

# **Gatsby Guidance Policy - Careers, Education, Information and Guidance (CEIAG)**

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## **1. Introduction**

Discovery College is committed to providing a planned programme of Careers Education, Information and Guidance for our students. We believe that it is especially important for our students all of whom have an Education Health and Care Plan that, careers education information and guidance is embedded throughout the whole college and is of the highest standard possible.

The Gatsby CEIAG programme will promote equality of opportunity, celebrate diversity and challenge stereotypes. The policy is developed and reviewed annually through discussions with teaching staff, the CEIAG Lead, students, parents, Trustees and other external partners. It is based on current good practice from the Careers Development Institute and is guided by the 'Gatsby' benchmarks, to ensure best practice and to conform to statutory requirements.

## **2. Context**

From September 2013 the Education Act of 2001 placed Colleges under a duty to ensure that all registered students have access to independent, accurate and impartial information, advice and guidance.

Careers guidance under this duty will:

- be presented in an impartial manner
- include information on the full range of post-16 education or training options,
- promote the best interests of the students to whom it is given

The DfE on 4th December 2017 also updated its statutory careers guidance for Colleges. Governing Boards need to ensure that the college has published a careers programme and clear advice and guidance which meets the college's needs. The government also expects Governing Boards to ensure that the college's careers strategy is developed in line with the Gatsby Benchmarks and informed by the requirements set out.

The careers strategy can be read online at:

[www.gov.uk/government/publications/careers-strategy-making-the-most-of-everyones-skills-and-talents](http://www.gov.uk/government/publications/careers-strategy-making-the-most-of-everyones-skills-and-talents)

The statutory guidance for College is available at:

[www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools](http://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools)

### **3. Baker clause**

Colleges and academies must give education and training providers the opportunity to talk to students about approved technical 2 qualifications and apprenticeships from 2nd January 2018. The DfE has issued 2 guidance documents Technical education and apprenticeships: raising awareness in Colleges and Example policy statement on provider access which sets out what Colleges need to have in place to meet the requirements of the amendment to the Technical and Further Education Act.

### **4. The 8 'Gatsby' Benchmarks**

Discovery College has adopted the Gatsby Benchmarks (see link below) because they are judged to be an outstanding system for career guidance.

<https://www.gov.uk/government/news/careers-guidance-for-modern-country-unveiled>

<http://www.gatsby.org.uk/uploads/education/reports/pdf/gatsby-sir-john-holman-good-career-guidance>

#### **Benchmark 1: A stable careers programme**

- the strategic responsibility for the management of CEIAG is the Deputy Head Teacher (known as the 'Careers Lead')
- Link Governor is Mr D Bayliss
- The careers programme is structured and updated by the Careers Lead and it is published and included on the College's website/newsletters.
- Delivery is through specific CEIAG lessons but also permeates the other college subjects – careers is covered through bespoke lessons
- The programme is evaluated with feedback from all stakeholders (i.e. Senior Leadership Team, Subject Leads etc).
- Planning, monitoring and delivery of the careers programme will be reviewed annually, using the quality standard for Careers Education and Guidance – See 'Mapping of Gatsby Benchmarks' document.

- Funding is allocated annually in the budget and needs for Careers Education, Information and Guidance are therefore catered for.
- A Work Experience Placement Lead (WEPL), has been employed to oversee Work Experience (WEX) protocols and support staff and students with WEX.
- The Careers Lead ensures careers is prominent in the EHCP process for every child.
- Provide students with a large range of events and activities involving employers and other agencies as well as ongoing experience of the world of work and businesses.
- Students have access to 'Kudos' careers software and 'Impleability' app, which supports with careers planning and careers suitability.
- All Discovery College delivery staff are trained to IAG Lv 2, to ensure they understand the importance of embedding CEIAG for the benefit of students and their future careers.
- See 'DC Mapping of Gatsby Benchmarks' document for further details

### **Benchmark 2: Learning from career and labour market**

- Local Market Information (LMI) is obtained through Discovery College's partnership link with Plymouth City Council (PCC) and referred to in the CEIAG meetings with the Careers Lead
- Parents and students can keep up to date with information about Local Market Information via Website & Social Media posts and through recommendations from EHC and Pupil Performance Review Meetings (PPRM's)
- The Careers Lead provides independent careers guidance, including LMI to all students (from years 12-14).
- See 'DC Mapping of Gatsby Benchmarks' document for further details.

