
CAREERS EDUCATION, INFORMATION & GUIDANCE (CEIG)

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

Committee:	T&L
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Vision

Cambourne Village College 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 talents and potential, and have fulfilled and successful working lives. Encouraging a growth mindset is an important part of this. We understand the importance of this work in the context of the coming Fourth Industrial Revolution.

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 and careers events etc).
- Career Information, on all education and employment routes, provided through various channels and media, including the Careers Library and online resources.
- Career Guidance, both impartial and independent, offered with open access to a careers professional, teaching and other staff, as well as external sources such as employers and professional bodies.

Context and Scope

CamVC 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 also has to be 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; post 16 provider, university and employer visits; careers fairs; STEM events; mentoring; enterprise coaching;

- application support, mock interviews and assessment centres; work experience workshops and application mentoring. A full Careers Programme is outlined on our website.
2. We have a careers education programme, providing dedicated careers lessons in PHSE time, tutor time and assemblies, and also careers linked into curriculum teaching. All staff contribute to our CEIG through their roles as tutors, subject teachers and support workers.
 3. We encourage our students to have high aspirations, as relevant to them, and with a growth mindset.
 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 information about the labour market and opportunities to our students through a variety of media and in our Library. We also seek to make them aware of the future global employment landscape in the Fourth Industrial Revolution age – impacts of hyper-connectivity, artificial intelligence, advanced robotics, nanotechnology and synthetic biology. This is delivered through STEM workshops.
 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. We aim to offer all students in Year 10 a one week work experience placement.
 8. We provide impartial, independent and open access to guidance on options post-14 and post-16, 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 careers advisor and from others. Students can book guidance sessions or attend Drop Ins.
 9. Parents and carers are able to obtain help in supporting their children too at Post 16 providers open evenings and by appointments in school.
 10. We are a member of the Cambridge Area Partnership (CAP). CAP is a partnership of all the state-funded providers of education and training for 14-19 year olds in Cambridge, East Cambridgeshire and South Cambridgeshire. The core purpose of CAP is to ensure that every young person (14-19) within the partnership has equality of opportunity to the very best provision, essential in securing high level Engagement, Progression, Participation, Retention and Achievement. CAP co-ordinates applications for Post 16 courses from students in Cambridge area schools via the centralised UCAS application process.
 11. 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.
 12. We provide students with information about the financial support that may be available to them to stay in education and training post-16.
 13. We work with external organisations and stakeholders as appropriate and as resourcing allows, such as the local authority, National Careers Service, Jobcentre Plus, Greater Cambridge Greater 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.
 14. We work to prevent all forms of stereotyping and discrimination in the education, information and guidance we provide. Boys and girls from all backgrounds and diversity

groups are encouraged equally to consider the widest possible range of careers and educational opportunities.

15. We aim to develop an active alumni network.
16. We benchmark our provision against best practice nationally, monitor our provision and student destinations, and we develop our provision using feedback from students, staff and others.

Philippa Boyns
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