

# Careers Education & Information & Guidance Policy

March 2017 - C Pritchard

Review date: March 2018

# **1 The Policy Statement**

## **1.1 Purpose**

Careers Education helps young people to develop the knowledge, confidence and skills that they need to make well-informed, thought-through choices and plans that enable them to progress smoothly into further learning and work, now and in the future. As an academy we must ensure that high quality information and guidance enables our pupils to make the best of their talents and achieve their ambitions by choosing the pathway that is right for them.

## **1.2 Aims**

Delta Academies Trust has a statutory requirement when delivering careers education in its academies, to ensure that information about learning options and careers is presented impartially and that advice promotes the best interests of pupils. We aim to ensure that our programmes:

- Empower young people to plan and manage their own futures
- Respond to the needs of each learner
- Provide comprehensive information and advice
- Raise aspirations
- Actively promote equality of opportunity and challenge stereotypes
- Help young people to progress

# **2 Entitlement Statements**

## **2.1 Student entitlement**

Career professionals and teachers will support students' career development in a number of ways including:

- Information and discussion in lessons, drop-down days and assemblies to help students make informed decisions about their futures
- Access to careers advisers in a variety of ways including individual meetings, drop-in sessions, enrichment activities and also on exam results days
- Information and updates on notice boards and on the academy website
- Though a market place event where colleges and armed forces representatives are available to talk to students and their parents/carers

The academy uses a tracking system to identify the needs of all students to target students who require early or additional support in their transition. Students, parents/carers and academy staff can refer students for one-to-one careers support. Students can access CEIAG through one-to-one interviews, workshops and enrichment activities.

## **2.2 Parent/Carer entitlement**

Parents can access careers support for their child in a variety of ways including:

- Individual meetings
- Drop-in sessions, options and parents' evenings and on results days
- Careers information and computer-based careers programmes such as U-explore
- Information and updates on the academy's website and Twitter

## **2.3 Equality and Diversity**

The careers education and guidance delivery satisfies the requirements of the school's Equal Opportunities Policy. All students, regardless of their race, class, gender, faith or special educational needs, have the same access to our resources, wherever possible.

# **3 Delivery of the CEIAG provision**

## **3.1 Place within the Curriculum and Tutorial Support system**

The careers curriculum has been devised following the guidance of the ACEG National Framework for all year groups in core provision and/or drop-down days. This is supplemented by the following:

- Programme of assemblies, enrichment workshops and external visits
- Inset for staff includes training and updates on careers information by qualified careers professionals
- On drop-down days, a variety of companies and apprenticeship providers may also attend offering advice and guidance
- The academy may also organise specific events for parents/carers and students to provide specialist support

## **3.2 Monitoring and tracking of young people**

Delta Trust Academies places a responsibility on its Academies to maintain a full and comprehensive tracking system that gives every student a RAG rating for intervention.

The academy tracks:

- Intended destinations
- Supports the September Guarantee and Activity Survey, (collecting data on sixth form, apprenticeship starters)
- Offering individualised support to those students who are at risk of becoming NEET or become NEET
- The academy maintains records of all CEIAG interventions and interviews

## **4 Management of CEIAG Provision**

### **4.1 Management**

The CEIAG Programme is planned and implemented by the CEIAG coordinator. This involves working closely with the staff, students, parents and the wider community. This area is supported by a nominated member of the SLT and further supported by a link member of the Education Advisory Board.

### **4.2 Staffing**

All staff contribute to CEIAG through their roles as Tutors, Subject Teachers and Faculty Leaders or as a Careers Professional. Staff training is provided on a regular basis and updates are given in briefing or circulated via email. Staff are provided with guidance sheets, handouts and option booklets. All staff have access to the u-explore website which includes specific information and resources.

### **4.3 Provision of external and Independent careers guidance**

Independent and impartial careers advice and guidance is provided via qualified careers professionals, a range of CEIAG computer-based programmes and websites in addition to our links with businesses, local colleges and training providers. Students are also encouraged to access the National Careers Service via a link on the academy website.

De Lacy Academy works closely with Careers Inc. who offer impartial guidance and advice as well as tracking student destinations. An adviser is available in school once a week to speak to pupils and will also be present at parents' evenings.

### **4.4 Other formal and informal partnerships**

The academy has a range of formal and informal partnership arrangements including with colleges, employers, universities and training providers.

### **4.5 Information resources**

A range of careers information, in a variety of formats, is provided in the library so that it is accessible to all students. Resources are managed in the academy to ensure that they are up to date and meet the needs of all students. The u-explore program also provides quality assured information, links to other approved websites and online resources are also signposted.

