
CAREERS EDUCATION, INFORMATION & GUIDANCE (CEIG)

A working document, to be read in conjunction with a range of the key school policies

Committee:	Teaching and Learning
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Responsible Officer:	Carole Scibor

Vision

Comberton Village College (with Comberton Sixth Form) is committed to providing the best possible Careers Education, Information and Guidance (CEIG) to all our students, provided fairly and equitably. We aim to do everything we can to inspire, encourage and equip each one of them to realise their gifts and potential in order to have fulfilled and successful working lives. Encouraging a growth mindset is an important part of this aim.

Introduction

The elements of CEIG provision are as follows:

- Careers Education, including dedicated careers lessons, subject lessons linking curriculum learning to careers, work related learning (work experience, careers events and character/competence/inspiration work, etc.)
- Career Information on all education and employment routes, provided through various channels and media, including the careers library, online resources, careers newsletters, the school careers Twitter feed (@CVC_Careers).
- Career Guidance, both impartial and independent, offered with open access by CVC staff, teaching and other staff as well as external sources such as employers, alumni and professional bodies.

Context and Scope

CVC complies with its legal responsibilities in this area. Students are entitled to receive this provision in accordance with current legislation, as applicable to CAM Academy Trust ([see DfE Statutory Guidance on Careers, updated April 2017](#)). Our provision is made in line with current funding constraints.

Principles and Objectives

In accordance with this, we follow these principles of good practice:

1. We provide a planned programme of activities to inspire and motivate our students, including careers, apprenticeship, employer and higher education talks, college, university and employer visits, careers fairs, STEM events, work experience, workshops and application mentoring as well as enterprise coaching and access to support for relevant assessment centres (particularly for MAT students in sixth form). All students in Year 10 undertake a two weeks work experience placement. All Year 12 students have a week dedicated to their future careers where they have the opportunity to undertake a targeted work experience week, visit companies and/or participate in school trips with the aim to further expand their knowledge and understanding of a chosen potential career path. Students in Years 11-13 are encouraged to further build their work experience portfolio.
2. We have a careers education programme providing dedicated careers lessons in PHSE time, tutor time and assemblies as well as careers linked into curriculum teaching. All staff contribute to our CEIG through their roles as tutors, subject teachers and support workers. Students are encouraged to use psychometric profiling provided by [Cambridge Occupational Analysts](#)/centigrade
3. We encourage our students to have high aspirations, as relevant to them with a growth mindset. Applications to Oxbridge and other leading universities and institutions are fully supported and encouraged by our Oxbridge dedicated team. All, regardless of their situation, are encouraged to feel they have access to professional career routes should they wish to pursue them.

4. We help our students develop generic employment skills and strengths, such as adaptability, resilience, well-being and self-awareness, and career management. Students are encouraged to develop their own personal career plans.
5. We provide up to date labour market information and opportunities to our students through a variety of media, in our library and Sixth Form careers areas. We also seek to make them aware of the future global employment landscape.
6. We maintain and build strong links with local and national employers, universities and other education providers.
7. We offer access to high quality work experience opportunities, properly linked to individual strengths, potential and plans.
8. We provide impartial, independent and open access to guidance on options post-14, post-16 and post-18, both on university and professional routes and also employment, apprenticeships and entrepreneurship. Students receive one-to-one career guidance, mentoring and coaching, from an in-house Level 7 qualified professional careers advisor, and from others. Students can book full guidance sessions or attend Drop Ins.
9. Parents and careers are able to obtain help in supporting their children too, both through the Careers presence at consultation and open evenings as well as by appointments in school.
10. We work, along with our local authority, to identify and support vulnerable young people, including those with special educational needs and those at risk of not participating in employment.
11. We provide students with information about the financial support that may be available to them to stay in education and training post-16.
12. We work with external organisations and stakeholders as appropriate such as the local authority, The Greater Cambridge, Peterborough Local Enterprise Partnership and others to help the transition from education to work or further learning. Our most important external partner for work related learning is currently Form the Future, a leading organization in this field in the Cambridge region.
13. We work to prevent all forms of stereotyping and discrimination in the education, information and guidance we provide. Students from all backgrounds and diversity groups are encouraged equally to consider the widest possible range of careers and educational opportunities.
14. We aim to develop an active alumni network.
15. We benchmark our provision against best practice nationally, monitor our provision and student destinations. We aim to continually develop our provision using feedback from students, staff and others.