

CEIAG Overview 2019-20 – Lead member of staff Mr M Hafern timer. Director KS4. If you have any queries please contact on hafern timer@seahavenacademy.org.uk or Tel 01273 517601

At the beginning of each year, all pupils are reminded of their entitlement through tutor lead activities, whole school assemblies and drop ins by the HO Options and Pathways. Impartial Careers advisor introduced and all information, entitlements and CEIAG Policies on website. At Seahaven Academy we use the Gatsby Benchmarks and the Careers and Enterprise company tracker tool kit to assist in providing the best possible outcomes for our students. <https://www.careersandenterprise.co.uk/schools-colleges/tracker-planning-tool>

Seahaven Academy are proud to announce that for the 3rd consecutive time we have achieved the Full Award for Investors in Careers.

THE GATSBY BENCHMARKS OF GOOD CAREER GUIDANCE – These 8 benchmarks are linked in to the activity log below by calendar month. In addition every month ALL students have access to our independent careers advisor.

In 2014, Lord Sainsbury's Gatsby Charitable Foundation published a report by Professor Sir John Holman, Adviser in Education at the Gatsby Charitable Foundation, titled "Good Career Guidance." The report identified eight benchmarks that are the core dimensions of good careers and enterprise provision in schools:

1. A 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

Good Career Guidance and further resources can be downloaded from the Gatsby website.

Further information

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672418/ Careers guidance and access for education and training providers.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672418/Careers_guidance_and_access_for_education_and_training_providers.pdf)

By calendared month

Date	Year Group	Gatsby Benchmark	Activity
Pre September	Y10,Y11	2,3	Finding current Y10 work related placements for specific pupils. All colleges, FE and HE agencies contacted with specific dates
September	Y11	1,3,7,8	Y11 Parent consultation evening – Colleges, Universities and Business to attend. MH and careers advisor to be present
	Y11	1,2,3,4	College application process starts, Careers advisor to lead. Assemblies on UCAS applications online. CV writing and personal statements to be completed by tutors, MH and ICA.
	Y7-Y11	1,2,3	Whole school assemblies on student entitlement to CEIAG – MH and SDC and other CEIAG organisations
	Y7-Y11	3	Parent Mail showing links and access to CEIAG – Information updated on website, in staff bulletins and newsletters. Curriculum audit continues.
	Whole School	1,3,4	Computer Science, recruitment for music Y7 Music, and Using Money Y7-9 PSHCRE. Long and short term provisions for Y9-Y11 students off site to include City College Brighton/Plumpton 1 day release, Activ8 and S2S placements. All to be discussed in SS meetings
	Y7	3,4,6	Visit to Wakehurst Place – Horticulture Y7
October	Y10,Y11	1,2,3,6,7	EVOC and Park College open days and evenings.
	Y7-Y11	1,3	Review of Seahaven Academy CEIAG Policy
	Y7-Y11	1,3,4	Public Information Y8 Business, Web design ICT Y8, Careers in sport Y9 ICT, Research skills in handling data Y9 Maths, Careers choices and application skills Y11 PSHCRE.
	Y9-10	1,3,4,6	Geography G and T Trip Sussex University and any other subject specific taster days for FGS and Compact plus students.
	Y7	1,3	Streetwise awareness presentation
	Y11	1,2,3,7	Information evening
November	Y10	2,3,6,7	Lewes College open mornings
	Y12	3	Check Y12s destinations
	Y11	1,3	Y11 Application writing continued
	Y11	1,2,3	Y11 Personal statements to be written

