for ease of access. Information and parent's evenings are held throughout the year for parents of children in each year group. In addition, information packs and further guidance are sent out to parents and carers at key points in their child's CEIAG journey, including work experience (Year 10 and Year 12) and pathways (Year 9, Year 11 and Year 13).

Feedback on the CEIAG provision is sought from parents via feedback forms available at parents' evenings and discussions in parent forums. In addition, the contact details for the CEIAG manager are published on all related school communications and parents are encouraged to engage with the CEIAG manager when exploring ways to improve their child's CEIAG education. Also, the CEIAG manager attends parent forums when requested by either the Lead Practitioner with responsibility for Parental Engagement or the Parental Liaison Officer.

Monitoring, Review and Evaluation

The careers programme is annually reviewed by the CEIAG team. All individual activities are evaluated using a feedback form (Appendix 6) completed by the participating students, participating staff and employers/activity providers. These activities are then RAGEd, a feedback/impact report is created and termly reviews are carried out by the CEIAG team to strive to ensure all activities are as meaningful as possible. This process is outlined in the guidance (Appendix 5).

Student's engagement is tracked to ensure uptake of CEIAG activities. This tracking notes why a student was chosen for an activity as well as barriers to engagement, such as Looked After Child, Pupil Premium, Free School Meals, No Family History of HE (or First Generation to Engage in HE),

Version Control		
Date	Version	Comments



Behaviour and Attendance. This tracking allows the CEIAG manager to review the success of engagement practices, such as assemblies or form time activities, and to respond appropriately.

This tracking of engagement is there to ensure not only uptake of CEIAG activities but also to ensure are ready for making important decisions regarding their destinations from Key Stage 3 through a programme of assemblies, workshops, mentoring and speaker visits. These activities allow students to learn about a wide range of careers and pathways before they make their final option choices in Year 9. This tracking continues into Key Stage 4 and Key Stage 5 to ensure that all students follow the most appropriate pathway, in line with Gatsby Benchmark 7.

Utilising this information, the CEIAG team and wider Year Teams, including form tutors, ensure that all students progress onto a pathway of sustained education, employment or training. Students who are at risk of becoming NEET are identified and supported from Year 7 through to Year 13. This support is delivered by a team of staff including form tutors, Year Team leaders, the Senior Leadership Team and the CEIAG team.

Our approach to monitoring and evaluation is long-term. We maintain accurate records of our students beyond the school through our alumni programme and utilise destination trends to inform our practice.

Resources

Significant funding is allocated for the CEIAG provision, including the costs of the service level agreements and material resources within the school, overseen by the member of SLT with responsibility for CEIAG. Committed spending is allocated to:

- Work Experience for all Year 10 and Year 12 students (run in conjunction with The Switch)

Through external partnerships and a strong emphasis on networking, much of the school's provision and support is received in kind through long or short term partnerships. The development of new partnerships and relationships, both with corporate organisations and universities, is led by the CEIAG manager.

Version Control		
Date	Version	Comments

Appendix 1 - Careers Programme

At St Paul's Way Trust School, we are committed to providing **all** learners with access to a high quality and stable careers programme. We strive to develop our students into successful global citizens, fully prepared and able to meet the demands of adult working life both in Britain and the wider, international labour market. This careers programme takes "Vision", as one of our six graduate strands, and develops it into the "Transform, Inspire, Succeed" programme.

- To **TRANSFORM** learners through a series of entrepreneurial programmes and classroom careers learning that encapsulates the importance of subject learning and its relation to the global labour market.
- To **INSPIRE** learners through both subject specific and broader mentoring, as well as engagement with external providers.
- To **SUCCEED** by embedding strategies that focus on pathways and the learner's future in the labour market such as, interview preparation, pathways mentoring and work experience.

