



**SEVENOAKS**  
PREPARATORY SCHOOL

Careers Education Information Advice and Guidance Policy

<b>Status and Review Cycle</b>	Statutory / Annual
<b>Policy reviewed and amended</b>	September 2024
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## Contents

Careers Education Information Advice and Guidance Policy.....	2
Purpose .....	2
Commitment.....	2
Management.....	3
Curriculum Provision.....	3
Personal Provision.....	<b>Error! Bookmark not defined.</b>
Resources .....	3
Partnerships.....	3

## Careers Education Information Advice and Guidance Policy

Rationale for Careers Education Information Advice and Guidance (CEIAG) Careers Education, Information Advice and Guidance makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life, in order to help them make a successful transition to adulthood and a place of work:

- preparing students for the opportunities, responsibilities and experiences of life
- supporting young people to achieve their full potential
- empowering young people to plan and manage their own futures
- providing information on a range of options
- raising aspirations
- promoting equality, diversity, social mobility and challenging stereotypes
- enabling young people to sustain employability and achieve personal and economic wellbeing throughout their lives

### Purpose

Sevenoaks Preparatory School is committed to career learning and development and it intends to fulfil its statutory obligations understanding that careers guidance needs to be provided to children aged 10 years 6 months in a 13+ prep school. It supports the School's overall vision and is linked to the School Development Plan. Governors and the Senior Management Team (SMT) have a key role in developing and approving the policy and this process ensures a secure place for CEIAG within the school curriculum.

### Commitment

The School is committed to providing all its students in Years 6, 7 and 8 with a planned programme of careers education activities throughout their school career, with opportunities to access impartial information and expert advice and guidance. This includes talking about different paths into the workplace. It is also committed to maximise the benefits for students by using a whole school approach involving parents, carers, external IAG providers, employers and other local agencies where appropriate whilst bearing in mind that our children leave us at 13 years old.

## Management

Responsibility for the strategic responsibility for CEIAG has been given to the Head who has oversight of the Head of PSHEe.

The Head will ensure staff who deliver CEIAG have access to relevant training.

The Head and Head of PSHEe will review and evaluate the provision with all stakeholders including young people, taking into account the School's destination measures.

## Curriculum Provision

There is a planned programme of learning experiences with learning outcomes for Years 6 to Year 8 which enable young people to:

- Develop themselves through career and work-related education
- Learn about careers and the world of work in relation to their age
- Develop career management and employability skills in relation to their age.

## Resources

The School will provide resources for the successful implementation of this policy through securing:

- an annual budget to cover internal needs
- CPD opportunities
- adequate staffing
- student, staff and parental access to information on request and electronically
- designated space for individual, group and research sessions

The Head of PSHEe is responsible for the effective deployment of resources.

ICT facilities are available for independent and guided research into careers.

## Partnerships

The policy recognises the range of partners that support the CEIAG offer within our school. These may include the following:

- employers and training providers
- parents and carers
- staff from other schools
- visiting speakers
- others specific to our school