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	Y7-8	1,3,4,6,7	STEM Club Architect day at Falmer
	Y11	2,3	Extended Learning Mock interview day and UCAS progress training (Y11 and Y11 tutors)
	Y7	3	Connor Foundation
December	Y11	3	Y11 College Applications completed
	Y11	2,7	Contact of local business for Extended Learning days
	Y11	1,2,3,5	Interview techniques
		2,3,4	Vocational scenarios Y9/10 BTEC Art, Careers in computer programming, robotics and animation Y8 ICT, Social statistics Y9 Maths
	Y7-Y11	3	Winter Concert Whole school
	Y7	3	Y7 Christmas concert
		1,3,4	Review of new SOW Whole school format with CEIAG section
	Y9	3	Parental consultation evening with colleges
	Y10	3,4,6	London art trip
January		2,3	Update CEIAG website
	Y11	1,3	College applications completed and sent off – MH to contact YES, ESBASS, FLESS for CFC students (appointments to be made with ICA)
	Y11	1,3,7,8	Y11 PCE (Exam results review) Colleges, Universities and Business to attend
		1,3,4	Options booklet first draft through to completion – Specific assemblies about Options
		3	ECM Governors meeting – Give overview and rationale
	Y7-Y10	2,3,4	Careers in Accounts and setting up workbooks to track finance Y9 ICT, Survey in Trigonometry, Money sense materials from NatWest in preparation for Extended learning day Y10 PSHCRE, Food and Farming Y7 Geography
	Y8-Y11	3	School production
February	Y8	1,4,8	Options evening
	Y8	1,4	Tutor time options evening Q and A sessions and Options booklet distributed – Tutors and MH to assist in choices
	Y8	1,4	Options assembly outlying deadlines and combinations
	Y7-Y11	1,4	Arts students from colleges to visit BTEC/GCSE Art and design Y9/10/11, Public Information Systems Y8 ICT, 3-D Design Y9 ICT, Industry Y7-9 DT Learning and Motivation Y7 PSHCRE
	Y7-Y11	3,4	Whole school ski trip
	Y10	1,2,7	PCE with HE, FE and apprenticeship providers
March	Y8	3,4,8	Y8 Options evening, Booklet and information sessions in Tutor Time
	Y9	3	Identification of new WP Cohorts
	Y9-Y10	3,6,7	Universities to address Y9 and Y10 pupils – FGS and CP students campus tours

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	Y8	3	Y8 Options surveys completed and final classes distributed to staff, parents and students
	Y10-Y11	3,4	Poetry live
	Y7	3,7,8	PCE with HO options and Pathways and Careers Advisor present
April	Y7	3,7,8	Y7 PCE Careers advisor to be present
	Y10-Y11	3	Identification of NEET and vulnerable students
		3,7	Summer school applications submitted Y9/10
		1, 4,6,7	Science taster day Sussex and Falmer
		1, 4	Web designs Y8 IC, Music production for a career in Music, Drama workshops by outside agencies Y10 Drama.
	Y10	2, 4,5,6,7	The BIG Future show – Congress Theatre
May	Y10	3,7,8	Y10 Parents evening Colleges, Universities and Business to attend
	Y10	3,7	College taster day applications
		3,4	Begin review of CEIAG SOW
	Y7-Y11	1, 4	Staff and Parent Art exhibition, Insect sculpture project Y7 DT, Y11 students to contact Product Manufacturer Y11 DT, Charity and politics social statistics Y10 Maths, Visit from BIMM Music
	Y10	3,6,7	Oxford University open day
	Y9	3	New WP Cohorts at Sussex and Falmer
	Y7-Y11	3	SGS rehearsal and performances
	Y10	1, 4	GCSE Geography field trip
	Staff	3	CEIAG Twilight session
	Y10	2, 4,6,7	Media day at UOS for FGS
	Y7-8	3, 4,6,7	UOS Trip - SocEd
June	Y10	3,6,7,8	Y10/11 Summer schools residential
	Y10	3,6,7,8	Y10 College taster days
	Y10	3,6,7,8	All college open days accessible to all students
	Y6-Y10	3, 4	Sports day and Olympic Legacy day
	Y10	1, 4	Case studies of workplace Y10/11 TT, Communication in Business Y10, Y10 Work placements for 1 week CoPE
	Y8-Y10	1, 4,6	Y8-Y10 Shakespeare English trip
	Y8	1,2, 4,5,6	South of England show
	Y9	3,6,7	New Y9 Cohort to UOS campus visit
July			Review with AH JD of CEIAG

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	Y10	3, 4,6,7	MFL Activity day University of Sussex
		1, 4,7	WP Conference for next academic years
	Y11	3,5	Awards Evening
	Y10	1, 4,5,6,8	Extended Learning days – Work experience Y10
	Y10	1,3, 4	Geography fieldwork
	Y9-10	1,3, 4,6	Visit to Shakespeare Globe

By Year group

Year 7	<ul style="list-style-type: none"> ▪ Extended learning trip to Brighton University ▪ Careers advisors in class sessions ▪ Whole school assemblies on student entitlement to CEIAG ▪ Parent Mail showing links and access to CEIAG ▪ Recruitment for music Y7 Music ▪ Visit to Wakehurst Place – Horticulture Y7 ▪ Using Money Y7-9 PSHE ▪ Food and Farming Y7 ▪ Connor Foundation ▪ PCE with MH (HO Options and Pathways) and Careers advisor present ▪ UOS trip
Year 8	<ul style="list-style-type: none"> ▪ Game design Y8 ICT ▪ Web design ICT Y8 ▪ Robotics and animation Y8 ICT ▪ Options evening ▪ South of England show ▪ Y8 Options evening, Booklet and information sessions in Tutor Time ▪ Public Information Systems Y8 ICT ▪ UOS Trip