### **4.6 Budget**

Funding is allocated in the academy to a careers annual budget, maximum use will be made of quality assured free resources and currency/longevity of careers materials is taken into consideration when purchased priced materials.

### **4.7 Staff development**

All staff should have access to a minimum of 1 hour per year through CPD time to update themselves in relation to current developments in careers pathways. Specific needs are identified in conjunction with the academy CPD co-ordinator and reviewed on an annual basis.

#### 4.8 Monitoring, review and evaluation

Provision is reviewed annually with input from pupils, staff and parents/carers.

#### Appendix A: Leadership & Management

Position	Name	Title
EAB Member	Pam Smith	Retired
Academy Leadership Team	Mr C Pritchard	Vice Principal
Operational Leader	Miss L Arnold	CEIAG Co-ordinator

#### Appendix B: Staffing

Position	Name	Title
Curriculum Leaders	All Heads of faculty	
Teachers	See below	
Tutors	All form tutors	

#### Appendix C: Provision of External and Independent Careers Guidance

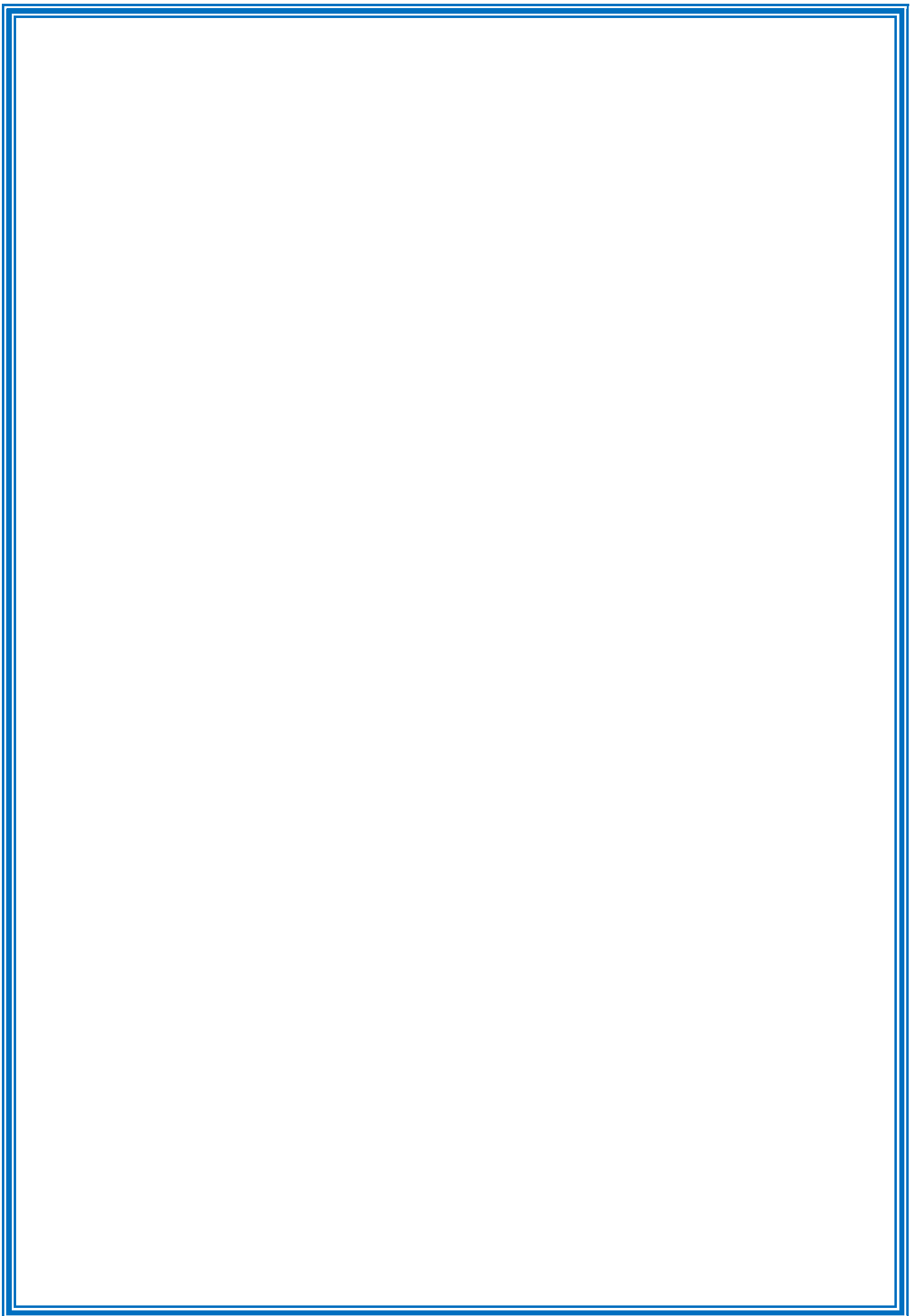
Organisation	Name	Title
Careers Inc.	Deb Norton Magda Mucha John Paley	Director Careers Advisor Careers Advisor

