

## **CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY**

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| Last reviewed:   | September 2024                     |
| Next review due: | September 2025                     |
| Reviewed by:     | Head of Careers & Higher Education |

### **1. Background**

d'Overbroeck's is a co-educational independent school for Year groups 7-13 with an exceptional academic and extra-curricular programme, providing excellent opportunities for individual growth. The majority of leavers attend Russell group universities.

The school places great value on education that will prepare students for the challenges of their future lives. It recognises that in a world of rapidly changing employment opportunities, students need a wide range of information and experiences to gain a good understanding of the world of work. It also acknowledges that students need assistance in recognising their own abilities and aptitudes, to develop high and appropriate aspirations for their future.

This policy is informed by the Gatsby Benchmarks of Good Careers Guidance and the Career Development Institute framework.

### **2. Statement of entitlement**

As part of the school's commitment to the broadest and fullest education for all its students, each one is entitled to an effective programme of Careers Education, Information, Advice and Guidance (CEIAG). The CEIAG programme aims to inspire, empower, and support students to make informed decisions about their futures.

### **3. Aims and objectives**

3.1. The school's CEIAG programme is aligned to the school development plan and aims to:

- encourage students to develop self-awareness, to learn about themselves, their interests, personal qualities and what influences their decisions.
- encourage career exploration by providing choice and quality, up-to-date information about the world of study and the world of work.
- promote student ownership by asking students to take responsibility for their career decisions and encouraging realistic and personalised higher education and career paths.
- prepare students to manage change and transition in a fast-moving world through their own initiative and enterprise.

3.2. To meet these aims, the school's CEIAG programme has the following key features:

- It enables students to make informed choices about a broad range of options, including timely advice to help them choose (I)GCSEs, as well as post-16 and post-18 options.

- It helps students to fulfil their potential by:
  - understanding how their strengths, weaknesses and interests relate to the world of work.
  - learning about different careers and opportunities:
  - obtaining individual guidance.
  - understanding the value of work experience.
  - gaining information about training and education beyond d'Overbroeck's.
- We adhere to the Career Development Institute's code of ethics, where independent guidance is offered and delivered by qualified careers practitioners, providing impartial, accessible, student-centred advice that promotes equality and diversity.

#### **4. Responsibilities**

4.1. The Principal and the Senior Leadership Team are responsible for:

- providing explicit support for the CEIAG programme.
- appointing an identified and appropriately trained person of authority to lead and manage the CEIAG programme.
- ensuring the school has a structured and effective CEIAG programme.

4.2. The Head of Careers & Higher Education is responsible for leading and managing the CEIAG programme as detailed in the job description.

4.3. With the support of the Head of Careers & Higher Education, Directors of Studies are responsible for overseeing the university applications of their individual students.

4.4. All staff, in their academic and pastoral roles, are responsible for ensuring that:

- through the assessment, feedback and reporting of students' progress, students develop a clear understanding of their strengths, talents, and aptitudes, to help them to make realistic decisions about their futures.
- all students receive guidance and mentoring to promote high aspirations and are encouraged to take part in relevant opportunities and career related experiences, to develop transferable skills.

#### **5. Personnel**

The Head of Careers and Higher Education works collaboratively with

- Oxbridge specialist
- Medics/Dentists/Vets specialist
- Law Co-specialist
- Whole school Personal Development Lead
- UCAS Administrative Assistant.

Contributing partners also include InvestIN Education, Unifrog, FutureSmart and The University Guys.

## **6. The CEIAG Programme outline**

- 6.1. Careers education is embedded into the Personal Development programme from Years 7-12, using the Career Development Institute's Learning Framework.
- 6.2. Key messages, activities and independent careers research using Unifrog takes place during tutor time and assemblies. Opportunities are also advertised through the Careers & HE Teams Hub and visually on screens and noticeboards.
- 6.3. There are a series of inclusive careers events, talks and fairs that take place throughout the year, giving students the opportunity to engage with experts, employers, and universities.
- 6.4. Impartial, independent one to one career guidance is offered to all students in Year 11 and 12 in addition to the personalised and specialist support they receive from their subject teachers, tutors, and Director of Studies.
- 6.5. An important part of our career's strategy is to inform and educate parents on careers and this is conducted through termly careers newsletters and a series of webinars.
- 6.6. We offer work experience to students in Year 11 at d'Overbroeck's Senior School.
- 6.7. As part of our extra-curricular offering, a variety of trips take place within subject areas to workplaces such as the BMW plant, Bletchley Park, theme parks, Oxford crown court, University parks, studios, galleries, museums, and theatres.
- 6.8. As part of our Super-Curricular offering, students across the school have the opportunity to attend Plus sessions which encourage thinking and learning beyond A Levels including conversations around careers.
- 6.9. Extra-Curricular activities are available across the school and students develop their skills by taking part in things such as Model United Nations, the school newspaper, Young Enterprise, sport, and music. Students also have the unique opportunity to take part in Nord Anglia competitions and challenges internationally through Global Campus where success is recognised, skills are developed, and new networks created.

An outline of the school's CEIAG programme can be found in **APPENDIX 1** below.

## **7. Monitoring and review of provision**

The effectiveness of the CEIAG programme and external contributors will be regularly monitored and reviewed.

Staff development on careers is offered including international and UK university application processes.

The Head of Careers & Higher Education provides an annual review to the Principal and the Senior Leadership team.

Feedback from a wide range of stakeholders is sought and used to enhance provision and impact (e.g., colleagues, parents, students, external contributors).

We are currently working towards the Quality in Careers Standard.

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### The Careers Education, Information, Advice and Guidance Programme Outline

[Spiral Curriculum - June 2024.xlsx](#)

In addition:

- A series of career exploration, employability, and alternative pathway talks
- University taster lectures and alumni talks
- International University roadshow
- Studying abroad drop-in clinics
- A series of parent webinars and termly newsletters
- A work experience programme (Year 11)
- An annual careers fair and workshops
- Simulations
- A Level taster sessions
- Workplace trips
- Enterprise Day
- FutureSmart Careers Guidance
- UCAS Afternoon
- Plus Programme (academic enrichments)
- Specialist application advice – Oxbridge, medicine, and law.
- One to one guidance from Director of Studies.

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