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	<ul style="list-style-type: none">▪ Careers advisor for Y8 students
Year 9	<ul style="list-style-type: none">▪ Programming Y9 ICT▪ Careers in sport Y9 ICT▪ Research skills in handling data Y9 Maths▪ Social statistics Y9 Maths▪ Careers in Accounts and setting up workbooks to track finance Y9 ICT▪ Arts students from colleges to visit BTEC/GCSE Art and design Y9▪ Identification of new WP Cohorts▪ Summer school applications submitted Y9▪ Science taster day Sussex and Falmer▪ Parents consultation evening with Colleges and Universities▪ Y9 new cohort to UOS campus tour▪ Visit to Shakespeare Globe▪ Geography fieldwork▪ Y9 new cohort to Brighton University campus tour



Year 10	<ul style="list-style-type: none">▪ Y10 GCSE RS Trip to Brighton Places of Worship▪ EVOC and Park College open days and evenings.▪ E-Guidance and Talking Jobs roll out▪ Lewes College open mornings▪ Money sense materials from NatWest in preparation for Extended learning day Y10 PSHCRE▪ Universities to address Y10 pupils▪ Drama workshops by outside agencies Y10 Drama▪ Y10 Parents Evening Colleges, Universities and Business to attend▪ College taster day applications▪ Y10 Summer schools residential▪ Geography field trip and coursework▪ London Art trip▪ UL Opera tour for Music options students▪ Poetry live▪ Media day at UOS for FGS▪ Careers assemblies
Year 11	<ul style="list-style-type: none">▪ Y11 Parent consultation evening – Colleges, Universities and Business to attend▪ Y11 information evening▪ College application process starts, Careers advisor and MH to lead.▪ College open mornings/evenings and taster days from 8 different institutes▪ Y11 Application, CV and personal statement writing▪ Mock interviews and revision strategies day▪ Y11 Summer schools residential▪ Extended learning CVs and Talking Jobs▪ Apprenticeships and Work Experience▪ Awards Evening▪ Poetry live
Whole school	<ul style="list-style-type: none">▪ Independent Careers advisor▪ Colleges and providers at PCE▪ AITC, Activ8 and all other outside provisions

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| | <ul style="list-style-type: none">▪ Work Experience and Apprenticeship information and assemblies▪ Widening Participation and Compact Plus▪ Whole school assemblies▪ Tutor time activities▪ PSHE collapsed timetable SOW and lessons▪ Trips – Local and abroad▪ College and University subject specific engagement activities▪ PCEs▪ Monitoring visits▪ Alumni▪ Web site▪ Winter Concert▪ School production▪ Sports day▪ Olympic Legacy day▪ Seahaven's got Stars▪ Staff inset and training▪ All information on website |
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Seahaven Academy
CEIAG Learner entitlement Statements

In key stage 3 through the CEG programme, students will be helped to:

- Understand themselves in terms of skills, qualities and strengths and learn to feel positive and confident about themselves.
- Understand how to grow as a person through developing new skills and setting small targets in order to reach these new goals.

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- Understand their main occupational interests (and lifestyle they would like) and the skills these require.
- Understand how the world of work is changing and how to deal with such changes as and when they happen to them.
- Understand where there is help within school and exactly what these sources can do to help during transition periods/ changes and decision making processes.
- Understand the pathways available to them as they enter Ks3 and KS4.
- Experience Work Related Learning exercises (CoPE)

In key stage 4 through the CEG Programme, students will be helped to:

- Understand/recognise their developing skills/qualities/values and beliefs.
- Understand how to provide evidence of such characteristics.
- To use review, reflection and action planning to help develop career ideas.
- To identify, select and use a wide range of information resources.
- Use Work Related Learning Experiences to shape their career progression (CoPE and Apprenticeship opportunities)
- Understand Health and Safety issues and the rights and responsibilities of both Employer and Employee.
- Understand the options available to them once they leave school, and the need to accept responsibility for any decision they make.
- Understand the purpose of careers and other interviews and how to prepare and present appropriately for them.

Seahaven Academy CEIAG Policy 2019-20

Principles

Seahaven Academy believes that a young person's career begins with their pathway through learning and work. All young people need a planned programme of activities to help them make appropriate 12-19 choices and to manage careers throughout their lives. (Statutory requirements for all Y8-Y13 September 2018) We work on the Principles of the 8 Gatsby Benchmarks in order to achieve this with direct mapping of the CDI framework in order to ensure all students receive their statutory guidance needs.

