



# **John Cabot Academy**

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

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Date	Page	Change	Origin of Change
<b>Date</b>	Pages / Whole document	Description of Change	Origin of change (e.g. routine update, request for review)
<b>5/5/20</b>	Whole	Amalgamated multiple documents	Annual Review

## John Cabot Academy Careers Education, Information Advice and Guidance and Employability

### Introduction

John Cabot Academy values the importance of careers education and employability guidance for all students so that they can develop the knowledge, confidence and skills required to prepare themselves for progression through learning and education into adulthood. Through this student are able to access information on occupations and progression routes to Post 16, college, university or work/apprenticeships and manage their careers and sustain employability throughout their lives.

We are committed to providing a varied programme of activities for all students from year 7 to year 11. Various careers related opportunities are provided via a number of different methods such as assemblies, tutor time programme, thematic days, careers interviews, career-based interest guides and websites, trips to employers and universities, visiting speakers and experiences of work. Our students also benefit from attending careers fairs, having direct support with university/post 16 applications, student finance, CV advice, and we offer specialist support for Special Educational Needs and Disabilities (SEND), students. The focus is to provide activities and events that meet the needs of the individual students and thus will incorporate independent and impartial careers guidance to support career and option choices, raising the aspirations of individual students and equipping them with the necessary skills, attitudes, knowledge and understanding.

This policy is written, taking in to account a number of key policies and statutory guidance:

- The Education Inspection Framework (Ofsted) (DfE,2019)
- The Governance handbook (DfE,2019)
- Careers guidance and access for education and training providers (DfE, 2018)
- Destinations data: Good practice guide for schools (DfE, 2018)
- Careers strategy: making the most of everyone's skills and talents (DfE, 2017)
- The Education act 2011: The duty to secure independent and impartial careers guidance for young people in schools (DfE, 2012)
- The Wolf report (DfE, 2011)

### Aim

Through a planned programme of activities, Careers Education Information, Advice and Guidance (CEIAG), students are supported in the following ways:

- Prepared for the transition to life beyond Year 11 (this may include apprenticeships, sixth form, college or a combination of these options)
- Support students to make well informed decisions which are suitable and aspirational for them
- Provide students with interaction with employers and examples of different work environments
- Empower students to seek out work related learning experiences (for example employer visits).
- Develop skills and personal qualities to enable students to progress into their chosen career and educational pathways
- Inspire and motivate students to develop their aspirations and to link these to their personal skills and preferences

We aim to enable students to learn about careers, learning and work so that they can manage their own development and make life choices and decisions that will benefit their own wellbeing and contribute to the wellbeing of others.

CEIAG at John Cabot Academy is designed to deliver a broad, balanced and connected Careers and Employability curriculum that addresses student's entitlement and aims to provide them with personal, social and employability skills:

- Self-development through careers and work-related education (understanding themselves and the influences on them)
- Personal, Health and Social Education activities
  - Career Exploration (finding out about careers and the world of work)
  - Career Development (developing skills for career wellbeing and employability)
- Experiences of work

### Commitment

John Cabot Academy are committed to:

- Providing a planned programme of activities which all students can access, especially at key stage transitional points. This is reviewed at regular points during the academic year against the Gatsby Benchmarks.
- Providing IAG which is impartial, unbiased and is based on the needs of students, showing no bias towards a particular education or work option.
- Ensuring that the CEIAG and WRL programme follows local, regional and national frameworks for good practice and other relevant guidance from DfE and Ofsted.
- Provide a programme which is person centred, integrated into the whole curriculum and based on a partnership with students and their parents/carers.
- Takes an inclusive approach to ensure all students with SEND are supported to access the careers programme and are supported fully in exploring all options and planning for their next steps.
- Working with a range of partners to ensure students have access to impartial and independent information and guidance about the range of options that will help students achieve their ambitions.
- Ensuring all students access education, employment or training at the relevant transition points.

### Links with other policies

This policy supports and is underpinned by a range of key Academy policies, including Equality and Diversity, PSHE, Safeguarding and Child Protection, Special Educational Needs and Children in Care

### Student Experience

All students are entitled to a CEIAG and WRE programme that meets professional standards of practice and which is person centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students, their parents / carers and other close partners for example, employers, mentors, and universities. The programme will inspire and raise aspirations, challenge stereotyping and promote equality and diversity.

### Leadership

The Careers Lead is a qualified member of the Careers Development Institute (CDI) and has responsibility for co-ordinating CEIAG and WRE. This area is supported by the 0-25 Lead and the

Academy Council member. The Careers Lead encourages all colleagues to contribute to CEIAG through their roles as tutors, subject teachers and learning mentors. The Careers Lead oversee the contributions of partners who are invited into school and those from agencies who offer careers information and guidance.