	Aims	TRANSFORM, INSPIRE, SUCCEED at SPWT				Gatsby Benchmarks*	CDI Framework*
		All-Year Round	Autumn Term	Spring Term	Summer Term		
Year 7	Introducing Careers Education	<ul style="list-style-type: none"> o Careers Assemblies: Employer Engagement, Further Education and College Encounters and Introduction to Apprenticeships & T-Levels o Careers Library: Access to Information Sources and Further Reading o Careers Hub: Opportunity to have a careers appointment with a trained careers adviser o Careers Podcast: In Conversation With... Student led 	<ul style="list-style-type: none"> o University Campus Visit o Parents' Careers Week 	<ul style="list-style-type: none"> o Technical Qualifications and Apprenticeships Week o National Careers Week 	<ul style="list-style-type: none"> o The Switch Money Matters Workshop o Science Summer School 	1, 2, 3, 4, 5, 7	Grow and Explore
Year 8	Exploring Careers		<ul style="list-style-type: none"> o The Switch Skills for Success Workshop o University Campus Visit o Parents' Career Week 	<ul style="list-style-type: none"> o Technical Qualifications and Apprenticeships Week o QMUL: GCSE Options and Choices o National Careers Week 	<ul style="list-style-type: none"> o Science Summer School 	1, 2, 3, 4, 5, 7	Grow, Explore & Create
Year 9	Pathways		<ul style="list-style-type: none"> o Parents' Careers Week o The Switch Options and Careers 	<ul style="list-style-type: none"> o University Campus Visit o National Careers Week o Technical Qualifications and Apprenticeships Week 	<ul style="list-style-type: none"> o Science Summer School 	1, 2, 3, 4, 5, 7	Grow, Explore, Create, & Manage
Year 10	World of Work		<ul style="list-style-type: none"> o QMUL: Post-16 Options (Thinking Ahead) 	<ul style="list-style-type: none"> o Parents' Careers Week o Future World of Work Day: Careers Fair o Technical Qualifications and Apprenticeships Week o National Careers Week 	<ul style="list-style-type: none"> o Work Experience Week o Post-16 Preparation Programme o Science Summer School 	1, 2, 3, 4, 5, 6, 7	Grow, Explore, Create, Manage, Balance & The Big Picture
Year 11	Post-16 Opportunities		<ul style="list-style-type: none"> o The Switch Head to Head Mock Interviews o Career Interviews & Application Support 	<ul style="list-style-type: none"> o Parents' Careers Week o Career Interviews & Application Support o Technical Qualifications and Apprenticeships Week o National Careers Week 	Study Leave and Exams Period	1, 2, 3, 4, 5, 6, 7, 8	Grow, Explore, Manage, Create, Balance & The Big Picture

Version Control		
Date	Version	Comments

Year 12	Exploring Post-18 Options	<i>conversational interview where staff share experiences on their journey to their career</i>	<ul style="list-style-type: none"> o Induction Careers Fair o University Campus Visit 	<ul style="list-style-type: none"> o Parents' Careers Week o Work Experience Week o National Careers Week o Technical Qualifications and Apprenticeships Week 	<ul style="list-style-type: none"> o Warwick University Residential o QMUL: Researching courses and Universities o Post-18 Preparation: Introduction to UCAS (<i>University and Apprenticeships</i>) o Science Summer School 	1, 2, 3, 4, 5, 6, 7	Grow, Explore, Manage, Create, Balance & The Big Picture
Year 13	Post-18 Opportunities		<ul style="list-style-type: none"> o UCAS and Apprenticeships Application Support o Technical Qualifications and Apprenticeships Week o QMUL: Preparing for Higher Education (Transition) o KPMG Introduction to Apprenticeships 	<ul style="list-style-type: none"> o Student Finance Applications o Apprenticeships Support o Parents' Careers Week o National Careers Week 	Study Leave and Exams Period	1, 2, 3, 4, 5, 7, 8	Grow, Explore, Manage, Create, Balance & The Big Picture

ADDITIONAL OPPORTUNITIES FOR SELECTED STUDENTS

St Paul's Way Trust School benefits from numerous partnerships, both formally via service level agreements and informally via programmes of sustained engagement. These partnerships cover a broad range of industries in both the charity and corporate sectors. Through these strong partnerships, St Paul's Way Trust School can provide an independent, impartial and tailored programme of support for our learners to achieve their full potential.

