

CEIAG

Policy

(Careers Education, Information, Advice and Guidance Strategy)

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| Signed by: | | | |
|  | Headteacher | Date: |  |
|  | Chair of governors | Date: |  |

Last updated: September 2020

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# Tor School strives to:

* Provide every student with access to Independent Careers Advice
* Empower students to make supported, appropriate and informed decisions about post 16 options
* Respond to the individual needs of every student
* Raise aspirations
* Provide equality of opportunity for all of our students

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# Aims

Tor School aims to provide a Careers programme which is accessible to all students and, delivered as bespoke sessions or integrated within the curriculum as appropriate. The Gatsby Benchmarks underpin the programme and we are working towards the eight targets. The Careers Education Information Advice and Guidance programme at Tor School aims to make a major contribution to preparing young people for the opportunities, responsibilities and experiences of adult life. It aims to help pupils develop the knowledge and skills to make successful decisions and manage transitions as both learners and employees. We believe that destinations are as important as qualifications and support our learners to make informed choices by providing access to appropriate providers.

# Management

Tony Sammon – Headteacher oversees the implementation of the Careers programme.

Vicky Beech – is the identified member of staff who oversees and facilitates the delivery of the Careers programme.

All members of staff, as tutors, are instrumental in disseminating information to their tutees.

# Curriculum

Our Careers programme includes:

* Access to an Independent Careers Adviser – Inspired to Achieve
* Bespoke CV writing sessions
* Support in accessing up to date information on local training providers
* Support in researching appropriate courses at local FE colleges
* Visits to Career’s Fairs where appropriate
* Access to open days and taster sessions
* Exposure to professionals in the world of work – guest speakers
* Workshops led by representatives from business and services
* Work Experience, where appropriate, coordinated by Judith Culliford and tutors
* Access to Career Pilot – a digital portfolio
* Interview and interpersonal skills sessions
* Transition to Post 16 destinations
* Discreet Careers sessions as part of preparation for adult life (P4AL)

# Monitoring and Evaluation

The Headteacher reports to governors based on Vicky Beech’s annual report. Vicky Beech conducts an annual audit using the Compass Audit Tool to review CEIAG provision and progress towards the Gatsby Benchmarks. The questionnaire given to pupils will also inform the monitoring and evaluation process.

**Should you require further information or advice** **regarding this policy please contact:**

Tony Sammon (Headteacher): [tsammon@educ.someset.gov.uk](mailto:tsammon@educ.someset.gov.uk)   
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Vicky Beech (CEIAG Co-ordinator): [vbeech@educ.somerset.gov.uk](mailto:vbeech@educ.somerset.gov.uk)  
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Neil Blake (Governor overseeing Careers): [nblake@educ.somerset.gov.uk](mailto:nblake@educ.somerset.gov.uk)