



# Fulston Manor School

## **Policy for Careers Education, Information, Advice & Guidance (CEIAG)**

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**Member of Staff Responsible:**

**Mr G Vigeon  
Assistant Headteacher**

## **Policy for Careers Education, Information, Advice and Guidance (CEIAG)**

### **Introduction**

A young person's career is the progress they make in learning and work. All young people need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers and sustain employability throughout their lives. Schools have a statutory duty to provide careers education in Years 7-13 and to ensure that students have access to impartial guidance (Statutory Guidance: Careers guidance and access for education and training providers, September 2022; The Education (Careers Guidance in Schools) Act 2022)

Fulston Manor School is committed to providing a planned programme of careers education and information, advice and guidance (IAG) for all students in Years 7-13, in partnership with the University of Kent, Kent and Medway Progression Federation, Kent Education and Business Partnership, The Education People and other outside providers.

We link our CEIAG programme to the Gatsby Benchmarks which are referenced to the Statutory Guidance for Careers (September 2022). The Gatsby Benchmarks are as follows:

1. A Stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

This policy was developed and is reviewed annually in discussion with relevant stakeholders.

### **Objectives**

The careers programme is designed to meet the needs of students at Fulston Manor School. It is differentiated and personalised to ensure progression through learning activities that are appropriate to students' stages of career learning, planning and development.

Students are entitled to CEIAG which is person centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

### **Implementation**

Key staff involved in the implementation of this policy are:

Mr G Vigeon, Assistant Head Teacher and Careers Leader, oversees the careers programme.  
Mrs R Demian, Careers and Work Experience Coordinator.

All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered at appropriate times within the school year. The CEIAG programme is planned, monitored and evaluated by the Careers Leader, supported by the Careers and Work Experience Co-ordinator. Careers information is available in the school Careers Office, which is maintained by the Careers and Work Experience Co-ordinator, and in the Careers Resources Centre which is maintained by the school librarian.

The careers programme includes careers education sessions, career guidance activities, assemblies, information and research activities, work related learning (including 5 days of work experience in Years 10 and 12) and individual learning activities. In the Sixth Form students receive careers lessons at appropriate and key points of the year in their tutor groups and through their PDC (Personal Development Curriculum) lessons. Other focused events, such as a Higher Education Convention, are provided from time to time. Work experience preparation and follow up take place in PDC and in tutor time.

All students in Year 12 are required to undertake a work experience placement relevant to their programme of study or to their future career ambitions. Work experience is an optional activity in Year 10 though all students are encouraged to participate.

The school currently contracts in support from Kent Education and Business partnership. This support takes the form of targeted one-to-one careers interviews and support with the work experience programme. Where service contracts exist with external providers, they will be reviewed annually. The careers programme is reviewed annually by the Careers Leader and opportunities for improvement are constantly sought.

Funding is allocated in the annual budget planning round in the context of whole school priorities. The Careers Leader is responsible for the effective deployment of resources. Sources of external funding are actively sought.

Staff training needs are identified by the Careers Leader, and are usually met either internally or through the local CxK service or other partners such as the University of Kent and The Education People. The Careers and Work Experience Coordinator has completed Level 6 careers qualification from Canterbury Christ Church University. The Careers Leader is currently completing a Level 6 qualification in careers leadership with Teach First.

The school measures and assesses the impact of the careers programme through student feedback, parental feedback, and through outcomes (measured by destinations tracking once students leave the school).

### **Annex: Provider Access Policy**

This policy statement sets out the school's arrangements for managing the access of providers to students 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 and the Statutory Guidance (January 2023) 'Careers guidance and access for education and training providers'.

All students in years 8 – 13 are entitled:

- To find out about technical 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.
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The school will comply with its obligations under legislation by providing the following:

- At least two encounters with providers of technical qualifications and apprenticeships across Years 8 and 9;
- At least two encounters with providers of technical qualifications and apprenticeships across Years 10 and 11;
- At least two encounters with providers of technical qualifications and apprenticeships across Years 12 and 13;

The school will contact providers to provide these encounters, but any provider wishing to request access should contact Mr G Vigeon, Assistant Headteacher, at [gvigeon@fulstonmanor.kent.sch.uk](mailto:gvigeon@fulstonmanor.kent.sch.uk) or via the school switchboard on 01795 475228.

A number of events, integrated into the school careers programme, may offer providers an opportunity to come into school to speak to students:

Year 7: Assemblies (throughout the year), Careers Week (in March), Aspirations Week (in July).

Year 8: Assemblies (throughout the year), Careers Week (in March), Aspirations Week (in July).

Year 9: Assemblies (throughout the year), Options Evening (Spring Term), Careers Week (in March)

Year 10: Assemblies (throughout the year), Careers Week (in March), Work Experience / Aspirations Week (in July).

Year 11: Assemblies (throughout the year), Careers Week (in March)

Year 12: PDC lessons (throughout the year), Careers workshops (after school throughout the year), Work Experience Week (July).

Year 13: PDC Lessons (throughout the year), Careers workshops (after school throughout the year).

In addition to the above, bespoke sessions can be organised at most times of year through discussions with the school. The school welcomes face-to-face and virtual encounters.

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team. The school will consider any requests for specialist facilities, such as workshops and science laboratories, subject to risk assessment.

The school reserves the right to refuse requests for access for the following reasons:

- If such requests are felt to interfere adversely with the progress of students, for instance during the run up to examinations;
- If requested facilities are not available at the requested time, for instance because they are being used for another activity;
- If reasonable time is not given to organise and implement the access request.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

Recent providers that have been invited in to the school include:

- East Kent College Group
- Apprenticeship Support and Knowledge in schools and college (ASK)
- Medway UTC

Anybody wishing to raise a complaint about provider access should, in the first instance, contact Mr G Vigeon. Should a resolution not be arrived at the school's Complaints Policy, available from the school website, should be followed.