These are the internally and externally led additional career activities and events we will be offering selected students from each year group throughout the academic year 2023-24

	Aims	Additional Opportunities for Selected Students
Year 7	Introducing Careers Education	<ul style="list-style-type: none"> o IntoUniversity Programme o SPWT Career Champions (Student Council)
Year 8	Exploring Careers	<ul style="list-style-type: none"> o The Prince's Trust Mosaic Mentoring Programme o IntoUniversity Programme o SPWT Career Champions (Student Council)
Year 9	Pathways and Opportunities	<ul style="list-style-type: none"> o J.P. Morgan The School's Challenge Programme o The Prince's Trust Enterprise Challenge o IntoUniversity Programme o SPWT Career Champions (Student Voice)
Year 10	Understanding the World of Work	<ul style="list-style-type: none"> o NHS Barts Health (Healthcare Horizons) Work Experience Programme o Worshipful Company of Barbers Medical Careers Carousel Event o J.P. Morgan Schools Challenge Alumni Mentoring Programme and Work Experience o IntoUniversity Programme o Jack Petchey Speak Out Challenge o HSBC Financial Education Workshop o SPWT Career Champions (Student Voice)

Version Control		
Date	Version	Comments

Year 11	Post-16 Destinations	<ul style="list-style-type: none"> ○ ASK Apprenticeship Support ○ IntoUniversity Programme ○ SPWT Career Champions (Student Voice) ○ HSBC Financial Education Workshop
Year 12	Exploring Post-18 Options	<ul style="list-style-type: none"> ○ KPMG Post-18 Options Programme ○ Worshipful Company of Barbers Medical Careers Carousel Event ○ NHS Barts Health (Healthcare Horizons) Work Experience Programme ○ Bancroft's School University Admissions Workshop ○ Bancroft's School University and Careers Fair ○ Bancroft's School Law Day at the Royal Courts of Justice ○ The Switch Mentoring Programme ○ The Switch Future Skills Programme (Barclays) ○ HSBC Financial Education Workshop ○ IntoUniversity Programme ○ Your Voice in Health and Social Care Career Workshops ○ SPWT Career Champions (Student Voice)
Year 13	Post-18/Higher Education	<ul style="list-style-type: none"> ○ NHS Barts Health (Healthcare Horizons) Work Experience Programme ○ Oxford University BBP Programme ○ KPMG Post-18 Options Programme ○ ASK Apprenticeship Support ○ IntoUniversity Programme ○ HSBC Financial Education Workshop ○ Your Voice in Health and Social Care Career Workshops ○ Wiser Futures x Deutsche Bank Apprenticeships Support ○ SPWT Career Champions (Student Voice)

Version Control		
Date	Version	Comments

Appendix 2 – Student Entitlement Statement

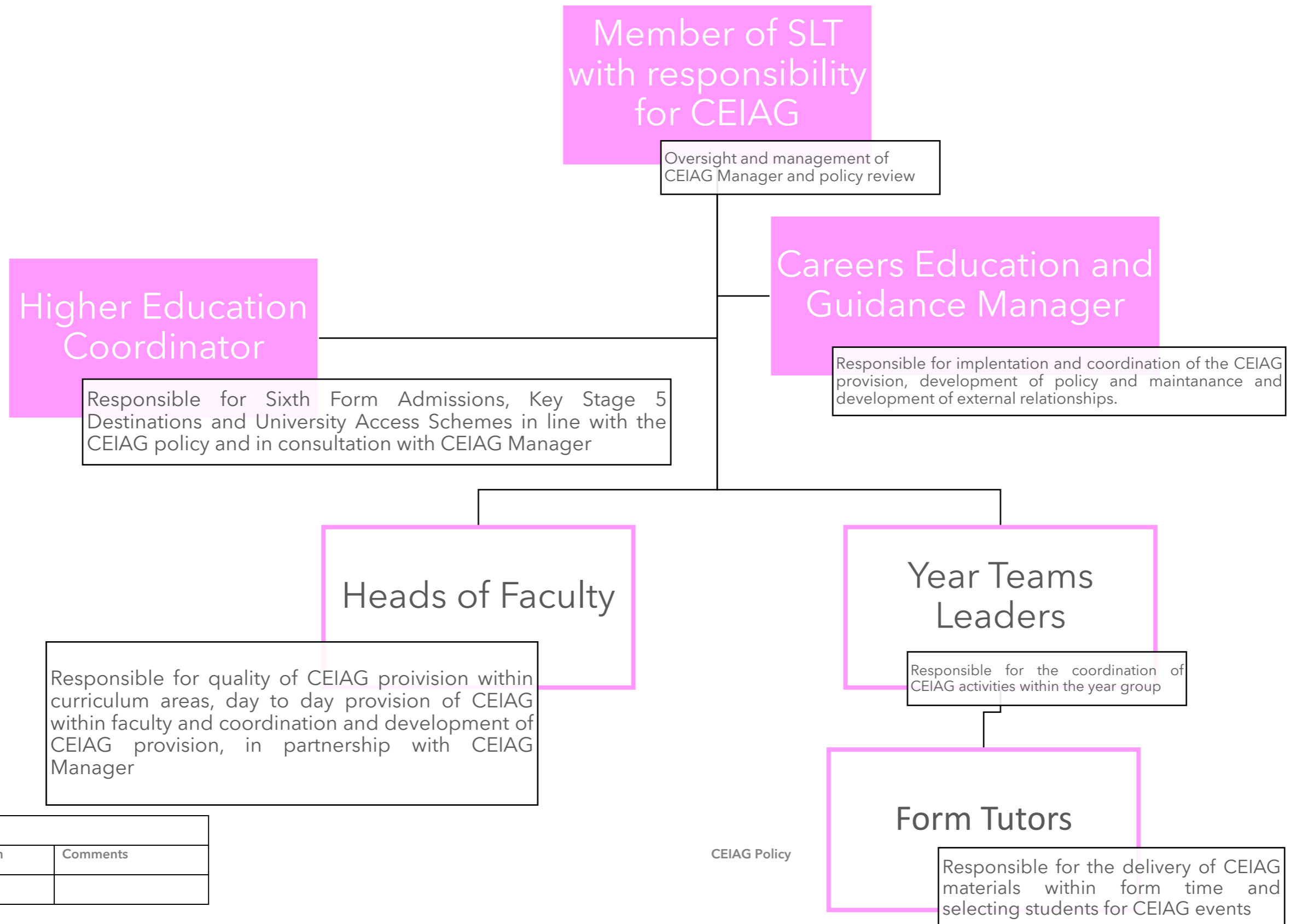
All students at St Paul's Way are entitled to high quality careers education, information, advice and guidance. In school, we will provide you with a range of opportunities to:

