



Elmley Dray  
School

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

Elmley Dray School is committed to ensuring that children and young people have the education and the advice and guidance to ensure that as children and young people with a hidden disability, they have the right to live a full life with dignity and as far as is possible, independence; the right to education which develops their personality, talents and abilities to their full potential. (UN Convention of Rights Articles 23, 28, 29).

The Department of Education Statutory Guidance of October 2018 identifies that educational provisions need to

*'use the Gatsby Charitable Foundation's Benchmarks to develop and improve their careers provision. The Benchmarks go further by defining all of the elements of an excellent careers programme, based on the best national and international research'.*

This policy should be written in conjunction with the following policies:

- Assessment Policy
- Equality and Diversity Policy
- Health, Fire, Safety and Welfare Policy
- Special Educational Needs and Disabilities Policy
- Curriculum Policy
- Safeguarding Policy

## Introduction

This policy will structure how Elmley Dray School plan, implement and review their learning programmes as well as the provision of careers advice so that their learners get a good start and are well prepared for the next stage in their education, training or employment.

Elmley Dray School promotes the access of good quality and impartial information on careers advice and guidance, future education, employment, self-employment or training through the appointment of an Experienced Employability and Occupational Studies tutor, as well as working in collaboration with local authority advice and guidance around education, training and employment opportunities. Elmley Dray School will attend Careers fairs and will encourage parent and carer joint working practices to ensure that advice and guidance is available from county based organisations. Elmley Dray School will provide parents, carers and young people with next steps advice on areas of independent living including career pathways, employment rights and opportunities as well as further, higher, apprenticeship, internship educational advice.

This level of advice and guidance will be made available to students within Year 8 and be available until their transition from Elmley Dray School.

Elmley Dray School is committed to

*‘working towards the national validation for CEIAG Quality Awards - The Quality in Careers Standard and Gatsby Benchmarks’*

## Commitment

Elmley Dray School is committed to providing a planned, independent and impartial programme of careers education, information, advice and guidance for all students in Years 8 onwards.

## Elmley Dray School aims to provide

- an CEIAG programme of opportunities which is to be inclusive, allowing our learners to gain the knowledge, understanding, skills, attitudes and attributes required to make informed choices; also challenge stereotypes and which will help to increase student confidence and motivation.
- a programme which is person-centred, integrated and regular advice and guidance for students and their parents / carers, local employers, in order to ensure that students, parents and carers have every opportunity of accessing a meaningful career which enables independence.
- advice and guidance on the benefits to students of CEIAG opportunities, destination data, student voice and the current employment market needs.

## Elmley Dray School aims to

- to contribute to strategies for raising achievement, especially by increasing motivation;
- to support inclusion, challenge stereotyping and promote equality of opportunity;
- to encourage participation in continued learning including higher education and further education;
- to develop enterprise and employment skills;
- to reduce drop out from and course switching in education and training;
- to contribute to the economic prosperity of individuals and communities;
- to meet the needs of all our students through appropriate a bespoke and personalised learning programme;
- to focus students on their future aspirations;
- to involve parents and carers.

Elmley Dray School collaboratively with the community, together with parents and carers, work to achieve The Eight Gatsby Benchmarks of Good Career Guidance.

### *1. A stable careers programme*

*All students have Employability within Key Stage 4 which are interlinked with personal, social and development lessons where they learn about how to search for a job, what are the options available to them, what to expect in an interview and how to dress, what to expect from an induction programme, health and safety etc.*

### *2. Learning from career and labour market information*

*Students are made aware of local job and apprenticeship vacancies which includes information such as qualifications and skills needed, employment sectors, employers, jobs, salaries and employment trends through an annual meeting with Elmley Dray School Director who will report the student voice at the Annual Review meeting.*

### *3. Addressing the needs of each learner*

*Each student has a personalised timetable which is in place to meet their own individual needs which incorporates required EHCP outcomes.*

### *4. Linking curriculum learning to careers*

*At least once a year, students are provided opportunities to attend independent careers fairs within Kent supported by Elmley Dray School.*

### *5. Encounters with employers and employees*

*Work experience is promoted within Key Stage 4 but can be a part of the educational provision for individual learners, when the learner is emotionally resilient and mature enough to access the option without impacting negatively on their wellbeing.*

## 6. Experiences of workplaces

*Elmley Dray School encourages work experience placements, working with parents, carers and the community to find aspiring and value added experience of work for our students. The opportunities are not limited and therefore are, as with the educational provision, tailored to the needs of the learner.*

## 7. Encounters with further and higher education

*When considering transition, Elmley Dray School students are encouraged to take all opportunities of taster and transitional days with FE colleges as well as attending local careers, further and higher education fairs and events.*

## 8. Personal guidance

*Each student has a careers interview with the SENDCo and/or the Employability Tutor who will provide a report for every Annual Review. Preparation for employment is completed within Employability, Occupational Studies and Personal and Social Development.*

## Learning Objectives

- To provide students with planned activities to help them understand themselves and the influences on them and to help them investigate opportunities in learning and work.
- To provide students with the skills, attitudes, attributes and behaviours needed for a successful transition into the world of work and as independent an adult life as possible.
- To enable students to relate their own abilities, attributes and achievements to career intentions and make informed choices based on an informed evaluation of the alternatives.
- To provide access to learning programmes which support learners developing knowledge and understanding of Employment, Careers and Recruitment processes.

## Educational Opportunities to include

- Careers education through Elmley Dray School
- Work experience for learners who are ready for the next phase of developing employability experience in the community;

## Monitoring, Review and Evaluation

To provide training and development in the bespoke teaching, learning and experience within the area of Careers Guidance and Employability.

To review the policy every two years (or sooner if there are any significant changes) with Elmley Dray School Proprietor and Senior Staff who jointly have the responsibility for ensuring that Employability and Careers Guidance is delivered across secondary education provision.

## Equality and Diversity

Careers education is provided to all learners at Elmley Dray School. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

## Parents and Carers

Parental involvement is encouraged at all stages through the Annual, Transitional and Interim reviews. Parents and carers are kept up to date with careers related information through newsletters and open days. Parents are welcome at careers interviews and Elmley Dray School attends or encourages attendance to careers fairs being provided within the local community and beyond (e.g. London).

## Management

This policy and the coordination of the Employability, Work Experience and Careers programme is completed collaboratively between the SENDCo/Head of School and Deputy Headteacher.



Hayley Furnell, Director,  
on behalf of Elmley Dray School  
Dated: September 2024  
Next review: September 2025