### **Benchmark 3: Addressing the needs of each pupil**

- The Careers Lead keeps accurate records of individual CEIAG and these are shared with students in line with GDPR compliance.
- Destinations are collated by a member of the Admin Team with the support of the Careers Lead annually and safely stored on the college's 'Cohort List'.
- The careers programme actively seeks to challenge stereotypical thinking and to raise aspirations.
- A variety of Careers Fairs will take place during the academic year where students and parents/carers can attend in order to gain understanding of careers (for example – the annual 'Skills Show' at Plymouth Pavilions)
- Pro-active in supporting every student on their work placement or pathway to employment. This may include regular liaison with parents and work

experience providers as well as appropriate resources to support each student.

- All Discovery College delivery staff are trained to IAG Lv 2, to ensure they understand the importance of embedding CEIAG for the benefit of students and their future careers.
- See 'DC Mapping of Gatsby Benchmarks' document for further details.

#### **Benchmark 4: Linking curriculum learning to careers**

- Employability and enterprise skills are embedded within the curriculum and developed in lessons, linking theory to future careers (see Course Planners – section Employability). These skills will encourage students to become more effective workers, within a wider range of careers.
- The Careers Lead provides annual careers lessons within the PSHE programme and ongoing training needs are identified for planning and delivering the careers programme.
- All staff are expected to contribute to CEIAG through their role as form tutor, subject teachers and support staff.
- The WEPL, #Futures and WEX placements support student's understanding of the world of work with particular focus on the production of products to sell through social enterprise (#Futures). Any work experience placements must serve a purpose in the curriculum personalised or not, for example students completing Vocational Studies will use evidence from their work experience for their qualification.
- See 'DC Mapping of Gatsby Benchmarks' document for further details.

#### **Benchmark 5: Encounters with employers and employees**

- Students will be provided with opportunities of mentoring, workplace visits, work experience, work shadowing, enterprise clubs, employer talks and higher education presentations.
- Where appropriate, we will arrange visits for students to local colleges, work based education and training providers This will assist students in making an informed decision about their future career.
- The Careers Lead and WEPL will continue to develop partnerships with local colleges, apprenticeships providers, local employers and training providers.
- All students will:
  - Receive a careers talk from an internal member of staff
  - Receive a careers talk from a local business or provider

- Attend a careers fair or evening
- Opportunity to complete an enterprise day
- Produce an enterprise product
- See 'DC Mapping of Gatsby Benchmarks' document for further details.

### **Benchmark 6: Experience of work places**

- Students will undertake a mandatory work experience placement which is linked to their chosen vocational provision.
- All students will have a H&S WEX pro-forma complete before undertaking placements, a mock interview and a WEX site visit before attending.
- Students will be supported by their IAG Lv 2 qualified tutors for any pastoral concerns while on placements.
- Students on regular work placements (Childcare / HSC) will receive monitoring visits from staff once a term.
- Reports of termly progress will be shared with parents and students via PPRMs.
- Job awareness weeks which include mock interviews, enterprise days and visits to business take place annually for all students
- See 'DC Mapping of Gatsby Benchmarks' document for further details.

### **Benchmark 7: Encounters with further and higher education**

- Advertising and attendance to local careers events (i.e Skills Show – Plymouth Pavilions) allows each pupil/parent/carers to have a meaningful encounter with learning providers, including sixth form, colleges, local employers and apprenticeship providers.
- Extensive links and site visits with a number of colleges
- Internal careers discussions will take place termly through PPRMs where students discuss careers and notified of current interns/apprenticeship opportunities where appropriate
- Students work with the Department for Work and Pensions (DWP) 'Work Academy' to help them prepare for future work placements.
- Regular liaison with local colleges and Careers Lead supports students for a smooth transition
- Students and parents are signposted to events and opportunities at local colleges through flyers, posters, social media etc
- See 'DC Mapping of Gatsby Benchmarks' document for further details.

## **Benchmark 8: Personal guidance**

- Independent face-to-face careers guidance with Careers Lead (Lv 3/4 qualified), to help make successful transitions,
- Access to a qualified careers adviser (Careers South West qualified to at least level 6)
- College will work closely with the Local Authority through the provision of Local SEND support network (Head Teacher attends termly meetings at City College Plymouth: preparing for adulthood.
- The Careers Lead is available for appointments with students or with parents and students.
- See 'DC Mapping of Gatsby Benchmarks' document for further details.

## **5. Key Staff Responsible**

All staff are responsible for giving good careers and guidance to students, this includes form tutors, teachers and support staff. As a result, all Discovery staff are qualified to a minimum of IAG Lv 2, The dedicated Careers Lead is supported by Careers South West, Department for Work and Pensions and SIPS Education to help implement all of the above.

## **6. Careers Promise**

The government have given all Colleges until 2020 to implement all aspects of the Gatsby Benchmarks. The College will continue to help plan, monitor and evaluate actions towards these benchmarks. Regular updates will be fed back to senior leaders and the governing body.