**Careers Education Information Advice and Guidance Policy**

**Rational for Careers Education Information Advice and Guidance (CEIAG)**

Careers Education, Information Advice and Guidance makes a major contribution to preparing people for the opportunities, responsibilities and experiences of life, in order to help them maximise their potential within the world of work:

* Preparing students for the opportunities, responsibilities and experiences of life
* Supporting people to achieve their potential
* Empowering 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 people to sustain employability and achieve personal and economic wellbeing throughout their lives

**Purpose**

Haybrook College Trust is committed to providing our students with career and employability learning and development and fulfils its statutory obligations. Careers Learning supports the college’s overall vision and is linked to the School Development Plan, that Governors and Senior Management have a key role in developing and approving. This process ensures a high profile for CEIAG and embeds careers and employability skills firmly within the college curriculum.

**Commitment**

Haybrook College Trust is committed to providing all its students with a planned programme of Careers Education activities throughout their studies, with opportunities at key transition points to access impartial information and expert advice and guidance. It is also committed to maximise the benefits for students by using a cross college approach involving parents and carers, employers, colleges, and other agencies.

**Management**

This area is supported by a Careers Leader who has strategic responsibility for CEIAG and coordination of work experience. They report to the Deputy Head, Executive Head Teacher and Governors.

**Quality**

The Careers Leader will review and evaluate the provision, taking into account the needs of the individual student and documenting intended destinations throughout the year. Careers and employability skills provision within the curriculum is reviewed and assessed through teacher meetings, observations and independent evaluations (student/staff/stakeholders). The college measures its achievement of Gatsby benchmarks against the CEC Compass Evaluation tool and works with the Careers and Enterprise Co-ordinator and the Enterprise Advisor to ensure continued development.

The Careers Leader provides an annual review of data (destinations) for the Senior Leadership Team and Governors.

**Curriculum Provision**

##### There is a planned programme of learning experiences (available on the college website) for all year groups (Year 7 – Post 16) which has been developed in line with the [*Framework for careers, employability and enterprise education - CDI January 2020*](https://www.thecdi.net/write/CDI-Framework-Jan2020-web.pdf)to:

* Develop themselves through career and work-related education
* Learn about careers and the world of work
* Develop career management and employability skills

**Personal Provision**

Elements of the above will require access to individual information advice and guidance with a qualified (L6) professional as well as this, they will also have access to:

* Personal tutors, subject tutors, visiting speakers (including ex-students) and mentors.
* External sources using email, telephone, web chat and forums via websites, including the National Careers Service.

Related Documentation:

* Provider Access Policy
* Careers Plan and Entitlement
* Visiting Speakers Policy
* Work Experience Policy

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