

## **CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY**

**THIS POLICY APPLIES TO ALL TRUST SCHOOLS, THE CARMEL TEACHER  
TRAINING PARTNERSHIP AND CARMEL TEACHING SCHOOL ALLIANCE**

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## **CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY**

### **Context**

The Education Act 2011 inserts a new duty, section 42A, into Part VII of the Education Act 1997, requiring schools to secure access to independent careers guidance for students in years 8-13. Careers guidance must be presented in an impartial manner and promote the best interests of the students to whom it is given. Careers guidance must include information on all options available in respect of 16-18 education or training, including apprenticeships and other work-based education and training options. This Policy has regard to Statutory and Non-statutory Guidance – Careers Guidance and Inspiration in Schools, DfE, April 2014.

Careers Education helps young people to develop the knowledge, confidence and skills they need to make well informed, considered choices and plans that enable them to progress into further learning and work. Careers education and work-related learning are delivered within bespoke programmes and through the wider curriculum in all key stages.

Effective personalised information, advice and guidance enhances and complements careers education and is currently available from Years 7 to Year 13. Careers Education combined with effective independent information, advice and guidance is critical to:-

- avoid disengagement
- help students choose KS4 and KS5 options
- help students choose appropriate post-16 and post-18 destinations.
- prevent ( NEETs young person who is not in employment, education or training)
- give a wider and relevant context for learning
- closing the gap

### **Aims**

This policy sets out the nature and aims of careers education at the Carmel Education Trust secondary academies. The aims of outstanding, impartial careers education may be summarised as follows:

- To empower students to plan and manage their own futures
- To respond to the needs of each student
- To support the progress of students
- To provide comprehensive information and advice
- To raise aspirations
- To actively promote equality of opportunity
- To challenge stereotypes

## **Intended outcomes**

The Carmel Education Trust is committed to raising aspirations and maximising the benefits for every student in the development of a whole Trust approach to CEIAG by providing a planned programme of activities both in and outside of the curriculum, which includes work related learning opportunities.

Carmel Education Trust is committed to ensuring the following outcomes for our students:

- All students are empowered to plan and manage their own futures including preparation for work and to become economically independent
- All students are able to make informed choices through the provision of impartial and independent advice and guidance
- All students are motivated and inspired to achieve and are not limited by prevailing stereotypes and attitudes

## **Delivery**

The Carmel Education Trust will deliver impartial and independent careers information, advice and guidance for all students in accordance with statutory guidance. The Board of Directors will ensure that independent careers guidance:

- Is presented in an impartial manner
- Includes information on the range of education or training options, including apprenticeships and other vocational pathways
- Is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given

Each secondary academy will develop a strategy for the delivery of careers advice and guidance with a clear framework linked to the specific ethos of the school, the needs pupils and outcomes for its pupils. The strategies will maximise opportunities to share resources, skills, activities / events / visits and employer links between Trust schools.

Careers education and work related learning form a significant part of Personal, Social and Health Education. The Carmel Education Trust is committed to the delivery of a comprehensive careers programme that meets the needs of all students and will include:

- Mentoring and coaching
- Speakers from the world of work in schools
- An insight from Jobcentre Plus, or the National Careers Service into the labour market and the needs of employers
- Workplace visits and work experience placements
- Work 'taster' events such as games and competitions
- Careers fairs and career networking events

- Face-to-face advice and guidance from mentors, careers advisors, Alumni and other inspiring individuals and role models
- Access to open days at further and higher education institutions
- Access to creative online resources and labour market intelligence
- Real life challenges that require pupils to manage risk and to develop their decision making, team building and problem solving skills
- Help with basic career management skills like CV writing, CV building, job searches and job interviews.

The Lead for careers advice and guidance in each school will be responsible for:

- the delivery of careers education and work related learning programmes
- the co-ordination of appropriate independent and impartial information advice and guidance in all key stages
- liaison with students, tutors, parents, leadership teams and governors in relation to CEIAG
- the collation, monitoring and reporting of destinations data
- the promotion of links with local and national employers and their organisations
- the development and maintenance of careers websites across the Trust
- the co-ordination and evaluation of events and the contributions of outside agencies to ensure the career education aims are met;
- the organisation of visits to local colleges, work-based education and training providers
- the sourcing and maintenance of effective collections of published material, including training provider prospectuses, and computer based resources, to assist students in making informed career choices
- supporting students in making Higher and Further Education related decisions, UCAS applications and for those considering employment after Year 13. This support includes talks by outside speakers and attendance at selected, appropriate, special events.
- keeping up-to-date with developments in relation to CEIAG
- the development of a tracking and referral system
- Co-ordinating activities, the curriculum and resources across the Trust

Careers information, advice and guidance is a whole academy activity – every member of staff, when approached, should respond with appropriate guidance and support.

