



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

Policy reviewed by The Dukeries Academy

February 2020

This policy links to:

- Provider access policy
- SEND policy
- RSHE policy
- Curriculum policy
- Equalities policy

REVIEW DATE: February 2021

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

<b>Responsible Committee:</b>	ATT and school governors
<b>Policy Co-ordinating Officer:</b>	Careers Leader

## Definitions

- Careers Education - helps young people develop the knowledge and skills they need to make successful choices, manage transition in learning and move into work,
- Careers Guidance - enables young people to use the knowledge and skills they develop to make the decisions about learning and work that are right for them.
- Careers Leader - the member of staff responsible for leading and coordinating the Careers curriculum in school

## Rationale

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. At The Dukeries, a planned progressive programme of activities supports them from year 7 - 13 to develop an awareness of employability skills and understanding of opportunities in the working world that suit their interests and abilities and help them to follow a sustainable career path.

## Commitment

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

Dukeries Academy and Sixth Form endeavours to follow the **National Careers Strategy: making the most of everyone's skills and talent** for 11 – 19 in England (DfES, 2019) and other relevant guidance from QCA and Ofsted as it appears.

**Aims:** The Dukeries Academy and Sixth Form's Careers Education and Guidance policy has the following objectives in line with the Gatsby Eight Benchmarks for Careers Excellence when delivering the careers programme in school:

- To plan and provide a stable careers programme for our learners
- To expose students to relevant labour market information (LMI)
- To address the needs of all students
- To link curriculum learning to careers
- To provide opportunities for student to encounter employers and employees
- To support students to obtain work experience placements at year 10 and 12

- To provide opportunities for students to encounter further and higher education - To provide personal guidance to students on careers education

### **Outcomes:**

As a result of the above objectives the proposed outcomes of The Dukeries Academy and Sixth Form's Careers Education and Guidance policy are:

- To contribute to strategies for raising achievement, especially by increasing motivation to support inclusion, challenge stereotyping and promote equality of opportunity
- To encourage participation in continued learning including higher education and technical qualifications
- To develop enterprising and employability skills in students
- To significantly reduce to likelihood of any students leaving our educational establishment as NEET (not in education, employment or training)
- To involve all school stakeholders in the careers education of students, including parents and carers.

### **Student Entitlement**

Careers education and guidance (CEG) is an important component of the 14-19 Curriculum and at The Dukeries Academy and Sixth Form, we fully support and resource the statutory requirement for a Careers Curriculum in Years 7 – 11.

### **Development**

The policy was developed and is reviewed annually by the Careers Leader and his / her Line Manager (Headteacher) based on current good practice guidelines by DfES/ Ofsted and statutory guidance.

### **Links with other Policies**

It supports and is underpinned by key school policies including those for Curriculum, Behaviour for learning, Equality and diversity, RSHE, Health and Safety and Special Needs.

### **Implementation of Careers Education**

Careers Education is delivered during drop down curriculum days and tutor time in Years 7 – 11 by the Careers Leader and external providers this is supported by tutors, at key appropriate points throughout the academic year.

### **Equality and Diversity**

Careers education 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.

### **Key Stage 3**

The Pixl Edge Apprentice programme will be delivered during the tutor programme to years 7, 8 and 9. This programme investigates employability skills, interests and work preferences to match against suitable occupations, they have to complete tasks based on leadership, Organisation,

Resilience, Initiative and Communication (LORIC) over three years, and they achieve a certificate upon completion.

Year 9 visit a university for the day, ambition schemes are run from year 7-11 for some students from disadvantaged backgrounds to encourage progression to HE.

Year 9 will have a 1 to 1 appointment with our onsite careers advisor who will advise on future careers and taking their GCSE options.

#### **Key Stage 4**

Students in year 10 will have exposure employers and employees to provide impartial careers advice and options. Students will have a dedicated mock interview day in December whereby they will be interviewed by local businesses, in preparation they will write cover letters with CVs, have and they will be introduced to personal statement writing in preparation for year 11. They also have the opportunity to complete one work experience in the summer term and/or a workplace visit.

Students in year 11 will focus on post 16 personal statements and applications. Individual action plans and interviews with our onsite careers advisor will be available for all students. Mock interviews for different pathways and institutions will also be available for those who require it. The focus is post 16 options and the application process. Financial modules are also delivered to years 10 and 11 based on risk and reward and moving on from school.

Students in year 10 and 11 will also be able to access unifrog to complete competency modules and search post 16 options.

#### **Key Stage 5**

Students in year 12 will complete The Pixl Edge Graduate programme which will be delivered during the tutor programme. This programme investigates employability skills, interests and work preferences to match against suitable occupations, they have to complete tasks based on leadership, Organisation, Resilience, Initiative and Communication (LORIC) over three years, and they achieve a certificate upon completion. This develops skills from the apprentice qualification in Key Stage 3.