- **Develop aspirations** through internal and external programmes and in-class learning.
- **Be inspired** through mentoring and engagement with external providers in the form of conferences, workshops and workplace visits.
- **Succeed** through work experience and preparation for your future beyond school.

All	At the end of your time at St Paul's Way, you will have:	<ul style="list-style-type: none"> • Identified the skills that employers look for and understood the link between subject learning and a range of careers • Had access to the Careers Hub for impartial information, advice and guidance • Had access to the Careers Library • Attended regular career assemblies • Had the opportunity to participate in a careers-related session or workshop, either in-school or during an external visit • Had an encounter with at least one employer/employee, further education provider, college provider and higher education provider • Heard from local and national providers about the technical education qualifications and apprenticeships routes available to you
KS3	At the end of Year 7, you will have:	<ul style="list-style-type: none"> • Identified your personal qualities, interests and strengths • Engaged in either Science Summer School • Had the opportunity to attend a Curriculum Enhancement Experience (trip day)
	At the end of Year 8, you will have:	<ul style="list-style-type: none"> • Identified the skills that employers look for and understand the world of work • Engaged in Science Summer School • Had the opportunity to attend a Curriculum Enhancement Experience (trip day)
	At the end of Year 9, you will have:	<ul style="list-style-type: none"> • Engaged in Science Summer School • Had the opportunity to attend a Curriculum Enhancement Experience (trip day) • Focused on Pathways • Attended Parents Evening to help inform decisions on GCSE options • Been provided with additional support on GCSE options through parents' evening, career talks and a pathways assembly • Made an informed decision about your GCSE options
KS4	At the end of Year 10, you will have:	<ul style="list-style-type: none"> • Completed a formal work experience placement to gain first-hand experience of the world of work • Engaged in Science Summer School • Had the opportunity to attend a Curriculum Enhancement Experience (trip day)
	At the end of Year 11, you will have:	<ul style="list-style-type: none"> • Produced a CV and personal statement • Visited at least one college/sixth form open day or explored other post-16 options • Had the opportunity to participate in a practice mock interview • Received a SPW Post-16 Careers Guidance Handbook and had the opportunity to develop an Action Plan • Attended parents' evening to help inform post-16 decisions • Heard from local and national providers about the technical education qualifications and apprenticeships routes available to you
KS5	At the end of Sixth Form, you will have:	<ul style="list-style-type: none"> • Heard from local and national providers about the technical education qualifications and apprenticeships routes available to you • Completed a formal work experience placement to gain first-hand experience of the world of work • Engaged in Science Summer School • Had the opportunity to attend a Curriculum Enhancement Experience (trip day) • Had the opportunity to request a mock interview to support your applications • Had access to information on a range of post-18 options such as, apprenticeships • Applied to university through UCAS with the support of the Higher Education Coordinator and CEIAG Manager (if you intend to go to university) • Visited at least one university open day or explored other post-18 choices • Attended parents' evening to help inform post-18 decisions