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Seahaven Academy also ensures that the Baker Clause Policy Statement on Provider Access is adhered to (Please see Baker Clause document on Seahaven Website)

Overall Aims

The Careers Education programme at Seahaven Academy is designed to help students make the most of themselves and their opportunities. In particular, it aims to help them:

- Develop their knowledge and understanding of the changing nature of work, learning and careers
 - Extend their understanding of opportunities in learning and work
 - Make good use of information and guidance by all members of staff at Seahaven Academy
 - Develop and use their self-knowledge when thinking about, and making course and other choices
 - Develop and use the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition.
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- To increase resilience, ambition and independence

Commitment

Seahaven Academy is committed to providing a planned programme of Careers Education for all students in Years 7-11, together with appropriate Information, Advice and Guidance (CEIAG)

Governors and Staff are committed to:

- Providing a planned programme of activities to which all students are entitled and will have access.
- Ensuring that, wherever possible, students' progress to an opportunity in further education, training or employment.

- Involving young people and their parents/carers in programme activities and further developments.
- Maintaining the standards by using the New Gatsby Benchmarks.

Seahaven Academy is committed to equality.

Over recent year, schools have (in line with other institutions and public bodies) been working towards an improved understanding of the diverse nature of their communities. Much of this work is in response to new legislations that places an increased duty on schools and other settings. Legislation requires schools eliminate direct or indirect discrimination, victimization or harassment and to promote equality for pupils/students, staff and others who use the school facilities. These developments reflect the growing awareness of the need to view different equality strands beneath one umbrella, rather than seeing them as separate factions competing with each other for time and resource.

In our school we work to ensure that there is equality of opportunity for all members of our community across a range of strands, which include: race, disability, gender (including transgender) sexual orientation, religion and age as well as any other factors which have the potential to cause discrimination, e.g. socio-economic factors. Therefore, an Equality Impact Assessment (EIA) will be carried out as part of the review process of this policy.

Provision

Management

Matthew Haferník, Director KS4/HO, manages the programme. He liaises with Governors, SLT, AH JD, support from all staff in order to deliver CEIAG to every pupil. Corrine Holden, Independent Careers Advisor, will meet and discuss college courses, applications and open/taster days with every KS4 pupil throughout the year. In addition, Corrine has an overview of specific WEX placements in conjunction with CoPE teachers.

Delivery

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At present, CEIAG involves lessons delivered by tutors, whole school assemblies and across the curriculum in all subjects, monitored by HODs in their SOW. In addition, there are focused sessions for KS3/4 pupils in assemblies and workshops by outside agencies. Other focused events take place on an annual basis include Consultation evenings, College assemblies, Options evenings, extended learning days, College taster days, mock interviews, work related learning (CoPE) and business related enterprise.

All information and the school's CEIAG Policy is accessible to pupils, parents, staff, governors and the wider community via the School website, newsletters and information evenings throughout the year.

Resources

Careers related lessons are taught in every subject in all year groups and individual SOW and lesson plans are available to view. Students have supervised access to partial and impartial IT facilities, including Careers software – Careers etc, Talking Jobs, E-Guidance and Apprenticeships in Sussex. Specialist support (Louise Thomas – Pastoral support manager and Corrine Holden) are available for individuals with learning difficulties and/or disabilities. Additional information sources include participation in local events and activities and work with employers, businesses and other organizations. It is the responsibility of the Head of Options and Pathways, Head of PSHCRE/Tutor Program and the Careers Advisor to select and maintain teaching resources appropriate to student's needs.

The CEIAG Policy is also linked with every department in the school (see CEIAG Subject Audit mapping tool). References are made within the PSHE, P.E and MFL Policies.

Guidance

Is provided in partnership with the Ouse Valley cluster group and includes individual and group activities. All staff should, when approached by students, respond with appropriate guidance and support. All guidance aims to be impartial, confidential (within policy guidelines) responsive to students' needs and based on the principle of equality.

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Training

Training needs to be identified through the annual needs assessment and appropriate arrangements, often in partnership with the Ouse Valley cluster group. Caroline Bragg (Standards & Learning Effectiveness Service, Partnership & Provision Team) provides opportunities for CPD and sharing of good/outstanding practice.

Monitoring, review and evaluation

All programme activities are monitored, reviewed and evaluated with active involvement of students, surveys, Careers focus groups, whole school twilight, inset days and information from pupils, staff and parents provide effective and constructive feedback and sustainability of the projects. It is reviewed annually and the findings will be used to steer the program's development plan.