



Durham Trinity School and Sports College.

Careers Education, Information, Advice and Guidance (CEIAG) Policy

The purpose of Careers Education, Information, Advice and Guidance (CEIAG) and Work Related Learning at Durham Trinity School and Sports College is to help the pupils connect their learning with the World of Work whilst developing key employability and enterprise skills which in turn will enhance their ability to make more informed choices about their career options.

Introduction (including references to Statutory Guidance).

The Education (Careers Guidance in Schools) Act 2022 amends the existing duty in Section 42A of the Education Act 1997 which requires governing bodies to ensure that all registered pupils at the school are provided with independent careers guidance from year 7 (11-12 year olds) to year 13 (17-18 year olds).

The Technical and Further Education Act 2017 inserts section 42B into the Education Act 1997 and came into force on 2 January 2018. This new law requires schools and academies to ensure that there is an opportunity for a range of education and training providers to access all pupils in Year 8 to Year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships. At the Durham Trinity School and Sports College this expectation will include pupils in Year 14.

The School Information (England) Regulations 2008 require schools to publish information about the school's careers programme. This information must relate to the delivery of careers guidance to year 7 to 13 pupils in accordance with Section 42A of the Education Act 1997. This information is available on Durham Trinity School and Sports College's School Website.

Durham Trinity School and Sports College offers a curriculum that is designed to enable pupils, no matter what their special needs, to learn in a way which will maximise their potential. All pupils learn through different approaches and at different rates and their

achievements vary. The key to success is in providing fun, interactive and challenging learning opportunities appropriate to the needs of the pupil.

In January 2019, Durham Trinity School and Sports College was accepted on the Primary Gatsby Benchmark Pilot Project delivered by The North East Local Enterprise Partnership (LEP). This pilot ran for two academic years. Throughout this time, the school was required to complete a range of audits and case studies. As a legacy of this and other careers pilots delivered the North East LEP there are now three hubs which Durham Trinity School and Sports College are part of. These are: SEND Hub, Primary Hub and Secondary Hub.

Policy Aims.

The Careers Education, Information, Advice and Guidance at Durham Trinity School and Sports College aims to:

- Provide all pupils with access to a personalised curriculum which allows them to develop as an individual, prepares them for life and enhances the understanding of the choices available to them in the future.
- Give pupils access to a wide range of opportunities to allow them develop in confidence, thrive as an individual, believe in themselves and their abilities and succeed in their achievements.
- Enrich the pupils' curriculum and education, preparing the pupils for their next steps, Post 16 or Post 19, in either further education, employment or training.
- Engage the pupils in a variety of situations which will develop a range of key employability and enterprise skills which will benefit them in the future and make them attractive to potential future employers or education providers.
- Develop and enhance a range of personal characteristics including resilience, empathy, communication, social skills and independence.
- Provide all pupils with opportunities to interact with the World of Work at an appropriate level.
- Deliver high quality Careers and Work Related Learning opportunities in line with the Gatsby Benchmarks.

Curriculum Content and Provision.

Careers Education, Information, Advice and Guidance is incorporated into a range of curriculum areas whilst also being delivered as a standalone unit or subject for the pupils for whom this is appropriate. It is interlinked with other curriculum areas, which provide aspects of personal development, required for adult life and the world of work.

Below are some examples of Careers, Enterprise and Work Related Learning for each curriculum pathway. Recommendations and suggestions of local employers and workplaces to access which link to the curriculum focus areas are also recommended for each pathway along with an employability skill or skills of focus.

Pre-Formal Pathway

- Visits from employers
- Assemblies
- Pupil Voice
- Developing Independence and Communication Skills
- Preparation for Life Curriculum
- Christmas Enterprise Fair
- Gatsby Benchmarks
- Careers week
- Transition planning through the Annual Review Process
- External Accreditation
- Activities to develop life skills
- Environmental/Outdoor education
- Leisure skills

Specialist Autism Pathway

- Developing Independence and Communication Skills
- Transition planning through the Annual Review Process
- Christmas Enterprise Fair
- Preparation for Life Curriculum
- Self-Regulation and Co-Regulation
- Charity Events
- Visits from Employers e.g. Police/ Fire Service
- Gatsby Benchmarks
- Careers week
- Pupil Voice
- Workplace Visits
- External Accreditation
- Activities to develop life skills
- Environmental/Outdoor education
- Leisure skills

Primary Semi Formal Pathway

- Developing Independence and Communication Skills
- Preparation for Life Curriculum
- Self-Regulation and Co-Regulation
- Visits from Employers
- Role Play areas related to job sectors, jobs or workplaces
- Play based experiences of Careers
- Use of Jobs boxes which contain artefacts related to a job or job sector
- Transition planning through the Annual Review Process
- Class Monitor roles
- Enterprise opportunities
- Gatsby Benchmarks
- Careers week
- Pupil Voice
- Workplace Visits
- Annual Careers Fair Event (Y6 only)
- Opportunities to engage with supported employment and apprenticeship providers (Y6 only)
- Activities to develop life skills
- Environmental/Outdoor education
- Leisure skills

