



# Queen Mary's Grammar School

## CEIAG policy

Approved by the LGB, Feb 2024

CEIAG Coordinator: Contact details:	Mr Peter Sunley 01922, 720696, <a href="mailto:ceiag@qmgm.merciantrust.org.uk">ceiag@qmgm.merciantrust.org.uk</a>
SLT CEIAG Lead: Contact details:	Mr Alex Hudson 01922, 720696, <a href="mailto:a.hudson@qmgm.merciantrust.org.uk">a.hudson@qmgm.merciantrust.org.uk</a>
Governor Lead: Contact Details:	Mrs Jinn Kudhail via <a href="mailto:enquiries@qmgm.merciantrust.org.uk">enquiries@qmgm.merciantrust.org.uk</a>
Alumni Officer: Contact details:	Mrs Prveen Kataria 01922, 720696, <a href="mailto:alumni@qmgm.merciantrust.org.uk">alumni@qmgm.merciantrust.org.uk</a>

### What is CEIAG?

Careers Education, Information, Advice and Guidance (CEIAG) refers to the full programme of careers education supported by personalised information, advice and guidance tailored to the individual needs of the student. It equips students with the knowledge and skills that they need to make realistic and informed choices about their own progression through learning and work.

### Aim of the Policy

Good career guidance is critical for students if they are to raise their aspirations and capitalise on the opportunities available to them (DfE Careers Guidance October 2018)

QMGS aims to inspire all our students to aim high and achieve to their full potential. The school will provide the right support and guidance to empower every student to make key decisions about their future. This policy has been written to follow the Gatsby Benchmarks to ensure all students have access to independent careers guidance and to be informed about technical education qualifications or apprenticeships as well as higher education opportunities.

Our Provider Access Policy is at Appendix 1.

### What are the Gatsby benchmarks?

The [Gatsby Benchmarks](#) are a framework of 8 guidelines that define best practice careers provision in schools and colleges.

To assist the school in making progress towards achieving the Gatsby benchmarks, the school has continued its partnership with the Careers and Enterprise Company (CEC) as part of the Black Country Careers Hub. This is a collaborative partnership (started in September 2019) providing the school with access to a support service and a range of resources to help achieve the Gatsby Benchmarks.

Progress on achieving the Gatsby Benchmarks is evidenced in Appendix 3 on the Governors Dashboard and an overview of how the school's CEIAG provision is aligned to the Gatsby Benchmark framework is detailed in the next section.

## How does CEIAG provision at QMGS align to the Gatsby benchmarks?

### **1. A stable careers programme**

*Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.*

At QMGS we do this by:

- Using Unifrog as our centralised system for all aspects relating to CEIAG provision. As well as offering independent advice to students and parents, Unifrog acts as our recording system for interactions, work experience, and university applications.
- Hosting a range of careers events providing an opportunity for students to consider the broad spectrum of options available, ask questions of employers and connect with the school's alumni. All students from Year's 7-13 are invited to attend.
- Focussing on key decision points during a students educational journey, particularly offering support in making Post-16 and Post-18 decisions. The school offers information and balanced advice at each point through multiple opportunities, including regular involvement of higher education organisations and employers.
- Encouraging students to attend events such as Summer schools, University Open days and University immersion trips either in their own time or as part of a school trip.

### **2. Learning from career and labour market information**

*Every pupil, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.*

At QMGS we do this by:

- Providing all pupils with access to Unifrog which is a large online database of Post 16 and Post 18 opportunities. In 2024 access to Unifrog will also be provided to parents to support CEIAG discussions at home. Every pathway is covered – from Traineeships and Intermediate, Advanced, Higher and Degree Apprenticeships, to every course taught at Further Education colleges, to every UK university course.
- Providing access to a wide range of CEIAG based resources aimed at pupils and parents via the school website.
- Providing a number of parental information events in Year 10 and Year 12 to support Post-16 and Post-18 pathway decisions and career aspirations.

