



Co-op Academy  
Swinton

# Careers Education and Guidance (CEIAG) Policy

Version | January 2020

## **Staffing:**

All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered by the personal form tutors in PSHE and specialist careers guidance is delivered by the school Careers Adviser, Lynne Loughnan. The CEIAG programme is planned, monitored and evaluated by Felicity Fagan in consultation with the Senior Leadership Team. Careers information is available in the Careers Library which is maintained by the school careers adviser.

## **Curriculum:**

The careers programme includes careers education sessions, career guidance activities (e.g. group work and individual interviews), information and research activities (on the school VLE and website), work-related learning (including Careers Days), and individual learning planning/portfolio activities. Careers lessons are part of the school's personal development programme. Other focused events, e.g. Careers Fairs are provided at different times of the year. Learners are actively involved in the planning, delivery and evaluation of activities.

## **Assessment:**

The intended career learning outcomes for learners are based on 17 Learning Outcomes recommended by the Career Development Institute (ACEG) and are assessed using assessment for learning (AfL) techniques.

## **Partnerships:**

Links with local business are being built up through visiting speakers and partnership with the Careers and Enterprise Company.

## **Resources:**

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. Felicity Fagan is responsible for the effective deployment of resources. Sources of external funding for activities are actively sought.

## **Staff Development:**

Staff training needs are identified in conjunction with the school careers adviser and through staff reviews. The school endeavours to meet training needs within a reasonable period of time.

## **Monitoring, review and evaluation:**

The programme is reviewed annually by the Careers Adviser and Felicity Fagan using CEIAG quality standards to identify areas for improvement. A report is submitted to the Senior Leadership Team and Governors. Evaluation of different aspects of CEIAG is undertaken regularly.