

CEIAG	
Person(s) responsible for updating the policy	Vice Principal
Date approved	
Approved by	Local Governing Body
Period of review	
Status	Statutory

Contents

1. Introduction
2. Scope and purpose
3. Student entitlement
4. Roles and Responsibilities
5. Gatsby Benchmarks
6. Management of provider access requests
7. Opportunities for access
8. Premises and facilities

1. Introduction

- 1.1 This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B, 42A and 45A of the Education Act 1997 and has due regard to the DfE's statutory guidance, 'Careers guidance and access for education and training providers', which was last updated in October 2018.

2. Scope and purpose

- 2.1 This policy outlines the opportunities that students have access to whilst in education at Logic School both in Key Stage 4 and Key Stage 5. It should be read in conjunction with the 'overview of activities per year group' and the CEIAG Delivery Plan which is produced annually. In summary, we aim to ensure that we:
- Prepare students for their life post-education
 - Help students develop an understanding of different career paths available for all students
 - Help students develop an understanding of the skills, attributes and qualifications needed for employment and further study.
 - Help students to access information on the full range of post-16 and post 18 education, apprenticeships and training opportunities that are available
 - Help students make sensible and informed decisions about their future with the support of relevant staff and external agencies
 - Offer targeted support for vulnerable and disadvantaged young people
 - Provide opportunities for students to experience work, apprenticeship and further and higher education opportunities.

3. Student entitlement

- 3.1 Students in years 10-13 are entitled:
- To have opportunities to meet employers, apprenticeships providers and universities about the different opportunities available to them through visits to employers and work experience opportunities.
 - To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
 - To learn about technical education qualifications and apprenticeship 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 be made aware of local and national Labour Market Information (LMI) to support them in making informed choices for their future career.
 - To understand how to make applications for the full range of academic and technical courses and to be supported in doing so.
 - To have individual and personal meetings to discuss their career plans, helping them to make informed decisions about their future.
 - To use the digital platforms we provide and have access to including a specific Google Classroom for 'Careers'; our school website; and access to a digital careers platform called 'Upskill Me'.

4. Roles and Responsibilities

- 4.1 The Governing body is responsible for ensuring that all students have access to a balanced, detailed and appropriate CEIAG curriculum and programme, that provides opportunities for personal and professional development.
- 4.2 The Careers Lead (VP) is responsible for overseeing the strategic elements of Logic's CEIAG strategy and policies and is supported by various staff including the Senior Leadership Team; Early Careers Lead; the Transition and Futures teams; teaching staff; and our administration team.
Further details can be found in Appendix 1.

5. Gatsby Benchmarks

- 5.1 The school aims to develop its activities in line with the Gatsby Benchmarks and uses the Compass tool to assess our progress against this.
- 5.2 A brief overview of activities linked to the benchmarks can be seen in Appendix 2.
- 5.3 This should be read in conjunction with the yearly Logic CEIAG Delivery plan and the overview of CEIAG activities per year group.

6. Management of provider access requests

- 6.1 A provider wishing to request access should contact:
John Cadogan, Vice Principal
Telephone: 02088313001
Email: j.cadogan@logicstudioschool.org

7. Opportunities for access

- 7.1 A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents. This might include assemblies, careers events, PBL transition days and employer engagement sessions.
- 7.2 Please speak to our named Careers Leader, John Cadogan to identify the most suitable opportunity for you.
- 7.3 The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students - <https://www.logicstudioschool.org/about-logic/policies/>
- 7.4 All visitors will need to complete the TPET visitors form and return prior to permission being given to talk to students -
<https://www.logicstudioschool.org/wp-content/uploads/2017/03/TPET-Visiting-Speaker-Policy-Sept-2017.pdf>

8. Premises and facilities

- 8.1 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.
- 8.2 Providers are welcome to leave a copy of their prospectus or other relevant course literature with reception, which will be added to the Careers section of the college library or 6th form centre (as appropriate). These areas are available to all students at lunch and break times.