Post 18 pathways will be explored through the unifrog platform, visits to a careers fair and UCAS fair. At the end of year 12 students will begin writing personal statements and updating CV's in preparation for post 18 pathways.

Year 12 students will also complete the equivalent of one weeks work experience during the year, this can be in a block or can be spread over several weeks.

Year 12 will be encouraged to attend university open days and take part in summer schools to inform their post 18 options.

Year 12 and 13 will have workshops and assemblies from visiting HE and business providers to inform their choices post 18.

Year 13 will receive 1 to 1 support from tutors and/or the UCAS coordinator to complete university, apprenticeship or job applications. They will also receive a careers interview to discuss different options at post 18. Mock interviews will be completed if needed.

### **Implementation of Careers Guidance**

- a) Pixl Edge access for 7,8,9 and 12 - tutor groups from year 7 upwards are provided with an online digital platform to guide and support the Pixl Edge programme, as well as resources to deliver Pixl Edge programme during tutor time
- b) Independent Careers Advice – our qualified onsite careers advisor, providing independent and impartial Careers advice and guidance. This service is primarily available for year 9, 11 and 13 students. Careers email for any career questions [Careers@dukeries.atrust.org.uk](mailto:Careers@dukeries.atrust.org.uk)
- c) Careers drop down days and assemblies - taught involve access to relevant labour market information, skills for working life and financial wellbeing.
- d) Employability careers site embedded in the school website which all years can register on for free and complete short courses.
- e) Careers fair internally and externally for years 10, 11, 12 and 13.
- f) Dedicated Twitter account advertisers' current careers information. (@CareersDukeries)

### **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, at open evenings and through social media (Facebook and Twitter). Parents are welcome at careers interviews. An external representative for the DWP is available at all parent evenings for advice and guidance.

### **Management**

A named member of staff (The Careers Leader) co-ordinates the Careers curriculum and is responsible to his / her senior management line manager. The Careers Leader is responsible for the work of the assigned administrative team.

Currently Work Experience is also the responsibility of the Careers Leader.

### **Staffing**

All staff contribute to CEG through their roles as tutors and subject teachers. Administrative staff are assigned to support the Careers Leader.

The Careers curriculum is planned, monitored and evaluated by the Careers Leader.

The Careers Leader will liaise with the school careers advisor to ensure that specialist career guidance is available when required.

The Careers Leader is responsible for maintaining all Careers resources, support and provision.

## **Curriculum**

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

Careers lessons are part of the schools tutor programme. Other events and activities are planned and organised separately throughout the year.

## **Partnerships**

A partnership agreement is ongoing with the Careers and Enterprise Company, Newark and Sherwood Business Partnership Group and Pixl.

## **Resources**

Funding is allocated in the annual budget. The Careers Leader is responsible for the effective deployment of resources.

## **Staff Development**

Staff training needs are identified as part of the Partnership Agreement process and during regular planning meetings between the Careers Leader and his/her Line Manager.

Funding is accessed from school funds and Government initiatives, DANCOP and The Careers and Enterprise Company. The school will endeavour to meet training needs within a reasonable period of time.

## **Monitoring Review and Evaluation**

Careers Education is monitored and evaluated annually via the link governors. Careers Guidance is monitored and evaluated annually through discussion with key staff and students and appropriate observation of activities by the careers leader.

The programme is reviewed annually by the Careers Leader and his / her Leadership Team Line Manager. Changes and improvements to the programme are entered into the Evaluation Improvement Plan (EIP) along with timescales for completion.

Monitoring is completed to ensure the careers faculty is fully supporting whole school aims.

## **Statement of entitlement**

As a student of The Dukeries Academy and Sixth Form you are entitled to receive a programme of careers education, advice, information and guidance

### **Your CEG 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

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 and 13 including training, further and higher education and jobs

Be able to make effective applications for jobs, training and further and higher education Develop your interview skills

Improve your confidence

**You will receive:**

Registration activities

Guided tutor time

Access to careers resources – information is available in books, videos, leaflets, website, social media and email

Year 9, 11 and 13 Interviews with the Personal Adviser

Work experience year 10 and 12

Other subject lessons linked to careers

**You can expect to be:**

Treated equally with others

Given careers information and advice that is up to date and impartial

Treated with respect by visitors to the school who are part of the careers programme. Given extra help if you have special needs

**Policy Co-ordinating officer:** Miss Michelle Hackett, Careers Leader

**Approved by:** Mrs Claire Leitheiser, Principal