



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

**Version date 22.9.2016**

### **Rationale**

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 14-19 pathways that suit their interests and abilities and helps them to follow a careers path and sustain employability throughout their working lives. 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**

**Alec Reed Academy is committed to:**

- Providing a programme of careers education, information, advice and guidance (CEIAG) for all students in Year 7-13
- Providing IAG which is impartial, unbiased and is based on their needs
- Ensuring that the CEIAG and WRL programme follows local, regional and national frameworks for good practice and other relevant guidance, such as Section 19 Education Act (2011), April 2014 Statutory guidance: Careers guidance provision for young people in schools (2014), as well as guidelines from Ofsted and the Career Development Institute
- Working in partnership with the Connexions Service to ensure all students access education, employment or training at the relevant transition points
- 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, PSHE Education, work-related learning and enterprise, equal opportunities and diversity, gifted and talented, looked after children and special needs/ASD.

## **Principles**

### Statement of intent

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.

At Alec Reed Academy our careers mission statement aims for all students to:

- go into suitable Employment, Education or Training (EET) after leaving Alec Reed Academy;
- have knowledge and understanding of careers opportunities available to them as an individual.

This policy was developed and is reviewed annually through discussion with staff, the Academy's Connexions Personal Advisor, students, parents, governors, advisory staff, and other external partners such as Ealing IAG Forum and REED Learning.

The Careers Policy supports, and is underpinned by key Academy policies including those for learning and teaching; assessment for learning, data and reporting; inclusion; health and safety; equal opportunities; behaviour for learning and More Able.

## **Aims and Objectives**

The careers programme is designed to help students make the most of themselves and their opportunities. It also meets the needs of all students at Alec Reed Academy by being differentiated and personalised. This is to ensure the progression through activities that are appropriate to students' stages of career learning, planning and development. In particular, it aims to help them:

- develop their knowledge and understanding of the changing nature of work, learning and careers;
- extend their understanding of the full range of opportunities in learning and work and encourage participation in continued learning including higher education and further education e.g. vocational, apprenticeships etc.;
- make good use of information and guidance;
- develop and use their self-knowledge when thinking about, and making course and other choices;
- develop and use the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition;
- to contribute to strategies for raising achievement, especially by increasing motivation;
- to support inclusion, challenge stereotyping and promote equality of opportunity;
- to develop enterprise skills;
- to involve parents and carers.

The careers programme is designed to meet the needs of the students at Alec Reed 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 the 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 three stages at 13+, 16+ and 18+;
- Ensure that, wherever possible, all young people leave the school with employment, further education or 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 programme provides pupils with a wide range of experiences to help them progress effectively through their education and on to successful careers. The intended career learning outcomes for students are based on the National Framework and can be found embedded in the Statement of Entitlement (Appendix 1).

## **Implementation**

### **Management and staffing**

Responsibility for ensuring delivery and entitlement for Careers Education and Guidance at Alec Reed Academy is undertaken by the Work Experience and Careers Co-ordinator. The Principal CEO directly line manages the programme. The Assistant Principal oversees programme delivery and liaises with programme contributors. They also deal with the majority of day to day administration and work experience placements. Careers Education and Guidance is also supported by the link governor, Richard Taylor.

All staff within the Academy contributes towards careers education and guidance through their roles as tutors, subject teachers and mentors. Specialist sessions are delivered by external providers for all year groups. The careers programme is planned, monitored and evaluated by the Assistant Principal in consultation with the Connexions personal adviser who provides specialist careers guidance and key members of staff involved directly with CEIAG. Careers information is available within the Connexions room. Responsibilities are spread between the Assistant Principal with oversight of CEIAG, the subject leader for PSHE/SMSC and the careers administrator. They plan, co-ordinate and

evaluate the careers programme. Subject leaders and Head of Year are consulted to ensure appropriate coverage of careers themes in the PSHE programme, tutor time activities and in applied subjects across the school. All subjects have a focus on and link to career development and work-related learning. This is co-ordinated through the work of the Assistant Principal and prioritised through the School Development plan.