#### Appendix D: Other Formal & Informal Partnerships

Organisation	Name	Title
Engaging Enterprise	Kathryn Dann	Education Associate
LA Coordinator	Brendan Tannam	Enterprise Coordinator

#### Appendix E: Information Resources

Organisation	Resource	Location
U-Explore	U-Explore Online	Academy Website
DLA	Careers Hub	Careers library and interview room next to canteen
DLA	Destinations noticeboard	Long corridor next to canteen
DLA	Academy website. Links to careers and local information	<a href="http://www.delacyacademy.org.uk">http://www.delacyacademy.org.uk</a>



## Appendix F: Careers Education Plan

Y7	Careers Focus in form (Exploring Careers)	Specific Career Talks with local employers	Construction talks with SSE	Enabling Enterprise					
Y8	Careers Focus in form (Investigating Employability)	Specific Career Talks with local employers	Construction talks with SSE	Steps to Success – Performance in Education	Options Evening (IAG Guidance)				
Y9	Careers Focus in form (Identifying Choices and Opportunities)	Specific Career Talks with local employers	Subject specific taster sessions	Enabling Enterprise	LMI Promotion – What do employers want.				
Y10	Careers Focus in form (Planning and deciding)	Specific Career Talks with local employers	Subject specific taster sessions	University Trips	Careers Drop in Sessions	Taster Days at Local Colleges	LMI Promotion – What do employers want.	1 to 1 Guidance Meetings	
Y11	Careers Focus in form (Handling Interviews)	Specific Career Talks with local employers	Assemblies with local colleges	University Trips	1 to 1 Guidance Meetings	UCAS Progress Application Process	Apprenticeship Support	CV and Personal Statement Writing	Post 16 Market Place

## **Appendix G: Student Entitlement**

### **Investing in your Future**

The careers education and guidance programme at De Lacy Academy seeks to positively support you to acquire the educational, social and employability skills necessary for lifelong success in a diverse and changing world of work.

We will support you to aim high in your career goals and aspirations.

As a pupil at De Lacy Academy you are entitled to a careers education and guidance programme which:

- is personal to you and always puts your interests first
- motivates and inspires you to consider all opportunities open to you within and outside De Lacy Academy
- helps you to gain the skills you need to make your career ambitions a reality
- provides the support you need to be successful
- helps you access any additional support you might need
- is delivered by trained and qualified teachers and advisers, with up-to-date knowledge and understanding of career pathways and local labour market information
- protects and respects your personal information and shares it only with your consent

Together with a range of career professionals, businesses and training providers we will support your career development in a number of ways including:

- Information and discussion in lessons and assemblies to help you make decisions about your future
- Activities and events such as employability days
- Access to careers advisers in a variety of ways including individual meetings, drop-in sessions, enrichment activities and on results days
- Careers information and computer-based careers programmes
- Information and updates on notice boards
- The De Lacy Academy website



## Appendix H: Parents' Entitlement.

### Investing in your Son/ Daughter's Future

Research has consistently shown that parents and carers are **the** most influential factor in students' decisions about the future. Your support and encouragement influences their choices, and the guidance you provide will be invaluable to their eventual achievements and career pathways. This might feel a little daunting...the jobs of the future may be very different from your own experiences and choices. In fact, they may not even have been invented yet!

There are some very simple and practical steps you can take to support your child.

- Talk to them about their current educational attainment and estimated grades and encourage them to aim high (the skills shortages of the future will be in higher level jobs)
- Discuss where they want to be and research how to get there (lots of great resources in the Academy and on the internet)
- Use the links on the academy website [www.delacyacademy.org.uk](http://www.delacyacademy.org.uk)
- Encourage them to seek out the advice and experiences they need to help them achieve their goals
- Help them with the steps they need to take

Together with a range of career professionals, businesses and training providers we will support your son's/daughter's career development in a number of ways including:

- Information and discussion in lessons and assemblies to help them make decisions about your future
- Activities and events such as employability days
- Access to careers advisers in a variety of ways including individual meetings, drop-in sessions, enrichment activities, parents and option evenings and on results days
- Careers information and computer-based careers programmes
- Information and updates on notice boards and websites