



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 is presently working towards the Investor in Careers Award to ensure the quality of our careers provision.

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.
- Work place experience through the Year 10 Work Experience week.
- Independent investigation through the use of the learning platforms i.e. Fast Tomato, CareerPilot etc.
- Progression planning through the provision of Information and Guidance (IAG) from external and internal careers advisors, support across the curriculum, organised progression activities and events and association with local colleges and businesses. Developing 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 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” and internal appropriately qualified staff members. 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, 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 Careers Leader, line managed by the SLT lead for CEIAG; delivered by staff and co-ordinated by the careers Leader.

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

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 careers information, advice and guidance within Personal Development (PD) lessons. Year 8 and 9 students are receiving guidance in small groups from appropriately qualified staff to assist with option choices.

Careers focused activities delivered through the PD curriculum are provided and managed by the Curriculum Leader responsible for the Personal Development Faculty. This will include activities about work to develop knowledge and for work to develop 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 Leader attends careers Hub meetings for Career updates as necessary.

The SLT lead and careers 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 PD lessons for self-development focusing on lifestyle and progression
- Access to the careers etc software via PD lessons and tutor time
- Yr8 and 9 will be invited to attend a Pre-Options Evening
- An introduction to the careers resources in the learning resource centre
- Assemblies and other information on KS4 options including vocational and alternative courses.



THE ST LEONARDS ACADEMY

- Specialised sessions from appropriately qualified staff, a local university and UniConnect.

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
- An 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 Options.
- Received appropriate advice and guidance on Key Stage 4 options, and prepared an individual learning plan that sets broad learning goals for the 14-19 phase.

Key Stage 4 Provision

- One week block work experience placement which focuses on students' future career aspirations, where possible, allowing learning about work through the experience of work
- Careers Fair in school day
- College presentations
- Local university presentations
- Careers interview for every Year 11 student
- Information on College Open dates
- Support with completing College Application forms and access to computers for on-line registration
- Mock Interviews, where deemed advantageous
- Supported CV and Personal Statement sessions within English curriculum
- Parent evenings and some assemblies are supported by external IAG provider
- 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 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:



THE ST LEONARDS ACADEMY

- Work Experience
- Equal Opportunities;
- Health and Safety;
- Students with SEN and Disabilities; and Supporting Looked after Children
- Child protection and Safeguarding Policy
- Accessibility Plan
- Behaviour Policy
- Off-site activities and Educational Visits Policy

This policy is written to reflect the National Frameworks.

7. Business Links

The Careers Leader will encourage and seek contact with local businesses to make mutually valuable links with the school. These businesses will be invited in, when appropriate, to take part in Careers Fairs, assemblies and workshops etc. to provide employer engagement experiences to students.

8. Partnerships/Service Level Agreements

Partnerships with External Organisations are encouraged to enhance the service offer to students. The Careers Leader will approach external partners for bespoke offers.

Organisations are welcome to make contact with the Careers Leader to offer a service. The offers will be scrutinised for value of offer and value for money. The Careers Leader will contact similar organisations for comparable offers and costs.

The acceptance of Organisation's services will be dependent on how well the offer fits the requirement and value for money. The method of delivery is also a factor in a service agreement.

The process for engaging with external partners is set by the Finance Director and is regularly reviewed.

Signatures of approval

Principal:

Chair of Governors:

Date: 26th July 2020

Review date: 26th July 2021