



ALEC REED ACADEMY
PROUD TO LEARN

Careers Education and Employability Policy

Version date 10/3/2018

Rationale

Alec Reed Academy considers Careers Education and guidance programmes make a major contribution in preparing young people for the opportunities, responsibilities and experiences of life. Through a planned programme of activities, Careers education information. Advice guidance at the Alec Reed Academy supports students in choosing 14-19 pathways. In turn this will prepare students for future living. The focus is upon career and option choice, raising the aspirations and achievement of individuals and equipping them with skills, attitudes, knowledge and understanding as a foundation for managing their lifelong career and learning.

Commitment

1. Alec Reed Academy is committed to providing a planned programme of impartial careers information advice, guidance, offering a full range of opportunity to students, demonstrating a commitment to raising, achieving and continuously improving standards by obtaining and sustaining the Quality in Careers Standard through Investor in Careers.
2. Responding to the education Act 2011 and statutory guidance through providing independent, Impartial CEIAG working in partnership with Reed in partnership and connexions who provide a qualifies Careers adviser.
3. Complies with the school's legal obligations under the Education Act 2011 and DfE Statutory guidance "Careers Guidance and Access for education and training providers" January 2018.
4. Cross curriculum subject based Careers learning.
5. Encouraging students to develop independent skills to enhance lifelong learning.
6. Ensuring that the Careers and Employability programme follows frameworks for good practice and other relevant guidance. This includes CDI frame work for careers employability and enterprise education March 2018, Ofsted inspection framework 2016.
7. Following the structure and good practice of the Gatsby benchmarks of good careers guidance. (2014-2016)
8. Working in partnership with the Connexions Service apprenticeship and training providers, employers and FE colleges to ensure all students access education, employment or training at the relevant transition points.
9. Inspire every student whatever their background, gender, religion, ethnic origin or ability



Student Entitlement

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.

Learner Entitlement

Students are entitled to a CEIAG and Employability skills programme which meets professional standards of practice and is person-centred, personalised, impartial and confidential. 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 stereotypes and promote equality and diversity. Students, who may require extra support. For example Pupil premium, Special education needs are given priority over the others.

Have access to the range of activities, guidance and information which promotes positive career planning and management.

Access to up to date and reliable information regarding CEIAG.

Appropriate support from staff to facilitate moving onto 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. **SEE APPENDIX C**

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.

Implementation: The Careers and Employability Programme

The careers employability 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. As per the CDI Framework for Careers employability and enterprise education which can be found embedded in the Statement of Entitlement **(Appendix B)**.

The aims of careers and employability at Alec Reed Academy three areas of learning:

1. Developing yourself through careers, employability and enterprise education
2. Learning about careers and the world of work
3. Developing your career management, employability and enterprise skills



The programme helps them to,

- Prepare young people at the Academy for the opportunities, responsibilities and experiences of adult life;
- 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-awareness when thinking about making course and career 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 involve parents and carers.
- 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+;
- Encourage participation in education and training beyond key stage 3, at 16+ and 18+;
- Develops enterprise and other skills valuable in the world of work;

Implementation

Management

Responsibility for ensuring delivery and entitlement for Careers Education and Guidance at Alec Reed Academy is undertaken by the Careers Leader. The Principal CEO directly line manages the programme. The Careers Leader delivers and liaises with programme contributors and deals with the day to day administration and operations. Careers employability and enterprise education is also supported by the link governor.

Staffing

All staff within the Academy contributes towards careers education and guidance through their roles as tutors, subject teachers and coaches. Specialist sessions are delivered by external providers for all year groups. The careers programme is planned, monitored and evaluated by the Careers Leader in consultation with the Connexions personal adviser who provides independent and impartial careers guidance for students as well as to key members of staff involved directly with CEIAG. Careers information is available within the Connexions room. Subject leaders and Head of Year are consulted to ensure appropriate coverage of careers themes in the PSHE programme, tutor time activities, websites, guidance and labour market information is on our school website and is 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 Careers Leader 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 and employability learning. This includes by attending IAG forums run by Ealing Council, Reed in Partnership careers meetings, attending National Careers guidance show. Training needs are identified through the Academy Development Plan and appropriate arrangements are made, often in partnership with Connexions and Reed in Partnership.

External Partnerships

The academy commissions Ealing Connexions service to deliver independent and impartial careers guidance to its students. An annual partnership agreement is negotiated between the school and the Ealing Connexions service which identifies the contributions to the programme that each will make. This is reviewed each year and updated according to the schools' needs and requests.

Opportunities for Provider's access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.

Management of provider access requests Procedure

A provider wishing to request access should contact

[Mrs Namitha Sharma, KS3&4 [CEIAG Coordinator]

Telephone: [020 8841 4511]; Email: [namitha.sharma@alecreedacademy.co.uk]

Mr Nathan Bird, KS5 Work experience Coordinator

Telephone: [020 8841 4511]; **Email:** [Nathan.bird@alecreedacademy.co.uk]

Premises and facilities

The school offers the (main hall, classrooms and private meeting rooms) which can be available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Co-ordinator or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre. The Connexions Careers Adviser holds copies of prospectuses for outside FE colleges, sixth forms, universities, training providers and employers.