The Academy provides a number of opportunities for staff to undertake relevant and appropriate professional development to support careers education, information, advice and guidance. Training needs are identified through the online Academy Development Plan and appropriate arrangements are made, often in partnership with Connexions.

### **CEIAG Programme**

The careers programme is delivered in a number of different ways including:

- careers education and information sessions;
- careers advice and guidance activities (group work and individual activities) provided by the connexions adviser;
- information and research activities provided through careers drop in sessions;
- individual learning and planning activities;
- enterprise activities through enrichment days and visits;
- access to independent and impartial guidance from an external IAG provider (Ealing Connexions).

The Careers Programme at Alec Reed Academy is distinguished by the personalised nature of the support given to each student. All students receive at least one careers interview with the Careers Advisor during. The Careers advisor 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 Advisor provides an important contribution to the planning, design and delivery of all aspects of our careers education including PSHE, allowing for current labour market intelligence to inform these processes. The Careers advisor runs a weekly lunchtime Drop-In Session where pupils from all year groups are able to access information and guidance.

A variety of careers events take place throughout the academic year including a Post 16 Open Evening and Key Stage 4 Year 8 Options Evening which help to engage parents and students into thinking about their student, training or careers futures.

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.

The programme is provided to pupils and students through:-

- The PSHE curriculum via targeted lessons;
- Tutor and coaching activities;
- Careers interviews;
- Careers presentations and activities;
- Careers activities with employers;

- Enterprise activities including guest speakers;
- Attendance at Careers Fair;
- University Visits;
- Apprenticeship talks

**Year 7** The focus is on introducing careers and thinking about the vast number of careers / jobs available; linking plans and dreams to reality and options both during in preparation for Year 8 Options

**Year 8** The focus is on finalising plans and dreams to reality and options through self-assessment, career paths and options activities both during and beyond Key Stage 4

**Year 9** The focus is an Enterprise Project plan ahead and deal identify and set short and medium term cope with changes and understand finances and the world of business.

**Year 10** The focus is centred on understanding work and career with a range of projects on offer with employers, partners, agencies and specialist providers including preparation, delivery/experience and evaluation.

**Year 11** The focus is on post 16 options and the Application process.

For a more detailed account of what happens in each year group and learning outcomes please refer to the entitlement statements (see appendix), Schemes of learning and the Academy calendar.

### **Staff Development**

Staff training is identified by a needs analysis and planned for in the SIP. (Training to enable tutors to provide informed information is planned in conjunction with the Prospects Service).

### **External Partnerships**

#### **Independent Careers Advice:**

An annual partnership agreement is negotiated between the school and the Prospects Service which identifies the contributions to the programme that each will make.

#### **Employment partnerships:**

Firm links have been established with the Reed Learning and a range of employers, particularly through the provision of work placements within applied courses; some KS4 and many KS5 pupils undertake work placements, integral to their courses. Employers visit the school to run work related activities with pupils and to speak to pupils about a range of employment sectors. Pupils take part in employability and enterprise competitions, run and judged by local and national employers e.g. Barclays, Nestle, and Reed Global.

#### **Apprentice partnerships:**

There have been recent developments with employers offering apprenticeships and information is shared with pupils about available apprenticeships the Careers advisor. In addition, employers

offering apprenticeships visit the school to facilitate work related learning and speak to pupils about opportunities within their companies and sectors.

### **Resources and budget**

Funding is allocated in the annual budget planning round in the context of whole-Academy priorities and particular needs in the CEG area. The Assistant Principal is responsible for the effective deployment of resources and sources of external funding are actively sought.

The Connexions Room has relevant, up to date information in a range of media, formats and languages. Students have supervised access to IT facilities. Specialist equipment and support are available for individuals with learning difficulties and/or disabilities. Additional information sources include participation in local events and activities, and work with Connexions, employers, business and other organisations.

### **Monitoring, evaluation and review**

The Academy policy on Careers Education, Information, Advice and Guidance will be reviewed, monitored and evaluated at various levels and at different times by key groups on an annual basis under the leadership of the Assistant Principal. The key priorities from the review are incorporated into the SEF on a termly basis.