### **3. Addressing the needs for each pupil**

*Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.*

At QMGS we do this by:

- Lessons in our PSHE curriculum at Key Stages 3 and 4 covering topics on careers and future learning.
- Regular tutor time activities with a careers focus.
- Offering all Year 11 pupils an SLT Academic Review in January, which includes a Post-16/18 and CEIAG focus.
- Providing a thorough, effective and well-established system in Key Stage 5 for supporting Post-18 applications, including both through UCAS and other routes. Students are given a great deal of support in producing their personal statements and are advised in where they should consider applying.
- Recognising that the needs and aspirations of each of our students is unique and supporting them in reaching their own decisions. Whilst the majority of our Year 11 students continue at QMGS, we encourage every

student to consider other providers. Similarly whilst the majority of Year 13 students go on to University study, the school actively promotes apprenticeships and other career pathways.

- Proactively engaging with our more vulnerable PP and SEND students through additional independent advice and opportunities.

#### **4. Linking curriculum learning to careers**

*All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.*

At QMGS we do this by:

- Encouraging experiences with workplaces and employees in subject areas
- CEIAG is embedded as part of the Personal, Social and Health (PSHE) programme at Key Stage 3 and 4. CEIAG related activities are now included as part of the Form Time Personal Development programme for Years 7 - 11. In Key Stage 5 many CEIAG related activities and topics are covered as part of the Sixth Form Tutorial Time programme.
- The delivery of career related learning through subject teaching. This enables students to build up knowledge of career opportunities related to different subjects and identify how the skills learned in school are relevant to the world of work. In addition, Years 10-13 are invited to attend seminars in a variety of fields, such as Geography, DT, Art, STEM, MEDSOC, GO4Set, Arkwright to name but a few, supported by school staff as well as school clubs such as STEAM.
- Encouraging subject teachers to take opportunities to embed career inspiration into the curriculum and deliver aspects of careers education both in a structured way through inclusion in schemes of work and incidentally as they arise during the course of an activity.
- Regular assemblies with a CEIAG focus take place for the whole school and for each year group. These are delivered by guest speakers or by members of staff.

#### **5. Encounters with employers and employees**

*Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.*

At QMGS we do this by:

- Regular opportunities for pupils to meet representatives from the workplace for inspiration and advice in a broad range of careers.
- Works together with local and national employers and other educational establishments to broaden horizons and motivate students to develop high aspirations.
- Inviting our Alumni and parents with specific expertise to contribute to the careers programme for the benefit of other students.

#### **6. Experiences of workplaces**

*Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks.*

At QMGS we do this via:

- Guidance about the world of work and work experience in the Y10-Y11 form time and PSHE programmes

- Work Experience for Y12 students in the Summer term. All Year 12 students engage in a meaningful workplace experience during our World of Work Week through either a Volunteering placement and/or a physical/virtual workplace placement. This is intended to develop employability skills and an awareness of the world of work.

*Note: It is a school requirement that all other work experience must take place in the school holidays. Placements during term time will only be authorised if there is not an option to complete them during the school holidays or the World of Work Week. Proof of this along with a written letter to the Head of Sixth Form at least 3 weeks before the start date to request permission will be required.*

### **7. Encounters with further and higher education**

*All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.*

At QMGS we do this by:

- Regular trips and visits/talks from universities for students in Years 10-13
- Taking all Y12 students to the UCAS Discovery Fair held at the NEC in Birmingham in June each year to support their Post-18 aspirations and key decisions.

### **8. Personal guidance**

*Every pupil should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs.*

At QMGS we do this by:

- An appointment with an independent careers adviser for all Y10 students.
- An appointment with an independent careers adviser for all Y12 students.
- Appointments with an independent careers adviser for academically vulnerable students and all SEND and PP students in Y11, together with specific referrals from our pastoral teams.
- Making appointments with our independent careers advisers available during parents evenings for all year groups (Y8-Y13).