CEIAG Programme

The careers and employability is provided to students through



- The PSHE curriculum via targeted lessons;
- Tutor and coaching activities;
- Careers Day;
- Careers interviews;
- Careers presentations and activities;
- Careers activities with employers;
- Enterprise activities including guest speakers;
- Attendance at Careers Fair;
- University Visits;
- Apprenticeship talks;
- Careers displays around the school.
- Connexions.
- 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;
- Information sessions delivered during tutor time;

The Careers and employability 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 at KS4. The Careers connexions adviser 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, allowing for current labour market intelligence to inform these processes. The Careers connexions adviser 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, Key Stage 4 Careers Day and Year 8 Options Evening which help to engage parents and students into thinking about their careers and training for future. Parents are given the opportunity to talk to the employers and connexions adviser during parent's eve for yr11, 12, and 13. Careers Guidance enables students and parents to use the knowledge and skills to make decisions about education and the world of work that are appropriate for them.

[See appendix 1 for more detail.](#)

Employment partnerships

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, Army, RAF, HS2 and Reed Global. There are strong links between Foundation and Higher education employers and students visit these organisations and benefit from the experiences in deciding the career path for future.

Apprenticeship partnerships

There have been recent developments with employers offering Apprenticeships and information is shared with pupils about available apprenticeships the Careers Adviser. 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 CEIAG area. The Careers Co-ordinator in conjunction with the Head teacher 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 Careers leader will oversee the delivery of student entitlement.

This Careers policy will be reviewed, monitored and evaluated at various levels and at different times by key groups on an annual basis by Careers Leader. Careers leader will oversee the monitoring and evaluation of the careers programme at different levels by key groups. The key priorities from the review are incorporated into the SEF on a termly basis and inform the Careers development plan overseen by Careers Leader.

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. Evaluation is undertaken and data is analysed after many of these activities.

Students/ Careers Representatives are actively involved in the planning, delivery and evaluation of activities through regular focus group meetings. Academy is committed to achieving and retaining the Quality in Career Standards and to external quality assurance through the three yearly reaccreditation processes.



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 Quality in Careers Standard and to external Quality assurance through the 3 year reaccreditation process.

Careers Co-ordinator

- plans, monitors and evaluates the Careers programme and is responsible to 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, twitter, Facebook feeds and 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 the full range of 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

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APPENDIX C

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Academic Year	Date	Employer	Event	School	Yr group
2017/2018	Autumn term	HS2	Making & testing trains	Alec Reed Academy	Yr9
2017/2018	Autumn term	Small Piece trust	Making rockets	Alec Reed	Yr 10 girls



				Academ y	
2017/201 8	12/10/2017	Royal Navy	STEM	Alec Reed Academ y	Yr8
2017/201 8	14/11/2017	Middlesex University	Junior Entrepreneur Competition	Alec Reed Academ y	Yr8
2017/201 8	7/12/2018	Ernst & young	Apprenticeship talks to parents/students	Alec Reed Academ y	Yr 11,12,13
2017/201 8	7/12/2018	Mrs Sharma	Careers Questionnaire to parents	Alec Reed Academ y	Yr 11,12,13
2017/201 8	15/12/2018	Tideway	SKYPE conference call	Alec Reed Academ y	Yr10
2017/201 8	On going	Mrs Sharma	Careers club every Friday	Alec Reed Academ y	KS4,5
2017/201 8	3/1/2018	Reed	Labour market information	Alec Reed Academ y	Staff
2017/201 8	1/2/2018	RAF	STEM Road Show	Alec Reed Academ y	Yr 7
2017/201 8	2/2/2018	RAF and Army	STEM event	Alec Reed Academ y	Yr 9
2017/201 8	9/2/2018	Tideway	Conference call for work experience yr 10	Alec Reed Academ y	Yr 10
2017/201 8	On going	Mrs Sharma	Careers Displays	Alec Reed Academ y	Careers Rep and the whole school raising profile of Careers
2017/201 8	2/2018(1week)	Yr11	Mentoring yr 8 students for options	Alec reed Academ y	Yr8



2017/2018	5/3/2018	ARMY	STEM event Science(Maths)	Alec Reed Academy	Yr9
2017/2018	6/3/2018	ARMY	STEM event Science(Biology)	Alec Reed Academy	Yr9
2017/2018	12/3/2018	ARMY	STEM event Science(Chemistry)	Alec Reed Academy	Yr9
2017/2018	12/3/2018	Tideway	Making bridges	Alec Reed Academy	Yr10 Construction students
2017/2018	13/3/2018	ARMY	STEM event Science(Physics)	Alec Reed Academy	Yr9
2017/2018	on-going	Mrs Sharma/Connexions	Careers ppt to KS4	Alec Reed Academy	Yr10,11
2017/2018	July 2018	Various	Work experience	Alec Reed Academy	Yr10 25 students
2017/2018	July 2018	Various	Careers fair	Alec Reed Academy	Yr10 students
2017/2018	April 2018	Marriot	Profit and loss	Alec Reed Academy	Maths department to decide the yr group
2017/2018	April 2018	Marriot/ another employer	Saving after 16	Alec Reed Academy	Maths department to decide the yr group
2017/2018	April 2018	Metro	Newspaper article writing 40% of GCSE paper	Alec Reed Academy	English department to decide the yr group
2017/2018	April 2018	Mrs Sharma	KS3 options and self-awareness	Alec Reed Academy website	KS3



2017/2018	Summer term	Zurich insurance	Soft skills for H&Sc students	Alec Reed Academy	H&Sc department
2017/2018	Summer term	University	Delivering the event in PSHCE	Alec Reed Academy	Citizenship Department
2018/2019	1/2/2019	RAF	STEM Road Show	Alec Reed Academy	Yr 7
2018/2019	2018/2019	Various Employers	MABLE, Pupil premium, Girls into Physics and motivation sessions for low achieving students in KS3 and 4.	Alec Reed Academy	Ks3,4

Please speak to our Careers Co-ordinator to identify the most suitable opportunity for you.