Secondary Semi Formal Pathway

- STEAM lessons
- Gatsby Benchmarks
- Work experience
- Transition planning through the Annual Review Process
- Assemblies
- Careers week Careers workshops
- Visits from employers
- PSHCE lessons
- Pupil Voice
- Developing Independence and Communication Skills
- Preparation for Life Curriculum
- Use of Jobs boxes which contain artefacts related to a job or job sector
- Class Monitor roles
- Enterprise opportunities
- Work Shadowing
- Workplace Visits

- 1:1 Guidance Interviews (KS4)
- Employability Skills
- Discreet Careers Lessons, where appropriate
- Vocational Link courses at local colleges
- Visits from College Personnel
- Workshops delivered by Durham Works
- Mock Interviews
- Annual Careers Fair Event
- External Accreditation
- Activities to develop life skills
- Activities to develop functional literacy and numeracy
- Environmental/Outdoor education
- Leisure skills
- Work related skills
- Opportunities to engage with supported employment and apprenticeship providers

Post 16 Semi Formal Pathway

- Gatsby Benchmarks
- Work experience
- Assemblies
- Mock Interviews
- Transition planning through the Annual Review Process
- Careers week Careers workshops
- Visits from employers
- Pupil Voice
- Developing Independence and Communication Skills
- Preparation for Life Curriculum
- Discreet World of Work lessons
- Class Monitor roles
- Enterprise opportunities
- Employability Skills
- Work Shadowing
- Workplace Visits
- Visits from College Personnel
- 1:1 Guidance Interviews
- Workshops delivered by Durham Works
- Annual Careers Fair Event
- External Accreditation
- Activities to develop life skills

- Activities to develop functional literacy and numeracy
- Environmental/Outdoor education
- Leisure skills
- Work related skills
- Opportunities to engage with supported employment and apprenticeship providers

Work Experience.

Pupils for whom it is appropriate will be offered the opportunity to take part in external Work Experience as part of their curriculum offer at Durham Trinity School and Sports College. Pupils access placements that are carefully arranged, managed and monitored and which provide a safe environment for pupils to explore the World of Work. Further information on external Work Experience can be found in the Work Experience Policy.

Partnership Links.

The table below shows how links with a variety of organisations enriches the CEIAG, Enterprise and Work-Related Learning programmes in school:

Organisation	Examples of how partnerships/links will be strengthened/developed
Local Businesses/Employers/Organisations	Build a database of local businesses and organisations who can support with Careers opportunities and work experience placements. These links will give pupils from all pathways opportunities to interact with the World of Work.
Other Local or Partner Schools	Opportunities to attend Careers or Transition events.
SEND Casework Team/ Durham Works	Ensure pupils (and those advocating for them) are provided with transition and careers advice which is bespoke to the individual. Attendance at EHCP meetings at key transition points.
Local Colleges: New College Durham East Durham College Derwentside College Bishop Auckland College	Meetings to share information prior to transition. Attendance at Careers Events. Workshops or discussions with pupils about Post 16 or Post 19 options. Open events for pupils to attend.
Specialist/Other Providers: Innovations	Attendance at Careers Events or Assemblies.

Ethicare Learning for Life NEAS Durham Pathways Dilston College ESPA	Networking opportunities for staff. Advisory support to enhance Careers opportunities for pupils at Durham Trinity School.
Apprenticeship/ Supported Internship Providers/Services: DFN Project Search ASK Apprenticeships Choices College Durham Learn	Attendance at Careers Events or Assemblies. Networking opportunities for staff. Advisory support to enhance Careers opportunities for pupils at Durham Trinity School.
Other Partners/Services: Durham Enable The SEND Employment Forum DWP	Attendance at Careers Events or Assemblies. Networking opportunities for staff. Advisory support to enhance Careers opportunities for pupils at Durham Trinity School.

Assessment and Recording.

Pupil's experiences of Careers and Work Related Learning are assessed in relation to their personalised Learning Intentions, Steps to Success and EHCP Outcomes. Staff record experiences of CEIAG using Evidence for Learning (more information is available in the Teaching and Learning, Assessment and Marking and Feedback Policies). Evidence collated can be tagged to link to a Gatsby Benchmark or to be linked to Careers, Enterprise or Work Related Learning. Evidence of CEIAG opportunities are also shared with parents.

As part of the school's ongoing assessment of how its CEIAG meets the Gatsby Benchmarks, CEIAG opportunities are tracked using Compass+ by the Assistant Headteacher responsible for Careers.

Training for Staff.

All staff will contribute to the delivery of CEIAG through their delivery of the curriculum. Updates and information bulletins are provided for all staff through staff meetings, Office 365 and face to face conversations. Opportunities received by the Careers Lead in school are shared with staff in a similar manner. An audit of staff training needs with regards to CEIAG

on a cyclical basis and staff are able to request further support with the delivery of Careers Education if they feel this would be beneficial.

The Careers Co-ordinator regularly attends training sessions and networking events delivered by the North East Local Enterprise Partnership and Education Durham. Information received at these CPD sessions is disseminated as appropriate.

Implementation and Monitoring.

This policy will be reviewed on an annual basis by the Assistant Head with responsibility for Careers Education, Advice and Guidance. The Governing Body will monitor the principles and processes of the Policy through meetings of the Curriculum and Standards Committee and through regular and timely monitoring visits to the school.

Date: April 2024

Reviewed by: Fiona Day (AHT with responsibility for CEIAG)

Ratified by Full Governing Body: 12 June 2024