

Policy for Careers Education, Information, Advice and Guidance (CEIAG)

Policy

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing Giles Academy pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

Practice

Giles Academy is committed to providing our students with a programme of careers education, information, advice and guidance (CEIAG) for all students in years 7 – 13.

We follow the Statutory Guidelines and other relevant guidance from, GOV.UK. and Ofsted as it appears:

- Statutory Guidance for Schools: Careers Guidance. Section 29 of the Education Act 2011; which has since been amended in March 2015 (April 2017) and places schools under a duty to secure access to independent careers guidance for their pupils in years 8-13. The statutory duty requires governing bodies to ensure that all registered pupils at the school are provided with independent careers guidance from year 8 (12-13 year olds) to year 13 (17-18 year olds).
- In early 2018 the Government in England published Careers guidance and access for education and training providers. Statutory guidance for governing bodies school leaders and school staff and Careers guidance: for further education colleges and sixth-form colleges. These state that every school/college should appoint a Careers Leader by September 2018 who is responsible for the careers programme which should meet the Gatsby Benchmarks by 2020:
 - 1. A stable careers programme
 - 2. Learning from career and labour market information
 - 3. Addressing the needs of each pupil
 - 4. Linking curriculum learning to careers
 - 5. Encounters with employers and employees
 - 6. Experiences of workplaces
 - 7. Encounters with further and higher education
 - 8. Personal guidance

Aims

From the Governing body to the student, Giles Academy Careers Education Information, Advice and Guidance policy has the following aims:

- to contribute to strategies for raising achievement.
- to provide impartial information and guidance
- to link the Governing body and Employers to our CEIAG pathway
- to support inclusion, challenge stereotyping and promote equality of opportunity
- to encourage participation in continued lifelong learning
- to encourage applications to universities
- to encourage applicants to Apprenticeships
- to develop enterprise and employment skills
- to reduce drop out from and course switching in education and training
- to contribute to the economic prosperity of individuals and communities
- to meet the needs of all our students through appropriate differentiation
- to focus students on their future aspirations
- to involve parents and carers
- to work with partners from Higher Education, FE and the workplace
- to broaden understanding of the world of work.

Student Entitlement

Careers education, information, advice and guidance (CEIAG) is an important component of the Giles Academy Curriculum and we fully support the statutory requirement for a programme of careers education in Years 7 – 13.

Development

The policy was developed and is reviewed annually by the Head of Giles Future and his/her Line Manager (Deputy Head teacher) based on current good practice guidelines by Ofsted, CEIAG Framework.

Links with other Policies

It supports and is underpinned by key school policies including those for Teaching and Learning, Assessment, Recording and Reporting Achievement, Citizenship, PSHE, Work Experience, Equal Opportunities and Diversity, Health and Safety, Gifted & Talented and SENCO

Delivery of Careers Education

Careers Education is delivered by tutors during PLC sessions in Years 7 – 13 throughout the academic year, further opportunities are provided by curriculum areas. Work Related Learning in

the form of work experience/ work skills qualification takes place in year 12-13, together with careers interviews and a careers mentor for years 11, 12 and 13

Equality and Diversity

Careers education, information, advice and guidance is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

Implementation of Careers Guidance

- i) The careers library offers a wide range of materials; it is open throughout the school day and situated in the main library. Additional resources online.
- ii) Impartial Careers Advice is implemented by Head of Giles Futures, Giles staff, Prospects, Kudos, Boston College and guest employers
- iii) Extra support where appropriate: pupils in Year 7,8, 9, Year 10, Year 11, Year 12 and 13 are targeted for extra help by the SENCO team, HOYs and tutors.
- iv) Careers Evening: A Year 11 and 12 Careers evening
- v) Display boards; One in school library and one in sixth form common room.
- vi) ICT: a range of software products are available for pupils to use. These include:
 - CAREERinvestigator
 - KUDOS Cascaid/Post 16
 - HEAP Online
- vi) Curriculum

Careers education forms an integral part of the curriculum The three main areas of careers learning from years 7-13 are:

- Learn about work.
- Learning for work.
- Learning through work.

The Careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work related learning, financial wellbeing and individual learning activities.

Careers lessons/interviews are part of the schools Personal Development Programme. Other events and activities are planned and organised separately throughout the year.

The Careers Education programme covers the key themes of self-awareness, decision making, information handling, career opportunities and the world of work. It is delivered as part of the Tutorial /PLC/EPLC Programme in Key Stages 3, 4 and in the Sixth Form. Pupils are encouraged to make Action Plans appropriate to their interests and potential at certain key transition points in their school career, indicating both their personal goals and the next steps to be taken on the way. Progress in pupils' self development and understanding of careers is regularly monitored.

Parents and carers

Parental involvement is encouraged at all stages. Parents are supplied with a:

Key Stage 3 **Curriculum** Booklet./prospectus

Key Stage 4 **Options** Booklet/.

Key Stage 5 **Future** booklet/Sixth form prospectus.

Giles Academy information evening for parents and students.

Parents are invited to options/parent evenings for years 7, 8, 9, 11 and sixth form. Online resources have been specifically chosen to help parents become more involved. All online resources are easily accessed through the links on the school website. Parents are kept up to date with careers related information through letters, newsletters. Parents are welcome at careers interviews and where necessary are invited. Parents are also asked to support their child's future through a questionnaire in Year 10 and 11.

Management

Head of Giles Futures, to co-ordinate the CEIAG programme.

Staffing

All staff contributes to CEIAG through their roles as tutors and subject teachers.

The Careers programme is planned, monitored and evaluated by the Head of Giles Futures.

The Head of Giles Futures will liaise and consult with the impartial careers advisors to ensure that specialist impartial career guidance is available when required to all students.

The Head of Giles Futures and Librarian is responsible for maintaining the Careers Library, also oversees notice boards and displays in the sixth form block, assisted by the Sixth form team.

A wide extra-curricular programme contributes to Careers Education including throughout the Giles Academy Pathway choice:

Year 7,8,9 Year teams support in PLC and career activities

Year 10 Assemblies and tutor support, drop in available, interviews with tutor

Year 11 Career Day, Assemblies, Interviews Head of Giles Future, tutor support, drop in

Year 11 and 12 Careers Evening, drop in, 1-1 mentor

Sixth Form Voluntary Service/work experience, intervention, 1-1 Mentoring service, drop in

Links with parents / carers are maintained using a variety of methods (parental leaflets, letters, newsletters, questionnaires, options evenings, Post 16 Evenings).

Partnerships/resources

Young Enterprise STEM Employers Kudos Prospects Heap online

Boston College Local training providers Jobcentre Plus National Career Service

As a pupil of Giles Academy you are entitled to receive a programme of careers education, advice, information and guidance

Your CEIAG programme will help you to:

Understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make

Find out about different courses, what qualifications you might need and what opportunities there might be to support your pathway and future

Develop the skills you may need for working life

Make realistic but ambitious, choices about courses and jobs

Develop a plan of action for the future

Understand the different routes after Year 11 including training, further and higher education and careers

Be able to make effective applications for jobs, training and further and higher education

Develop your interview skills

Improve your confidence

CEIAG Policy: S Davison

You will receive:

Careers lessons

Access to the careers library – information is available in books, videos, leaflets and on computer – ask for help

Impartial interviews with the careers advisors, experts in their fields and senior leadership team

Other subject lessons linked to careers

Career Related activity Days

1-1 mentor

Tutor support

Dates	Chair of Governors
Completed 17/07/17	
Review 20/07/18	
21/07/19	