### Curriculum delivery

The CEIAG programme is provided through a variety of ways which include:

#### **1. A Careers Programme delivered through**

- The whole curriculum: Subject co-ordinators and subject area teachers are encouraged to identify CEIAG/WRE links within their subject area and contribute to the delivery through their schemes of work and lessons in all key stages.
- Thematic Days: Designated immersion learning days in KS3 and 4 are designed to provide CEIAG and WRE. Depending on the topic, the collapsed timetable days are delivered by appropriate partners and teachers.
- Tutor time programme: In KS3 and KS4, all tutors are actively involved in delivering the careers tutorial programme. This includes an introduction to careers, preparation and review of experiences of work, preparation for transition into Further Education, Post 16 and Apprenticeships.
- Timetabled lessons: Elements of subject lessons contributes towards key areas of careers education.
- Focussed events: other events at strategic times throughout the year are targeted at relevant students e.g. Raising Aspirations, university taster days, careers fairs, trips and visits where a range of partners provide advice and guidance.
- Parent/Carer events: Events and guidance at parents' evenings, family meetings, 1 – 1 support
- Assemblies: targeted year group assemblies on specific themes.
- Alumni interventions, motivational workshops.

#### **2. Access guidance and information**

This is delivered through the Careers lead who provides the following:

- Advisory drop-in service (break times, lunchtimes and after school)
- Information on the JCA careers noticeboard as well as online resources such as Career Pilot which can help them when researching their career aspirations and options.
- Employability Schools Advisor support and business links
- Whole school events such as Post 16 provider 'pop ups' and careers fairs
- Tutorial programme: All teachers provide advice and guidance as part of the tutorial programme with support from the Careers Adviser.
- Local Authority: provides transition advice and guidance to students with Education & Health Care plans (EHCP).
- Independent Careers Guidance: external careers guidance is provided via trips and visits, mentoring, websites and telephone helplines, employer and FE/HE visitors to the academy.
- Students have access to a range of impartial, up to date careers information through materials throughout the school and classrooms.
- ICT based resources are utilised as fully as possible and include access to purchased careers guidance software. Students are made aware of the National Careers Service contact details and website in order that they can access additional independent advice. There is an emphasis on providing information on the range options, including apprenticeships and other vocational pathways.

### 3. **Work related curriculum**

Within the Cabot Learning Federation and John Cabot Academy, aspects of the work related curriculum and enterprise education include Careers Education and the opportunity to participate in experiences of work during Years 9, 10 and 11.

#### Additional support and guidance

Students with Special Educational Needs or Disabilities (SEND), EAL and LAC:

- All students with are seen by the careers lead at least once in Years 9,10 and Year 11 for 1:1 guidance interview to assist with transition planning. All students receive a written summary of their appointment including action points and resources for further research.
- Our careers advisor attends review meetings for students when possible.

Students in receipt of Pupil Premium funding:

- Personalised support will be given to these students and they will all be seen at least once by the careers lead during Year 10 & Year 11. All students receive a written summary of their appointment including action points and resources for further research.

#### Involvement with other partners

To ensure an effective career and work-related programme John Cabot Academy continues to develop and maintain close links with a range of local, national and international employers, work-based education providers, colleges and universities.

### **Assessment of Impact, monitoring, review and evaluation**

Regular assessment of students will take place in accordance with the Academy Improvement Plan and will include self-assessment, questionnaires and auditing against national statutory guidance and frameworks. Destination outcome information is central to the work of the Data Manager and this assessment, so is feedback from partners and students, parents/carers.

All programme activities are monitored, reviewed and evaluated with active involvement of students, parents / carers and colleagues. The Gatsby Benchmarks and the Framework for Careers from the CDI aid this process and act as a guide to the continuation of quality CEIAG.

#### **The Gatsby Benchmarks**

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

At John Cabot Academy Student can expect the following...

- *access to a qualified careers adviser*
- *careers information and advice that is up to date and holds the value of impartiality towards a particular education or work option*
- *a planned programme of activities that all students can access*

### Key Stage 3:

- *The careers programme will help to explain how the world of work is changing and recognise the skills needed to be successful in the future*
- *name your likes, dislikes and what you are good at and explain how you can develop and improve your achievements, qualities, skills and abilities*
- *start to plan your future, setting targets and goals*
- *decide what you want to study at KS4 based on accurate information*
- *name the people/organisations who can help when you want information and advice on life and career matters*
- *look at what can influence your future plans, both positive and negative and*
- *identify ways in which you can overcome any negative barriers*

### Key Stage 4:

*Your careers programme will help you to:*

- *use the library, careers software and the internet to investigate careers and the range of options after Year 11*
- *name and describe the options available after Year 11*
- *investigate pathways into jobs, including apprenticeships and university routes*
- *speak to a range of people including employers, educational establishments and professional organisations to help inform your career planning and decision making*
- *research various jobs and recognise how the world of work is changing*
- *develop employability skills and an understanding of the world of work.*
- *use what you know about yourself to help plan what you want to do in the future*
- *identify possible barriers to you achieving your plans and look at ways to overcome them*
- *make decisions about your future, discuss your plans at a careers interview and*
- *set goals and targets*
- *know what financial support is available after Year 11 so you can make informed decisions and apply where appropriate*
  
- *successfully move into a planned progression route, such as sixth form, college, apprenticeship*

### Provider Access

This statement sets out the school's arrangements for managing the access of Providers to students at the school for the purposes of giving them information about the Provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Students in Year 7-11 are entitled:

- To find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point
- To hear from a range of local Providers about the opportunities they offer, including technical education and apprenticeships
- To understand how to make applications for the full range of academic and technical courses

A Provider wishing to request access should contact the Careers Lead through the Main School Office or via the following email address: [JCAinfo@clf.uk](mailto:JCAinfo@clf.uk)

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