## **Management of the Careers Programme**

Mr Peter Sunley, was appointed as the CEIAG Coordinator in September 2019, who, with the support of the school Senior Leadership Team (SLT) will ensure the leadership and co-ordination of a high quality careers programme. The SLT CEIAG Lead is Mr Alex Hudson. Mrs Reena Kang was appointed to the SEND Team in December 2020 and provides 1 day per week of administrative support to the school's CEIAG programme.

The CEIAG Coordinator is responsible for developing, managing and monitoring the careers programme, through pupil, parental and staff feedback as well as external advice such as from the CEC and Alumni as examples.

Heads of Department are responsible for building careers education effectively into their subject curriculum. Pastoral Staff including Heads of Year, Form Tutors, SENCO and SEMH Mentors, are responsible for ensuring students receive CEIAG appropriate to their individual needs.

The school's Alumni Officer, Mrs Prveen Kataria (appointed in 2022), is responsible for building and maintaining links with our alumni network, including the provision of CEIAG support.

The CEIAG Coordinator also meets with CEIAG leads from across the Mercian trust schools on a termly basis to discuss current issues pertinent to careers related learning at the local, regional and national level and also to share best practice.

### **Governance of Careers Programme**

The Local Governing Body monitors the delivery of the Careers Programme and will review this policy on an annual basis. Each year (as part of an annual review) the CEIAG coordinator presents back to the Governors on the delivery of the programme, how well the needs of pupils are being met and overall progress in meeting the Gatsby Benchmarks. Appendix 2 contains the most recent CEIAG Governors dashboard, which highlights the key performance indicators and areas for discussion at the annual governor's review.

## **Queen Mary’s Grammar School: Provider Access Policy**

### **Introduction**

This policy statement sets out the school’s arrangements for managing the access of providers to the school for the purpose of giving students information about the provider’s education or training offer. This complies with the school’s legal obligations under Section 42B of the Education Act 1997.

### **Pupil entitlement**

All students in years 8 to 13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

For students of compulsory school age these encounters are mandatory and there should be a minimum of two encounters for pupils during the ‘first key phase’ (year 8 to 9) and two encounters for students during the ‘second key phase’ (year 10 to 11). For students in the ‘third key phase’ (year 12 to 13), particularly those that have not yet decided on their next steps, there should be two more provider encounters available during this period, which are optional for students to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and students from the provider)
- answer questions from students.

### **Meaningful provider encounters**

One encounter is defined as one meeting/session between students and one provider. We are committed to providing meaningful encounters to all pupils using the [Making it meaningful checklist](#).

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our students.

### **Destinations of our students**

Last year (August 2023) our Year 11 students moved on to a range of Post-16 pathways:

Pathway	
QMGS Sixth-form	81.9%
Other sixth form	12.8%
FE College	4.7%
Apprenticeship	0.6%

Last year (August 2023) our Year 13 students moved on to a range of Post-18 pathways:

Provisional Pathway	
University	72%
Apprenticeship (Degree/Higher)	3%

Gap Year/Reapplying	19%
Employment	1%
Not confirmed	5%

## Management of provider access requests

### Procedure

A provider wishing to request access should contact the CEIAG Coordinator via the details below.

Telephone: 01922 720696

Email: [enquiries@qmgs.merciantrust.org.uk](mailto:enquiries@qmgs.merciantrust.org.uk)

### Opportunities for access

The school offers the six provider encounters required by law and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to students or their parents or carers.

Our broad programme is:

Year 8 – Summer Term – STEM careers event with Technical Education Providers and/or Apprenticeship Providers

Year 9 – Spring Term – KS4 Options Assemblies (Jan/Feb). Overview of QMGS process; Walsall Studio School presentation on technical pathways with Q&A opportunity.

