



Careers Education Information Advice and Guidance Policy

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Version	4

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Directors Statement

Liberty Training is committed to safeguarding and promoting the welfare of all students and expects all staff and volunteers to share this commitment. It is our aim that all students are kept safe and supported to achieve fulfil their potential.

The Directors of Liberty Training wish to make it clear that extremist religious views and partisan political views promoted in the teaching of any subject in the college will not be tolerated. All members of staff are expected to offer a balanced presentation of views and opinion to students whilst they are in attendance at the college and whilst taking part in extra curricular activities that are provided or organised by or on behalf of the college including through the distribution of promotional materials. Failure to observe the above could lead to disciplinary procedures including instant dismissal.

This document does not set out to undermine British Values

Rationale

Careers Education, Information Advice and Guidance makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life, in order to help them make a successful transition to adulthood and a place of work:

- Preparing learners for the opportunities, responsibilities and experiences of life
- Supporting young people to achieve their full potential
- Empowering young people to plan and manage their own futures
- Providing comprehensive information on all options
- Raising aspirations
- Promoting equality, diversity, social mobility and challenging stereotypes
- Enabling young people to sustain employability and achieve personal and economic wellbeing throughout their lives

Liberty Training uses the Gatsby 8 Benchmarks to inform the provision of Careers Education, Information and Guidance (CEIAG) delivered. As part of our commitment to informing students of the full range of learning and training routes available we consider requests from training providers, vocational education routes apprenticeship providers and local employers to speak to students and will also approach these partners ourselves when planning and organising key CEIAG events throughout the school year.

Purpose

Liberty Training is committed to career learning and development and it intends to fulfil its statutory obligations. It supports the school's overall vision and is linked to the School Improvement Plan. Directors and senior leaders have a key role in developing and approving the policy and this process ensures a high profile and a secure place for CEIAG within the school curriculum.

Commitment

Liberty Training is committed to providing all its students with a planned programme of careers education activities throughout their programme, with opportunities at key transition points to access impartial information and expert advice and guidance.

It is also committed to maximise the benefits for students by using a whole school approach involving parents, carers, external IAG providers, employers and other local agencies.

Liberty Training is committed to maintaining the Matrix Quality Standard for Information Advice and Guidance.

Role of the Senior Leadership Team

This area is managed by Director Michelle Smith. Work experience is planned and implemented by the Work Experience Team. Liberty Training has responsibility for securing its external careers guidance service and engages the services of CXK's Independent Careers Guidance Advisers for 40 days per year. The Directors will ensure staff who deliver CEIAG have access to relevant training.

Opportunities for Access

CEIAG is embedded into our employability lessons. A number of opportunities exist within the CEIAG programme. These include:

	Description	Dates
Lessons	A formal opportunity to speak to students regarding your offering. Lessons within themed and appropriate weeks relevant to students will be considered. For example, National Careers Week.	Throughout the year
CXK Careers Advisor Visits	CXK Advisors will deliver workshops and offer one to one and group careers guidance sessions.	Terms 4 and 5
Work Experience Placements	Students are required to attend a minimum of 15 hours of work experience as part of their programme. Many students decide to offer more hours at their work placement. We strive to find a placement to meet the learners chosen career path. Should a learner decide that the placement is not right for them, we will find an alternative placement.	Terms 2 and 3
Local Careers Fairs	Students will visit local Jobs and Careers Fairs events	Throughout the year

Resources

Liberty will provide resources for the successful implementation of this policy through securing:

- An annual budget to cover internal needs, CPD opportunities and commissioning of external sources, such as a Careers Guidance Adviser
- Adequate staffing
- Student, staff and parental access to information on request and electronically
- Designated space for individual, group and research sessions

Posters and leaflets advertising training providers, vocational education routes apprenticeship providers and local employers will be displayed in the Chill Zone.

ICT facilities are available in the IT Suite and in teaching rooms. This enables students to access the available software and interactive websites. These facilities provide opportunities for research into education, training and employment.

Partnerships

The policy recognises the range of partners that support the CEIAG offer within our school. These include:

- Formal arrangements with our external provider of careers guidance and others
- Liaison with post 16 providers and higher education institutions
- Employers and training providers
- Parents and carers
- Others specific to our school

Approvals and Review

This policy is reviewed annually in discussion with staff and external partners and key priorities for action are identified and included in the school improvement plan.