



2e - POLICY FOR CAREERS, EDUCATION, ADVICE AND GUIDANCE (CEAG)

1. Introduction/Background

Duke of Kent School believes that a young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make decisions and plan their careers, both in school and after they leave.

The 1997 Education Act places a duty of care on schools to give students in senior school access to careers education, information and guidance.

In December 2017 the Government's career strategy (including the Gatsby Charitable Foundation's 8 Benchmarks) was published.

In January 2018, the Department of Education (DofE) stipulated that all schools should begin using the Gatsby Benchmarks in order to improve provision with immediate effect and ultimately to meet them by the end of 2020.

In October 2018, the Department of Education published "Careers guidance and access for education and training providers". This is the most recent publication from the DofE with respect to Careers Guidance and Education (CGE), providing further clarification about the expectations for meeting each of the 8 benchmarks.

Duke of Kent School is committed to providing a planned programme of careers education, advice and guidance(CEAG) for all students in the Senior School (Years 7 - 11).

This policy was developed by The Head of Careers and will be reviewed annually through discussions with teaching staff, parents, and governors. An annual report on careers provision will be provided to the Board of Governors.

2. Aims/Objectives

The careers programme is designed to meet the needs of students at Duke of Kent School. It is differentiated to ensure progression through activities that are appropriate to the students' stages of career learning, planning and development.

Students are entitled to CEAG that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on the partnership with students and their parents or carers. The programme promotes equality of opportunity, inclusion and anti-discrimination.

Duke of Kent School aims are:

- To follow the guidance from the DofE, using the 8 Gatsby Benchmarks to deliver CEAG across all year groups in the senior school.
- To ensure all students in the senior school are exposed to a **wide** variety of careers related information and experiences appropriate to their age-group and stage of education.
- To support our students at each decision point of the education timeline, by providing timely information to parents and students about options, sixth form colleges and choices, summer schools, careers events, apprenticeships, further education and university (or equivalent) opportunities.

3. Careers Programme

The careers programme at Duke of Kent School consists of three main elements:

- a) CEAG delivery: a separate document “Duke of Kent School Careers Development Plan” will provide **details** of the planned activities (with named responsibilities and links to other areas within the curriculum) intended to provide the information, guidance and support that our students need. This document will be written and maintained by the Head of Careers and will be available on the school’s website. An example of the planned programme of activities by term and year group is shown at Appendix I.
- b) Careers programme tracking: a tracking database will record all events, activities and evidence of careers related advice, guidance and education. This will, in time, be made available to all staff to enter evidence of provision delivered.
- c) Careers programme evaluation: the school’s progress in meeting the 8 Gatsby Benchmarks will be evaluated annually using the COMPASS tool provided by the Careers and Enterprise Company (a company nominated by DofE to link schools /colleges/employers, support careers leaders in schools and back the Gatsby Benchmarks). This will be managed by the Head of Careers.

Person Responsible for this policy: The Head of Careers

Reviewed: September 2021

Next Review: September 2022

Appendix 1 - Programme by Term & Year Group

Year Group	Autumn Term	Spring term	Summer Term
7	Careers Assemblies from diverse range of individuals/employers	Careers Assemblies from diverse range of individuals/employers	Careers Assemblies from diverse range of individuals/employers
8	PSHE : - Entrepreneurs - Teamwork - Communication skills		
8-9	Careers Assemblies from diverse range of individuals/employers Careers Event including Business Workshop & Careers Lessons - every two years	Careers Assemblies from diverse range of individuals/employers	Careers Assemblies from diverse range of individuals/employers
9	PSHE Careers: - Personal development plan - Work skills, enterprise and work environment		
10		PSHE Careers: - Careers research - Careers action plan - CVs - STEM careers - Preparing for work experience - Employment rights and responsibilities	
10-11	Careers Assemblies from diverse range of individuals/employers Careers Event / COA	Careers Assemblies from diverse range of individuals/employers	Careers Assemblies from diverse range of individuals/employers

	Careers Testing - every two years + optional business workshops (Covid dependant)		
11		PSHE Careers; - Preparing for job interviews. - H&S at work. - Trade Unions.	

Note: a current view of all careers provision that has taken place will eventually be available from the TRACKER database, in the meantime activities are recorded manually by the Head of Careers.