Version Control		
Date	Version	Comments

Appendix 3 – CEIAG Staffing Structure



Version Control		
Date	Version	Comments

Appendix 4 – Provider Access Policy

Policy Aim and Ethos

This policy statement sets out St Paul's Way Trust School's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997. This policy exists as an extension of St Paul's Way Trust School's **Careers Education Information Advice and Guidance (CEIAG) Policy**.

It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access.

Pupil Entitlement

All pupils 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;
 - Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, tutor programmes, assemblies, group discussions and taster events;
 - Understand how to make applications for the full range of academic and technical courses.
- Management of provider access requests

All pupils at St Paul's Way Trust School have a range of opportunities to learn about alternative routes to employment including technical qualifications and apprenticeships through the taught curriculum and extra-curricular activities and events. St Paul's Way Trust School's careers team welcomes providers to visit the school during the opportunities for access provided below to share information on their offer.

Version Control		
Date	Version	Comments



Opportunities for Access

A number of key events, integrated into St Paul's Way Trust School's careers programme, will offer providers an opportunity to come into the school to speak to pupils and/or their parents/carers.

Year Group Focus	Autumn Term	Spring Term	Summer Term
Year 7 Introduction to Careers	<ul style="list-style-type: none"> ✓ Assemblies ✓ Introduction to CEIAG and the future ✓ Identifying key skills, expressing yourself and understanding careers ✓ Parent Careers Week 	<ul style="list-style-type: none"> ✓ Assemblies ✓ National Careers/ Apprenticeship Week ✓ World Book Day 	<ul style="list-style-type: none"> ✓ Science Summer School (STEM) ✓ Assemblies ✓ Careers Fair ✓ Curriculum Enhancement Experience (Trip day)
Year 8 Exploring Careers	<ul style="list-style-type: none"> ✓ Assemblies ✓ Parent Careers Week 	<ul style="list-style-type: none"> ✓ Assemblies ✓ National Careers/ Apprenticeship Week ✓ World Book Day 	<ul style="list-style-type: none"> ✓ Science Summer School (STEM) ✓ Assemblies ✓ Careers Fair ✓ Pathways ✓ Curriculum Enhancement Experience (Trip day)
Year 9 Pathways and Opportunities	<ul style="list-style-type: none"> ✓ Pathways & GCSE Options ✓ Assemblies ✓ Parent Careers Week 	<ul style="list-style-type: none"> ✓ Assemblies ✓ National Careers/ Apprenticeship Week ✓ World Book Day 	<ul style="list-style-type: none"> ✓ Science Summer School (STEM) ✓ Assemblies ✓ Curriculum Enhancement Experience (Trip day)
Year 10 Understanding the World of Work	<ul style="list-style-type: none"> ✓ Assemblies ✓ Parent Careers Week 	<ul style="list-style-type: none"> ✓ Work Experience Week ✓ National Careers/ Apprenticeship Week ✓ Assemblies ✓ World Book Day ✓ Curriculum Enhancement Experience (Trip day) 	<ul style="list-style-type: none"> ✓ Post-16 Preparation Programme ✓ Science Summer School (STEM) ✓ Assemblies ✓ Careers Fair
Year 11 Post-16 Destinations	<ul style="list-style-type: none"> ✓ Post-16 Advice and Guidance ✓ Mock Interviews ✓ Assemblies ✓ Parent Careers Week 	<ul style="list-style-type: none"> ✓ National Careers/ Apprenticeship Week ✓ Post-16 Advice and Guidance ✓ Assemblies ✓ World Book Day ✓ Curriculum Enhancement Experience (Trip day) 	Study Leave and Exams Period