Year 10 – Summer Term - Presentation from The Apprenticeship Support & Knowledge for schools and colleges programme (ASK programme) along with Presentation & Q&A with apprenticeship providers and/or recent Alumni apprentices

Year 11 – Autumn Term - Post 16 technical education options assembly with Walsall Studio School

Year 12 – Spring/Summer Terms - Post 18 Pathways - various assembly opportunities for higher and degree apprenticeship providers.

Year 13 – Autumn/Spring Terms - Post 18 Apprenticeships assemblies with higher and degree apprenticeship providers.

Please contact our CEIAG Coordinator to identify the most suitable opportunity for you.

### Premises and facilities

The school will make a suitable space available for discussions between the provider and students, as appropriate to the activity. This will all be discussed and agreed in advance of the visit with the CEIAG Coordinator or the Senior Leader with CEIAG responsibilities. Meaningful online engagement is also an option and we are open to providers that are open to this. Providers are welcome to leave a copy of their prospectus or other relevant course literature with the school reception or sent to [ceiag@qmgs.merciantrust.org.uk](mailto:ceiag@qmgs.merciantrust.org.uk).

### Complaints:

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

### Approval and review

Approved by Local Governing Board on

Next review: [date]

Signed: [name] Chair of Governors [name] Head teacher

## QMGs CEIAG Dashboard - Feb 24

1. Stable Careers Programme	2. Learning from career and labour market information	3. Addressing the needs of each pupil	4. Linking curriculum learning to careers	5. Encounters with employers and employees	6. Experiences of workplaces	7. Encounters with further and higher education	8. Personal guidance
-----------------------------	---	---------------------------------------	---	--	------------------------------	---	----------------------

### Strong outcomes against Gatsby Benchmarks

Benchmark	Sep-19	Jan-21	Jan-22	Jan-23	Jan-24
1	29%	64%	100%	94%	88%
2	40%	60%	100%	100%	100%
3	54%	81%	81%	100%	100%
4	75%	87%	68%	68%	81%
5	100%	100%	100%	100%	100%
6	50%	37%	100%	75%	75%
7	37%	41%	83%	79%	79%
8	50%	75%	100%	75%	100%

### 5 x CEIAG Highlights from last 12 months

- Gatsby Benchmarks/Ofsted**
  - Strong CEIAG provision is in place underpinned by significant progress on the Gatsby Benchmarks. Ofsted "Pupils in school are well informed about careers advice and guidance"
- A very successful Y12 World of Work Week**
  - 203 out of 235 arranged a placement. Highest number of pupils taking part in Work Experience ever achieved at the school during an academic year. In-school programme supported the remaining 32 with Post-18/Employability Skills
- Y12 UCAS Day/University Events/Futures Evening**
  - The Y12 visit to the UCAS Discovery NEC was a success and enabled pupils to have a meaningful encounter with a larger number of universities all under one roof. 12 Futures Evening
- National Careers Week/Alumni Events**
  - Another successful programme of well attended Careers Talks and Networking events with the support of QMGs Alumni.
- SEND/CEIAG Collaboration**
  - Attended the CEC/Walsall SEND Careers Fair All SEND/PP Y10 Pupils (and above) given Careers Guidance Interviews

### 5 x CEIAG Key Priorities for the year ahead

- Certificate in Careers Leadership (Level 6)**
- Re-launch CEIAG Programme in Sept2024 to whole school and boost KS3 provision**
- Personal Guidance [BM8]**
  - [AEH Proposal]
- Provider Access Legislation (PAL)**
  - Getting this right to meet the needs of our students whilst complying with statutory requirements.
    - schools must provide at least six encounters for all their students
      - two in Years 8 and 9,
      - two in Years 10 and 11 (all pupils in these year groups will be expected to access these encounters)
      - two in Years 12 and 13 (encounters need to be made available to all students in these year groups).
    - Careers guidance from Year 8 onwards
- World of Work Week (20<sup>th</sup> – 24<sup>th</sup> May, 2024)**
  - Support of LGB in offering placements for this week.