Each Academy will secure independent guidance that includes information on the full range of education and training options, including apprenticeships and vocational pathways. This will encompass good, appropriate local further education, apprenticeships, and vocational education opportunities. In good time before decision points each Academy will ensure that pupils are informed about the options available, including:

- Post-14: GCSEs; options offered by local university technical colleges and studio schools; opportunities for 14 year old enrolment at local colleges

- Post-16: A levels, advanced general qualifications, apprenticeships, employment combined with training, supported internships, tech levels and traineeships.
- Post-18: further education courses, higher apprenticeships, undergraduate degrees.

Each Academy will ensure that young people are clear about the duty to participate in education or training after the age 16 and what it means for them. In particular they will be clear that young people are not required to stay in school; that they can choose how to participate which might be through:

- Full time study in a school, college or training provider;
- An apprenticeship, traineeship or supported internship;
- Full time work or volunteering (20 hours or more) combined with part time accredited study.

The academies will fully engage with their local employer and professional community to ensure real-world connections with employers lie at the heart of their careers strategy. Strategies will have a clear focus on the enterprise skills, experience and qualifications needed by employers. They will ensure that pupils are offered the opportunity to develop entrepreneurial skills for self-employment. Academies will work with the National Careers Service where appropriate to broker relationships between colleges, Job Centre Plus, local communities and employers to help pupils benefit from first-hand experience of work and the opportunities available in the local and national labour market.

We work with partners to ensure students have access to a range of educational and training providers at the relevant phase of their education including approved technical qualifications or apprenticeships. Partners will be invited to be represented at key careers events that will be timetabled throughout the year. In line with the Technical and Further Education Act 2017 partners will be involved in careers fairs and assemblies and on mutual agreement opportunities for visits and workshops will be facilitated. Providers wanting to be involved in the structured careers programme should contact the Careers Lead at the school to discuss feasibility. Grounds for access will be agreed on an individual basis and on student need. Details of premises and facilities will be provided by each careers lead to partners.

### **Links with the Local Authority**

The local authority has a duty under section 68 of the Education and Skills Act 2008 to encourage, enable and assist the participation of young people in education or training. In addition, the Education and Skills Act 2008 places two new duties on local authorities from June 2013 in respect of 16-18 year olds in relation to the raising of the participation age:

- to promote the effective participation in education and training of young people covered by the duty to participate

- to have in place arrangements to identify those who are not participating.

The Trust academies will work with the respective Local Authorities, including sharing information, in order to support the above. In particular, in accordance with Section 13 of the above Act, the academies will notify the local authority whenever a 16 or 17 year old leaves an education or training programme before completion.

### **Ensuring adequate support for pupils with special educational needs or disabilities**

The Carmel Education Trust has high aspirations for all pupils with special educational needs (SEN) and disabilities and will support them in preparing for their next phase of education or training and beyond into adult life. Pupils with SEN or disabilities will receive independent and impartial advice about all of the mainstream education, training and employment opportunities on offer, regardless of their individual circumstances. They will also be given information on the full range of specialist provision that is available and the support available to help them access the provision.

### **Evaluation**

The quality of careers education will monitored and evaluated by:

- the analysis of the destinations of students at the end of years 11, 12 and 13 and, where available, information about their progress in further or higher education, training and employment.
- Monitoring and evaluation of the activity taking place including stakeholder and pupil feedback

## **Carmel Education Trust - Careers Education Information Advice and Guidance**

### **Student Entitlement Statement**

During your time at (*insert name of Academy*) you are entitled to:

- A careers education programme: lessons, workshops, external speakers, work-related learning or taster days
- Regular feedback on your academic progress and how to improve so that you can achieve your goals
- Support to develop better self-awareness so that you can recognise your own strengths, areas for development, skills, motivations, and abilities
- Assistance when accessing and understanding information on open days, jobs, colleges, universities, apprenticeships
- Independent information, advice and guidance on where you could go when you leave school.
- An understanding of the opportunities that are available and how to access them, so you can make positive decisions for your future
- Access to Independent and Impartial Guidance so that you can make choices and plans that are best for you
- A Careers Action Plan, so you can plan for your future with our help
- Access to comprehensive, user-friendly web-based information to help you when making decisions
- Support with letters of application, filling in forms etc
- Help with choices in years 9, 11 and 13
- Who can help?
  - Form Tutors
  - Heads of Year
  - Teachers and other staff.
  - Special Educational Needs Co-ordinator.
  - Your Careers Adviser (*insert name*)