Version Control

Date	Version	Comments



		✓ CV surgeries	
Year 12 Exploring Post-18 Options	<ul style="list-style-type: none"> ✓ Assemblies ✓ Parent Careers Week ✓ CV Surgeries ✓ Intro to Apprenticeships: Tutor Programme 	<ul style="list-style-type: none"> ✓ National Careers/ Apprenticeship Week ✓ Work Experience Week ✓ Assemblies ✓ World Book Day ✓ CV Surgeries ✓ Curriculum Enhancement Experience (Trip day) 	<ul style="list-style-type: none"> ✓ Science Summer School (STEM) ✓ Assemblies ✓ CV Surgeries
Year 13 Post-18/Higher Education	<ul style="list-style-type: none"> ✓ Post-18 Advice & Guidance ✓ Mock Interviews ✓ Personal Statement support ✓ Assemblies ✓ Parent Careers Week 	<ul style="list-style-type: none"> ✓ National Careers/ Apprenticeship Week ✓ Mock Interviews ✓ Assemblies ✓ World Book Day ✓ Careers Podcast ✓ Curriculum Enhancement Experience (Trip day) 	Study Leave and Exams Period

Please note that this is not an exhaustive list and the Careers Education and Guidance Manager is open to discussing potential opportunities for access in partnership with providers.

A provider wishing to request access should contact:

Kawtar El Ouaraini, Careers Education and Guidance Manager
Telephone: 0207 987 1883 ext. 1131
Email: kawtarelouaraini@spwt.net

Provider access will be granted for assemblies provided that there is still availability.

The weekly schedule for assemblies, including year groups, is outlined below:

DAY	TIME	YEAR GROUP
Monday	12:40-1:05	Open
	1:15-1:40	Open
Tuesday	12:40-1:05	Year 7
	1:15-1:40	Year 12/13
Wednesday	12:40-1:05	Year 8
	1:15-1:40	Year 10
Thursday	12:40-1:05	Year 9
	1:15-1:40	Year 11

Version Control		
Date	Version	Comments



Friday	12:40-1:05	[Redacted]
	1:15-1:40	

Dates for additional access for ad hoc workshops and events are coordinated by the CEIAG Manager, in collaboration with year teams and faculties.

Premises and Facilities

All assemblies take place in St Paul's Way Trust School's Willoughby Theatre, which has a seating capacity of 240. This room provides access to a projector and a sound system.

For events or workshops, please discuss room requirements with the CEIAG Manager. All rooms have access to a projector and sound system. The capacity of rooms varies from 10 students to 70 students. Providers must adhere to the school's safeguarding procedures at all times while working with the school.

To book an ad hoc event or workshop, please contact the CEIAG Manager at least 5 weeks before the proposed date of the event.

If you are a provider who wishes to leave a copy of your prospectus or other relevant resources, please discuss with the CEIAG Manager to make arrangements for a space in the Careers Library, which is managed by the Careers Manager and School Library Manager. The Careers Library is available to all students at lunch and break times.

Appendix 5 - Review and Evaluation Guidance

The purpose of the evaluation system is to provide St Paul's Way Trust School students with opportunities that most closely reflect the aims of the CEIAG strategy. Events organized should, broadly, be capable of fitting into the "Transform, Inspire, Succeed" programme, as outlined in the CEIAG Policy.

This document, therefore, outlines the assessment and evaluation guidelines following a CEIAG event. These guidelines should be followed whether an event has been organised directly by the CEIAG Manager or another member of staff.

NB: The CEIAG team must be notified of a trip/event, via email, if it concerns CEIAG, including HE engagement. This notification is vital to ensure that CEIAG trackers can be updated t

1. Immediately following an event, the lead member of staff must complete the teacher evaluation survey (page 2)
2. Within a week of the event, 20% of the attending students must complete the student survey (page 3). A minimum of 5 students must provide feedback. The survey is a template for staff to edit as they see fit but the survey must include a focus on the relation between the event and subject curriculum or the students' wider understanding of careers.
3. Once the surveys have been completed, they must be sent to the CEIAG manager for review. This review will assess the events impact, with the event then being RAGed.

Version Control		
Date	Version	Comments



- Red = Event showed little impact/usefulness and will not be run again
 - Amber = Event showed impact/usefulness but could be edited to have a much better impact on students
 - Green = Event can run again as is
4. In the termly CEIAG review the classifications for events will be shared with relevant staff via an impact report:
- In the case of a red event, the motivation behind the event will be discussed and this will be the brief for finding a more suitable event in future
 - In the case of an amber event, improvements will be discussed which will (in turn) be discussed with the provider. If change cannot be accommodated by the relevant organization, a new provider will be sought for a similar event.
 - In the case of a green event, the event will be confirmed for the following academic year.
5. Targets relating to the general careers programme will be established following CEIAG reviews.

