



## **Careers Education, Information, Advice and Guidance (CEIAG) Policy**

### 1. Introduction

The Academy is committed to providing Careers Education, Advice and Guidance to all students through the curriculum and organised activities. It currently has the Investor in Careers Award which demonstrates the quality of our careers provision. We will be applying for reaccreditation in April 2017.

Careers Guidance will focus on the specific needs of the individual student to promote self-awareness and personal development. It will aim to provide current and relevant information to enable each student to make informed decisions about their future. It will be presented in an impartial manner, be confidential and differentiated to suit the requirements of each individual student.

### 2. Aims

Careers Education, Information, Advice and Guidance (CEIAG) should promote the following to all students:

- Self-development – assessing their strengths and weaknesses to inform future learning and work choices and develop positive self-esteem. They will understand themselves and the influences on them.
- Career exploration through the provision of a wide range of resources: computer software, books and leaflets, posters and access to impartial careers guidance.
- Optional work place experience in Year 10
- Independent investigation through the use of the school's VLE.
- Progression planning through the provision of Information and Guidance (IAG) from external careers advisors, support across the curriculum, organised progression activities, events and association with local colleges and businesses.
- Develop an understanding of the changing nature of work, learning and career choices, including the full range of post-16 education or training options, including apprenticeships.

### 3. Commitment

The Academy is committed to all students, providing a planned programme of careers education, information and guidance for students in all years in partnership with an external provider "My Future Starts Here". All students will leave the Academy with the skills and knowledge required to support their entry to further education or employment. The Academy actively promotes parent/carer involvement through events, forums and ensuring access to information throughout the year.

### 4. Entitlement

Students are entitled to careers education and guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with



students and their parents or carers. The programme will promote equality of opportunity, diversity and inclusion, whilst promoting the best interests of the students to whom it is given.

#### 5. Provision

The careers programme is managed by the SLT lead for CEIAG; delivered by staff and co-ordinated by the Curriculum Leader responsible for Personal, Social, Citizenship & Health Education (PSCHE) and CEIAG.

Careers resources, available in the learning resource centre for all students, are relevant and updated regularly. Access to careers software (Careers etc) and the internet is easily available.

Participation in activities, both in school and off-site, provide employer contact and further information. The Academy is employing the services of an external IAG provider, "My Future Starts Here", which is providing individual careers interviews for every Year 11 student and 3:1 career interviews for all Y8 students as well as careers information, advice and guidance within PSHE lessons.

Careers focused activities delivered through the PSHE curriculum are provided and managed by the Curriculum Leader responsible for PSHE/Citizenship and CEIAG. This will include activities about work to develop knowledge and skills

Training needs are identified and offered to all relevant staff as opportunities arise. Information is then brought back in to school and shared with other staff members. Careers & WRL Coordinator(s) attend panel meetings for career updates as necessary.

The SLT lead and curriculum leader will be responsible for the monitoring, review and evaluation of the programme. Students will be consulted on the impact of the CEIAG programme and changes may be made as a result. Auditing of the whole school approach will also take place and support offered where required.

#### Key Stage 3 Provision

- Curriculum support in all subjects promoting related job advice
- Allotted time through PSHE lessons for self-development focusing on lifestyle and progression
- Access to the careers software via PSHE lessons and tutor time
- Y8 will be invited to attend a Pre-Options Evening and have access to a variety of career speakers and 3:1 career interview with My Future Starts Here, level 7 career advisors.
- An introduction to the careers resources in the learning resource centre
- Assemblies and other information on KS4 options including vocational and alternative courses.
- Specialised sessions from My Future Starts Here and a local university

By the end of Stage 3 all students will have:

- A better understanding of their strengths, achievements and weaknesses and support to evaluate how these might inform future choices in learning and work
- A better understanding of the full range of 14-19 opportunities for progression



- A understanding of some of the qualities, attitudes and skills needed for employability.
- Used online careers resources to research information about opportunities and apply their findings to help to make informed choices for Key Stage 4 guided choices.
- Received appropriate advice and guidance on Key Stage 4 guided choices, and prepared an individual learning plan that sets broad learning goals for the 14-19 phase.

#### Key Stage 4 Provision

- An optional one week block work experience placement which focuses on students' future career aspirations, allowing learning about work through the experience of work
- Careers Fair in school day
- Entrepreneurial skills development day 'Lions' Den'
- College presentations and college taster days
- Local university presentations
- Careers interview for every Year 11 student
- Information on college open dates
- Support and work shop on completing college application forms and UCAS Progress for on-line registration
- Mock interviews, where deemed advantageous
- Supported CV and personal statement sessions within English curriculum
- Parent evenings, Academic Review Day and some assemblies are supported by external IAG providers
- Close monitoring of vulnerable students

By the end of stage 4, all students will have:

- Enhanced their self-knowledge, career management and employability skills
- Used ICT software and other sources of advice to investigate and explore future choices and progression routes
- Experienced the world of work through a work placement if they require one
- Been given direct access to employers, colleges and training providers
- Been given guidance to help identify a range of post-16 options and careers advice and support networks that they can use to plan and negotiate their career pathways.
- Been provided with the resources and training to complete the post-16 application procedures, including CVs, personal statements, and preparation for interview
- Been given information about appropriate available funding
- Produced a challenging but realistic plan for their future learning and work, by relating their abilities, attributes and achievements to the goals they have set themselves.

#### 6. Links with other policies

This policy recognises and is applied in accordance with the Academy's policies for Teaching and Learning; Personal, Social, Careers & Health Education and Citizenship; Enterprise and Employability; Work Experience; Equal Opportunities; Health and Safety; Students with SEN and Disabilities; and Supporting Looked after Children. This policy is written to reflect the National Frameworks.