

## Camphill Wakefield Independent CEIAG Delivery Strategy (2024-2026)

### Vision

By 2026, Camphill Wakefield will independently deliver high-quality Careers Education, Information, Advice, and Guidance (CEIAG) that is accessible, inclusive, and aligned with best practices. Through staff development, resource upgrades, digital integration, and **Matrix Accreditation**, Camphill Wakefield aims to provide recognised, excellent support for all students.

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### Strategic Goals

1. Build Internal CEIAG Expertise and Capacity
  2. Expand and Optimise CEIAG Resources and Infrastructure
  3. Enhance Digital IAG Resources and Accessibility
  4. Achieve Matrix Accreditation for Quality Assurance
  5. Ensure Compliance with Legislative and Best Practice Standards
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### Goal 1: Build Internal CEIAG Expertise and Capacity

**Objective: Develop a trained, certified team of internal advisors capable of delivering high-quality, independent CEIAG by 2026.**

- **2024-2025:** Identify and train designated staff members in IAG delivery, including:
  - **Careers Information and advice Training:** Enrol key staff in Level 4 IAG and Careers Advice certifications.
  - **SEND-Specific CEIAG Training:** Offer targeted training to ensure staff can meet SEND needs and comply with SEND Code of Practice.
  - **Matrix Standard Training:** Introduce staff to Matrix standards to understand the quality and outcomes expected for accreditation.
- **2025-2026:** Establish a **Careers Team** dedicated to Camphill Wakefield, coordinating all guidance activities with a focus on quality, independence, and continuous improvement.
  - Implement a **mentorship program** where the Careers Team support key staff members in meeting Matrix standards and providing quality CEIAG.
  - Conduct internal evaluations and shadowing sessions to promote practice aligned to the Gatsby Benchmarks, including feedback collection and response mechanisms that will inform the Matrix Standards.

## Goal 2: Expand and Optimise CEIAG Resources and Infrastructure

**Objective: Provide a well-equipped, dedicated space and relevant resources to support independent, high-quality CEIAG delivery.**

- **2024-2025:** Complete essential upgrades to the **Designated Careers Office** for a productive and professional CEIAG environment.
    - **Resource Improvements:** Install new PC, carpeting for acoustics, and additional seating to create a comfortable and focused space.
    - **Resource Library:** Develop an in-office and digital library with career guides, SEND resources, and industry insights.
  - **2025-2026:** Align all resources with Matrix Accreditation requirements, focusing on infrastructure that enables clear guidance, confidentiality, and targeted support.
    - **CEIAG Database Development:** Introduce a secure, Matrix-compliant database to store action plans, meeting notes, and progress records.
    - **CEIAG Evaluation System:** Establish systems for recording outcomes, tracking student progress, and documenting follow-up actions, as required for Matrix standards.
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## Goal 3: Enhance Digital CEIAG Resources and Accessibility

**Objective: Build a comprehensive digital resource offering, providing essential information and tools for stakeholders online.**

- **2024-2025:** Develop a **dedicated CEIAG section on the Camphill Wakefield website**, providing resources and tools aligned with Matrix standards.
    - Launch pages for each stakeholder group, including key resources on education, careers, SEND support, and community resources.
    - Integrate a **Booking System** for CEIAG appointments, facilitating scheduling and aligning with Matrix standards for accessible support.
  - **2025-2026:** Introduce digital resources to enhance independence and self-directed learning.
    - Add **career exploration software, self-assessment tools**, and virtual career guidance resources to support student independence.
    - Ensure digital accessibility features comply with Matrix standards, enabling users with varied needs to engage easily with the website.
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#### **Goal 4: Achieve Matrix Accreditation for Quality Assurance**

**Objective: Obtain Matrix Accreditation by 2026 to formalise quality assurance and enhance Camphill Wakefield's reputation as a reliable CEIAG provider.**

- **2024:** Begin preparing for Matrix Accreditation by familiarising staff with standards, principles, and evidence requirements.
  - **Staff Training on Matrix Standards:** Organise workshops to educate staff on Matrix principles, including service scope, process standards, and evidence collection.
- **2025:** Conduct an **internal Matrix audit** to assess readiness and align practices with accreditation requirements.
  - **Gap Analysis and Action Plan:** Identify gaps in current IAG services related to Matrix standards and develop an action plan to address them.
  - **Pilot Quality Measures:** Implement pilot evaluation forms, feedback loops, and case studies as part of the internal audit process.
- **2026:** Submit for formal **Matrix Accreditation Assessment**.
  - Complete final adjustments based on audit feedback, ensuring all processes, policies, and records meet Matrix standards.
  - Gather and present evidence of IAG quality, including documented feedback, staff qualifications, and resource improvements, to support the Matrix assessment.

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#### **Goal 5: Ensure Compliance with Legislative and Best Practice Standards**

**Objective: Integrate all legislative, statutory, and best practice requirements into independent CEIAG services to ensure full compliance.**

- **2024-2025:** Establish a **Compliance Review Framework** to ensure all CEIAG services adhere to SEND Code of Practice, Health and Safety regulations, the Equality Act, and data protection legislation.
  - Register with the ICO and establish GDPR-compliant processes for CEIAG data handling and record-keeping.
  - Conduct annual training on safeguarding, equality, and SEND legislation to maintain staff expertise in compliance.
- **2026:** Formalise compliance checks in line with Matrix Accreditation, ensuring all legal and best practice standards are integrated into daily CEIAG operations.
  - Launch a **Quality Assurance Program** for ongoing evaluation and improvement based on Matrix standards, Compass Toolkit Assessments, and the CEC Careers Maturity Model and peer review process.

- Regularly review policy documents and update them as needed to reflect legislative changes and evolving best practices.

### Key Milestones and Timeline

Milestone	Timeline	Description
<b>Initial Staff Training and Matrix Awareness</b>	Q4 2024	Begin internal training on CEIAG and introduce Matrix standards.
<b>Designated Careers Office Upgrades Completed</b>	Q1 2025	Complete upgrades to support a professional CEIAG setting.
<b>Internal Matrix Audit and Gap Analysis</b>	Q2 2025	Conduct a preliminary audit to identify gaps and align with Matrix standards.
<b>Website CEIAG Section Launched</b>	Q1 2025	Launch an online platform for CEIAG, including booking systems and resources.
<b>Formal CEIAG Team Established</b>	Q1 2025	Create an in-house CEIAG team prepared to independently deliver CEIAG services
<b>Matrix Accreditation Submission</b>	Q1 2026	Submit documentation and undergo the Matrix assessment for accreditation.
<b>Independent CEIAG Service Fully Operational</b>	Q2 2026	Launch fully independent, Matrix-accredited CEIAG services.

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Camphill Wakefield's **Independent CEIAG Delivery Strategy** will enable us to deliver accredited, high-quality CEIAG services by 2026. With Matrix Accreditation, the institution will ensure that its guidance meets recognised standards of quality, accessibility, and continuous improvement, building confidence among students, families, and staff.