Appendix 1 - Roles and Responsibilities

The Careers Lead (VP) is responsible for:

- Developing an appropriate and aspirational careers strategy that takes into account the needs of our students and is based on previous experience and evaluation.
- Planning a careers programme of activities that provides students access to new opportunities; and that will support them in making informed choices about their future.
- Ensuring the Careers programme takes into account the Gatsby Benchmarks when planning opportunities (see below).
- Evaluating the schools careers provision using the Compass tool.
- Liaising with the Early Careers Teacher, Heads of Year, PSHE Lead and members of the Employer Engagement and Transition team to ensure the provision and planning of effective careers guidance.
- Providing appropriate training or access to training and support for all staff involved in the delivery of CEIAG at the school. This includes the opportunity to attend offsite and online training sessions, conferences and other opportunities.
- Establishing, maintaining and developing links with FE colleges, universities, apprenticeship providers and employers with the support of the Early Careers Teacher.
- Ensuring that destination data is recorded and stored by the transition team and that ongoing support and follow up is undertaken.
- Ensuring all information related to careers is published on the school website and updated regularly.

4.3 The Early Careers Teacher is responsible for:

- Supporting the Careers Lead with all aspects of the CEIAG programme.
- Providing relevant and regularly updated information to all students regarding opportunities available including work placements, taster days, summer schools, apprenticeships, employment and courses.
- Liaising with external providers over opportunities for students to engage with and learn from them including insight visits, work experience placements, talks and masterclasses.
- Providing 1 to 1 support for students at Post 16 and Post 18 transition points; including helping students to research and apply for relevant opportunities. This will be particularly relevant for those students with SEND or those looking at careers outside of the school's specialisms.
- Support those students in Year 13 looking for employment and apprenticeship opportunities by liaising directly with local employers and providers.
- Support students who have recently left Logic with ongoing support where needed.
- Keep an overview of opportunities provided for students while at Logic

4.4 All teaching staff and coaches are responsible for:

- Ensuring careers education is planned into their lessons (where appropriate), as well as promoting careers guidance in the classroom where relevant.
- Attending any relevant CPD or training to ensure they are up-to-date with the school's careers strategy.
- Creating a learning environment that allows and encourages students to tackle real life challenges, manage risks and develop skills that can be applied to the workplace.
- Supporting students who have careers related questions through coaching sessions and liaising with relevant members of staff for further support where appropriate.

Appendix 2 - Gatsby Benchmarks (Example activities)

- **A stable careers programme**
 - An evaluated careers strategy that takes into account the views of students, parents, employers and staff.
 - An planned set of activities for each year group that is relevant to their career stage
 - Careers information is published on the school website

- **Learning from careers and labour market information**
 - Use of LMI to support students at both post 16 and post 18 transition points.
 - Provided and highlighted with students when choosing their EE Pathway in Year 12.

- **Addressing the needs of each student.**
 - Individual transition meetings for all students
 - 1 to 1 support for student applications.

- **Linking curriculum learning to careers.**
 - Specialist curriculum
 - Specialised EE Pathways at Year 12 (and Year 13 where appropriate)
 - Working with specialist employers and providers to provide opportunities for students to undertake career opportunities
 - Specialist qualifications and enrichment opportunities.

- **Encounters with employers and employees.**
 - Insight visits, masterclasses, careers talks and transition support
 - Logic Careers Fair, Speed networking and Mock Interviews support
 - Year 13 Apprenticeship programme.

- **Experiences of workplaces.**
 - Work Experience for all students in Year 10
 - Work Experience opportunities for Year 12 students as part of their EE Pathway.
 - Insight visits for students in Year 10 and Year 12 to local employers.

- **Encounters with further and higher education.**
 - Visits to local universities
 - UCAS Exhibitions
 - Invites to providers to the Logic Careers Fair.
 - Speed Networking and Mock Interview opportunities.

- **Personal guidance.**
 - 1 to 1 careers support for students through coaching.
 - Personal interviews.
 - Identified transition programme at KS5