



Careers Education, Information, Advice and Guidance and Work Related Learning Policy

(ratified by Full Governing Body 10th December 2019)

Review Cycle: 2 Years - Summer Term

Review By: Leadership Team, HR/Standards Sub-Committee

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Introduction

Through a planned programme of activities, Careers Education, Information, Advice and Guidance (CEIAG) and Work-related Learning (WRL), Alcester Academy assists all students to take their place as suitably qualified and responsible young people within society. The focus is upon career and option choice, raising the aspirations and achievement of individual students and equipping them with skills, attitudes, knowledge and understanding as a foundation for managing their lifelong career and learning.

Commitment

Alcester Academy is committed to:

- Providing a planned programme of activities to which all students from Years 7 – 11 are entitled and which will help them to plan and manage their education and career choices.
- Providing IAG in line with the Gatsby Foundation benchmarks. The guidance we provide will be impartial, unbiased and is based on their needs.

Alcester Academy will ensure that the CEIAG and WRL programme follows local, regional and national frameworks for good practice and other relevant guidance, such as Section 42A and Section 45A of the Education Act 1997, Statutory guidance: Careers guidance and inspiration in schools (March 2015), Non-statutory guidance: Careers guidance and inspiration in schools (April 2014), as well as guidelines from Ofsted and the Career Development Institute.

- Working in partnership with local 16 – 18 education providers to ensure all students access appropriate education, employment with training or an apprenticeship on leaving the Academy.
- Demonstrating a commitment to raising, achieving and continuously improving standards by re-securing Investor in Careers Award

Links with other policies

The policy for CEIAG supports, and is itself underpinned by, a range of key school policies especially those for teaching and learning, assessment, recording and reporting achievement, citizenship, work-related learning and enterprise, Equal Opportunities and diversity, most able, pupil premium and SEND.

Entitlement

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, personalised and impartial. It is integrated into students' experience of the whole curriculum and based on a partnership with students and their parents or carers. The programme is structured to deliver explicit learning outcomes, raise aspirations, challenge stereotyping and promote equality and diversity.

The careers programme is designed to meet the needs of the students at Alcester Academy. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. The primary aims of the Careers Education and Guidance programme are to:-

- Prepare young people at Alcester Academy for the opportunities, responsibilities and experiences of adult life;
- Help young people develop an understanding of their own and others' strengths, limitations, abilities, potential, personal qualities, needs, attitudes and values;

- Help young people investigate opportunities for further learning and employment, make decisions and manage transitions across the two stages at 12+ and 16+;
- Ensure that, wherever possible, all young people leave the school to undertake further education, an apprenticeship or employment with training.

The programme also:

- Contributes to improving achievement, by raising aspirations and motivation;
- Supports inclusion, challenges stereotyping and promotes equality;
- Encourages participation in education and/or training beyond the key stages at 16+ and 18+;
- Develops enterprise and other skills valuable in the world of work;

The CEG opportunities at Alcester Academy provides pupils with a wide range of experiences to help them progress effectively through their education and on to successful careers.

Assessment

Through evaluation following career-related events, we assess whether or not students have met the above learning outcomes.

Implementation: Management

The Careers Co-ordinator plans, co-ordinates and evaluates the careers opportunities the Academy offers and is responsible to the Assistant Headteacher. This area is supported by a link governor. Work experience is planned and implemented by the Careers Co-ordinator.

Implementation: Staffing

All teaching staff contribute to the CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered as part of the PHSE programme at Key Stage 3 and 4. The CEIAG programme is planned, monitored and evaluated by the Assistant Head and the Careers information is available in the Careers Library in the LRC which is maintained by the Careers Co-ordinator

Implementation: The CEG Programme

The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work-related learning (including 1 optional week of work experience). Other focused events e.g. a further education fair is provided at Key Stage 4, work experience takes place at the end of Year 10. Students are actively involved in the evaluation of activities including work experience through lessons and in written feedback.

The Careers Programme at Alcester Academy is distinguished by the personalised nature of the support given to each student. The Careers Co-ordinator is central to providing guidance to students on routes beyond school and those students who are unsure of their destination after Year 11 are given further support in groups or as individuals to provide the best possible guidance. In addition, the Careers Co-ordinator provides an important contribution to the planning, design and delivery of all aspects of our careers education including Super Learning Days, allowing for current labour market intelligence to inform these processes.

Careers Education helps young people to develop the knowledge and skills they need to make successful choices, manage transition between key stages and between education and the world of work.

Careers Guidance enables them to use the knowledge and skills to make decisions about education and the world of work that are appropriate for them.

Tutor and mentoring activities

- Careers interviews
- Careers presentations and activities
- Careers activities with employers
- Enterprise activities including guest speakers
- The Work Experience programme
- Attendance at both external and in-house careers fairs
- University Visits
- Apprenticeship talks
- Lessons in CV building skills
- Mock interviews

Staff Development

Staff training for careers is identified by a needs analysis and appropriate training is be incorporated into the staff CPD programme. Specific training for the Year 12 destination application process is targeted at tutors of Year 11.

External Partnerships

As we have no sixth form provision at Alcester Academy we believe we are able to give all students impartial careers advice about their choice of destination for Year 12. We do this by working with all local providers of sixth form education, vocational training and apprenticeships. This careers guidance is available through taster days at educational establishments, external careers fairs, in-house careers fairs, to which all providers are invited, and the provision of information in the careers library.

Employment partnerships:

Firm links have been established with the Coventry and Warwickshire LEP, Warwickshire County Council and a range of employers, particularly through the provision of work placements. Employers visit the school to run work related activities with pupils and to speak to pupils about a range of employment sectors. Students take part in employability and enterprise competitions. Students are also encouraged to volunteer within the local community.

Further and Higher Education Links:

Strong links exist with local sixth forms, further education colleges, and universities, which enable our students to access training and education.

Resources

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. The Careers Co-ordinator is responsible for the effective deployment of resources.

- Accommodation – a resource area is located in the Learning Resource Centre which contains the Careers Library, PCs and prospectuses for local sixth forms, colleges and UK universities.

- Budget provision – funding is provided annually from the capitation budget.

Monitoring, review, evaluation and development of CIEG

Our partnerships are reviewed regularly. The following provision is reviewed by the PSHE Co-ordinator and the Careers Co-ordinator:

- Regular review of partnerships with Warwickshire County Council and Alcester Chamber of Commerce
- Lesson and tutor observations within PSHE lessons as part of School Self Evaluation
- Developmental activity is identified annually in the SIP.
- Feedback on the effectiveness of the CIEAG programme is sought through focus student groups, parent council groups and questionnaires. Resulting action points then feed into the following year's planning process to ensure they are addressed.

Signed: _____ Chair of Governors

Signed: _____ Headteacher

Date: _____