Version Control		
Date	Version	Comments



Appendix 6 -

Feedback Forms for Students, SPW Staff and Employers/Activity Providers

Students



St Paul's Way
Education • Foundation • Trust

**Careers Events and Programmes
Feedback - Students**

At St Paul's Way Trust School we are committed to providing all learners with access to high quality careers information, advice and guidance. Your feedback is important to us!

*Required

Full Name and Form (Optional)

Your answer _____

Name of Event/Programme *

Your answer _____

1) How much did you enjoy the careers experience? *

- Did not enjoy
- Neutral
- Enjoyed
- Really Enjoyed

2) To what extent has your understanding of careers increased? *

- Has not increased
- Increased a little
- Increased a lot

3) How much impact has this experience had on your career aspirations? *

- No impact
- A little impact
- A lot of impact

4) What 3 things have you taken from this experience? *

Your answer _____

5) What would you suggest is improved for future events like this? *

Your answer _____

Further Comments (Optional)

Your answer _____

Thank you for completing this feedback form.

Version Control

Date	Version	Comments



St Paul's Way Trust School Staff:



St Paul's Way
Education • Foundation • Trust

Careers Events and Programmes Feedback - Staff

At St Paul's Way Trust School we are committed to providing all learners with access to high quality careers information, advice and guidance. Your feedback is important to us!

*Required

Full Name (Optional)

Your answer

Name of Event/Programme *

Your answer

1) How much do you think the students enjoyed the careers experience? *

- Did not enjoy
- Neutral
- Enjoyed
- Really Enjoyed

2) To what extent do you think the student's understanding of careers has increased? *

- Has not increased
- Increased a little
- Increased a lot

3) How much impact do you think this experience has had on the student's career aspirations? *

- No impact
- A little impact
- A lot of impact

4) What 3 things do you think the student's have taken from this experience? *

Your answer

5) What would you suggest is improved for future events like this? *

Your answer

Further Comments (Optional)

Your answer

Version Control

Date	Version	Comments



Employers/External Providers:



St Paul's Way
Education • Foundation • Trust

**Careers Events and Programmes
Feedback - Employers**

At St Paul's Way Trust School we are committed to providing all learners with access to high quality careers information, advice and guidance. Your feedback is important to us!

*Required

Full Name (Optional)

Your answer

Email Address (Optional)

Your answer

Organisation *

Your answer

Name of Event/Programme

Your answer

1) How much did you enjoy working with St Paul's Way Trust School students? *

- Did not enjoy
- Neutral
- Enjoyed
- Really Enjoyed

2) How engaged were St Paul's Way Trust students during the event/programme? *

- Not engaged
- Slightly engaged
- Very engaged

3) To what extent do you think our student's understanding of careers increased? *

- Has not increased
- Increased a little
- Increased a lot

4) How much impact do you think this experience has had on the student's career aspirations? *

- No impact

5) What would you suggest is improved for future events/programmes like this? *

Your answer

Further Comments (Optional)

Your answer

Thank you for completing this feedback form.

Version Control

Date	Version	Comments



Appendix 7 - Gatsby Benchmarks

Benchmark	Description
1. A stable careers programme	Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.
2. Learning from career and labour market information	Every pupil, 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.
3. Addressing the needs of each pupil	Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.
4. Linking curriculum learning to careers	All teachers should link curriculum learning with careers up to and including the age of 14.
5. Encounters with employers and employees	Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. Each student must have this opportunity at least once per academic year.
6. Experiences of workplaces	Every pupil will 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. Students should complete one work experience placement in Year 10 and another in Year 12.
7. Encounters with further and higher education	All pupils should understand the full range of learning opportunities that are available to them, including academic and vocational routes and learning in schools, colleges and/or universities. Each student must have this opportunity at least once per academic year.
8. Personal guidance	Every pupil should have opportunities for guidance interviews with a careers adviser, provided they are trained to an appropriate level. Every student should have at least one such interview by the age of 16, and the opportunity for a further interview by the age of 18.

Version Control		
Date	Version	Comments



..... continuation of St Paul's Way Trust School Careers
 Education, Information, Advice and Guidance (CEIAG) Policy

Approval Signature

Signature of (enter position e.g. Chair) _____

Print Name _____

Date _____

Version Control		
Date	Version	Comments