

## **CEIAG Briefing Meetings**

### **Local Authority – Schools - Colleges**

**Terms of reference** (refreshed Mar 2017)

#### **1. Purpose and role of the group**

- 1.1 To share good practice in careers, information, advice and guidance, in regard to the statutory duty for schools and colleges to secure independent and impartial advice for young people
- 1.2 To discuss student tracking and destination data where the local authority, schools and colleges must exchange data to fulfil their duties in accordance with the participation of young people

#### **2. Membership**

- 2.1 The group is organised and led by the EET Case Manager/Education Tracking Officer from the Education, Employment and Training Service in Oxfordshire County Council
- 2.2 Membership is open to all state secondary schools, sixth form colleges and further education colleges across Oxfordshire
- 2.3 Representatives from schools and colleges should be employed by the institution they are representing and hold the post of or similar to CEIAG lead or Careers Coordinator
- 2.4 Meetings will take place twice a year at a venue to be agreed in advance and advertised on the InSite Schools CEIAG page
- 2.5 Meeting summaries listing actions, key messages for cascading and recommendations will be circulated after each meeting
- 2.6 Individual group members are responsible for reporting back on activities of the group to their respective teams and institutions by cascading actions, key messages and recommendations agreed by the group

#### **3. Functions**

- 3.1 To promote high quality careers education, information, advice and guidance practice in schools and colleges in Oxfordshire
- 3.2 To ensure key policies and guidance are shared and discussed in the group and cascaded to senior managers
- 3.3 To ensure tracking processes are in place and there is cohesion in exchanging data, and that the data is of high quality

#### **4. Working method**

- 4.1 The format of meetings will generally follow an agenda and be a whole group discussion

- 4.2 Non-members may be invited to group meetings to introduce new learning opportunities and support services for young people
- 4.3 Topics for the agenda will be diarised in advance taking into account key dates and anticipated events (i.e. CEIAG Conference, YEP meetings, school holidays and DfE deadlines etc.)
- 4.4 Main topics from the meeting will be covered on the InSite Schools webpage which is publically accessible as a resource to schools and colleges <http://schools.oxfordshire.gov.uk/cms/content/careers-education-information-advice-and-guidance>

## **5. Areas of responsibility**

- 5.1 Schools and colleges have a duty to secure independent and impartial careers guidance for young people in schools, further education colleges and sixth form colleges, under section 45A of Part VII of the Education Act 1997. They have a role to play in supporting their pupils to make well informed and realistic decision by providing access to impartial and independent information and guidance about the range of education and training options that are most likely to help young people achieve their ambitions.
- 5.2 Schools & colleges will be held to account for the destinations of their leavers through the annual publication of destination measures.
- 5.3 Local authorities have a duty to encourage, enable and assist participation of young people in education or training, under section 68 of the Education and Skills Act 2008. Under the duty to participate local authorities must promote the effective participation in education and training of young people aged 16-18 and to have in place arrangements to identify those who are not participating.
- 5.4 The local authorities track young people's participation and record this on the CCIS. Section 72 of the Education and Skills Act 2008 requires all schools to provide relevant information about pupils to local authority support services. This includes information that helps to identify those at risk of ending up not in education, employment or training (NEET) post 16 and young people's post-16 plans and the offers they receive along with their current circumstances and activities.
- 5.5 Schools & colleges have a duty to let the local authority know when a young person aged 16-18 'drops' out of education or training or leaves a course early.