

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

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| **Date of last approval / revision**  **Review Interval** | October 2023  3 yearly, or if there is a change in legislation / guidance. |
| **Approval / Review body** | Headteacher / ratified by Governing body. |
| **Date of next review:** | September 2026 |
| **Public File location** | 3 yearly, or if there is a change in legislation / guidance. |

This policy is underpinned by a range of School wide policies, such as safeguarding, equal opportunities, SEN, and data protection. All of which can be found on the school’s website. We also have a statement of provider access for CIAG which is also published on our website.

**Introduction**

Bishopton Pupil Referral Unit is part of the Atomix Educational Trust. Careers education, information, advice and guidance (CEIAG) is an essential part of the support we offer to students at Bishopton PRU. Effective careers support is a vital part of the curriculum and helps to prepare young people for the opportunities, responsibilities and experiences they will encounter as they prepare for transition within the PRU, back to mainstream school, or their transition to a post-16 destination and beyond. As options for young people become more varied and complex, it is vital that we support our students to develop the knowledge and skills they need to make informed choices for their future. Whilst the structured programme is clearly defined, it is incumbent on all members of staff to take the opportunities, when they arise, to support the delivery of CEIAG provision both within and beyond the taught curriculum, we are actively working towards the recommendations of the Gatsby Benchmarks (see references).

This policy sets out how career activities are delivered at school and explains what stakeholders can expect from the careers programme. This is provided alongside provision from the student’s home schools (where appropriate). Staff will work with student’s home schools to ensure provision is continued, any gaps in provision are identified and transition support is provided.

**Aims and objectives**

The Bishopton PRU careers programme aims to:

* encourage students to be ambitious, broaden their horizons and explore their own career aspirations throughout their time at school
* ensure students’ readiness to take their next step in their learning or career.

The objectives for the careers programme are as follows:

* helping students to understand the changing world of work
* facilitating meaningful encounters with employers for all students
* supporting positive transitions to an appropriate post-16 destination
* enabling students to develop the research skills to find out about career opportunities
* encouraging participation in continued learning, challenging the young people to identify their route to a future career via traineeships, apprenticeships or further and higher education
* supporting inclusion, challenging stereotyping and promoting equality of opportunity
* contributing to strategies for raising achievement, particularly by increasing motivation

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Our CEIAG programme is designed around 8 Gatsby benchmarks, which are the standard for good careers Guidance in schools. We aim to:

1. Deliver a stable careers programme  
2. Support students to learn from career and labour market information  
3. Address the needs of each pupil  
4. Link curriculum learning to careers  
5. Provide encounters with employers and employees  
6. Provide young people with experience of workplaces  
7. Provide encounters with further and higher education  
8. Provide personal guidance

**Leadership and delivery**

The careers programme is led by the careers leader at Bishopton, Lynne Barnett, with support from Beth Cairns the careers co-ordinator for the trust, who is qualified to Level 6 and working towards a level 7. At Bishopton although guidance is only given by qualified professionals, Careers Education is all staff’s responsibility. Bishopton also has an external agreement in place with Youth Directions who work with our year 11 pupils. All advisors are suitably qualified and bound by the CDI code of ethics, which include impartiality, transparency, confidentiality, and competence, these will be integrated into our careers programme in line with our strategy and the Gatsby Benchmarks; ensuring careers initiatives deliver a highly regarded student experience across the whole curriculum, raising aspirations, challenging stereotypes and promoting equality and diversity.

**Statement of Provider Access**

It is our statutory duty to provide access to all different FE, HE, apprenticeship providers, training providers, technical colleges, businesses and more to our students, so that can have meaningful encounters that may help them to make informed decisions. We have a statement of provider access for CEIAG, and this is published on our website.