

PSHE FACTSHEET

Careers Education and Guidance (CEG)

What should your school provide?

- A planned programme of careers education within the curriculum for ages 11 to 19 that addresses the requirements of the National Quality Standards for Information, Advice and Guidance (IAG) ✓
- A dedicated Careers Co-ordinator or teacher, plus overall responsibility for CEG held by a member of the school's leadership team ✓
- Adequate time allocated to careers education within the curriculum, either through discrete modules or integrated within the PSHE programme ✓
- A programme that responds to the views of students, parents and employers, and is tailored to meet the needs of all students ✓
- Access to up-to-date impartial careers information, either through a careers library or Connexions resource centre within the school ✓
- Personalised support and guidance for students, using a process such as individual learning planning ✓
- Access to independent specialist careers guidance ✓
- A 'Partnership Agreement' between the school and your local Connexions partnership ✓
- Access to effective ICT-based careers information ✓
- Access to the local 14-19 Online Area Prospectus ✓
- A written policy statement, with effective monitoring arrangements for provision quality ✓

What should be taught?

- A planned Careers Education programme in the curriculum that gives students knowledge and skills for planning and managing their careers ✓
- Personal skills: such as self awareness, decision making skills, opportunity awareness, and transition planning skills ✓
- Research skills: that make use of written and ICT sources and Labour Market Information ✓
- Careers information: on learning options, skills, occupations and progression routes ✓
- Work Related Learning: experiences within and outside of the curriculum which help students to learn about work ✓
- Personalised support and guidance: help for individuals to manage their learning and progression to the next stage ✓
- Careers guidance: help from specialist advisers to identify long-term goals and plan steps to attain them ✓

Frequently Asked Questions

Q: Is there a statutory requirement to deliver Careers Education?

A: Yes, there is a duty on schools to provide Careers Education in both Key Stages 3 and 4 under the 1997 Education Act. However, there is not a statutory requirement regarding curriculum content. The DCSF has devised a non-statutory 11-19 framework that recommends learning outcomes and programme content and provides advice on quality assurance (see 'Resources' below).

Q: Is there non-statutory guidance on what should be taught in Careers Education?

A: There is a recommended guide: CEG – a Scheme of Work for Key Stage 3, Key Stage 4 and Post-16 which can be downloaded from the CEGNET website.

Q: What is the difference between Careers Education and Career Guidance?

A: Careers programmes have two components: education and guidance. They are interrelated and depend on each other for their effectiveness. Each is required to support and complement the other. **Careers education** helps inform young people to develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into work. **Career guidance** enables young people to use the knowledge and skills they acquire from careers education, learning experiences and both formal and informal guidance to make decisions about learning and work that are right for them.

Q: What is the difference between Careers Education and 'Information, Advice & Guidance'?

A: Careers Education is one aspect of the broader Information, Advice & Guidance, often referred to as 'IAG'. Information, Advice and Guidance is an umbrella term. It covers a range of activities and interventions that help young people to become more self-reliant and better able to manage their personal, lifestyle and career development, including learning.

Q: How much time should I allocate to Careers Education?

A: There is no set time allocation, but recommended minimum time per academic year is below. This excludes work experience for all years, but includes time for planning KS4 choices and Post-16 choices for Years 9 and 11 respectively.

Year	7	8	9	10	11	12	13
Hours	6	12	15	24	24	20	20

Q: Are there standards for Careers Education?

A: Careers Education and Guidance programmes should meet the Quality Standards for Young People's Information, Advice and Guidance. (see 'Resources' below) There is also a Quality Award for Careers Education: 'Investor in Careers', which several schools in Kent have fully or partly achieved.

Q: How will I know if our school is delivering appropriate Careers Education, and what support is available?

A: Connexions Kent & Medway offer free and independent IAG Health Checks for every school and college in Kent. This will provide you with a comprehensive analysis of your programme and highlight areas for development and detail appropriate support. Connexions also offer a programme of Careers 'Continuing Professional Development' (CPD), in conjunction with the Quality Improvement Agency (QIA).

Resources and Support

- **ASCL Paper 29: Careers education and guidance in England** (Oct 2006): A good summary of CEG requirements: <http://www.ascl.org.uk/MainWebSite/Resources/Document/GP29%20CEG%20WEB.pdf>
- **Better Practices: A guide to delivering effective career learning 11-19:** A comprehensive guide for Careers Education Co-ordinators covering practical aspects of leading, managing and delivering career learning <http://www.cegnet.co.uk/content/default.asp?PageId=2388>
- **Careers Education and Guidance in England: National Framework 11-19** (2003): the DCSF non-statutory guidance for schools, colleges & work based learning providers: <http://www.cegnet.co.uk/files/CEGNET0001/resources/651.pdf>
- **Careers Education and Guidance in a Nutshell** (DCSF 2004): explains the difference between Careers Education and Guidance, and what they look like in practice: <http://www.cegnet.co.uk/resource/content/files/444.pdf>
- **CEGNET:** <http://www.cegnet.co.uk/content/default.asp?PageId=605> – resources and information on Careers Education and Information, Advice and Guidance.
- **Connexions Kent & Medway** - <http://www.connexionskentandmedway.co.uk/pages/about/about.aspx>
- **IAG National Quality Standards** (2007) - <http://www.everychildmatters.gov.uk/resources-and-practice/IG00253/> sets out the DCSF's expectations on IAG services commissioned by Local Authorities, for use by Local Authorities and IAG providers such as Connexions and learning providers.