Careers lessons are part of the Academy's Citizenship/PSHCE programme. Work experience preparation and de-brief take place on enrichment days and during form time.

Students are actively involved in the planning, delivery and evaluation of activities through regular focus group meetings.

The Partnership Agreement with Connexions is reviewed annually.

## **Appendix A**

### **Responsibilities**

#### **Governors and staff are committed to:**

- providing a planned programme of activities to which all students are entitled and will have access (see careers programme and schemes of learning);
- working in partnership with Connexions to ensure that no student is disadvantaged in gaining access to education, training or work (see Partnership Agreement with Connexions);
- ensuring that, wherever possible, students' progress to an opportunity in further education, training or employment;
- involving young people and their parents and carers in programme activities and further developments;
- the Academy achieving the Investor in Careers Award.

#### **Assistant Principal**

- plans, monitors and evaluates the Careers programme and is responsible to his / her line manager;
- liaises and consults with the Connexions PA to ensure that specialist career guidance is available when required.

#### **Connexions Advisor (Careers)**

- is available to all students twice a week for drop in sessions;
- is used for individual interviews with all Year 11s and other targeted students throughout the year;
- is available at Careers Events within the Academy e.g. post 16 evening, options evening etc;
- is available to Year 8 to advise on option choices;
- is available to all students in Post 16 to advise on career options post 18.

#### **Parents and carers**

- Parental involvement is encouraged at all stages.
- 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 and at open evenings.

- Parents are welcome at careers interviews and where necessary are invited.

## **Appendix B**

### **Learner Entitlement Statements**

At all Key Stages you can expect ...

- access to a planned programme relevant to your year group
- access to a qualified impartial and independent careers adviser for personalised advice and guidance
- help to recognise your likes, dislikes, influences, strengths and preferences in relation to career decisions
- information about the world of work and how the labour market is changing
- information about further and higher education, training and apprenticeships and employment routes
- to take part in activities which challenge stereotyping and raise your aspirations
- to develop skills and qualities to improve your employability to develop enterprise skills
- to be well prepared for different transitions
- to help develop financial capability skills
- to develop and strengthen your personal presentation skills for selection processes
- sign posting to relevant up-to-date and impartial sources of careers information and advice
- Also, to not have limitations imposed on your aspirations based upon your gender, social, economic or ethnic background.

### **What will you learn in the programme of Careers Education and Guidance?**

***In years 7 and 8 you will be helped to:***

- understand yourself and know who (and what!!) plays a part in how you think about yourself and the things that matter to you
- think about what you expect of yourself and what others expect of you
- develop confidence in yourself and in your abilities
- investigate ways to develop as a person
- understand how the world of work is changing and the skills that you (and the rest of us!) need in order to do well in your future life and career
- learn how to plan ahead and deal with all kinds of changes as they happen to you
- know who is there to help you in school and exactly what they can do for you bear in mind the need to make changes to your plans as things happen to you in and out of school

***In years 9, 10 and 11 you will be helped to:***

- identify and set short and medium term life goals as well as learning targets



- use debate, review, reflection and action planning to progress and help you develop your career ideas
- explain why it is important to develop personal values and be able to respond appropriately to the main influences affecting your learning and work
- describe employment trends and learning opportunities at different levels
- identify, select and use a wide range of information resources
- use work related learning/experiences to shape your career progression
- understand the options open to you once you leave school, identify your priorities and explain the decisions you eventually make
- take finance and other factors related to managing your money into consideration when making decisions
- understand the purpose of careers interviews and be able to present, and give evidence for, personal information
- understand what employers are looking for in relation to behaviour at work, and appreciate your rights as well as their rights

***In years 12 and 13 you will:***

- Be offered at least one individual appointment with a qualified, independent, impartial careers advisor
- Participate in an enrichment and tutorial programme focused on your personal development
- Have had the opportunity to set targets and review your progress through Academic Review Day and on-going support from your tutor and subject teachers
- Develop independent research skills
- Have had the opportunity to meet university representatives
- Have had the opportunity to meet apprenticeship providers