



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

#### **Rationale:**

Careers Information, Advice and Guidance is a vital part of the curriculum offered at Glenmoor and Winton Academies and makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of adult life. A planned, progressive programme of activities supports students in choosing 14-19 pathways that suit their interests and abilities.

#### **Commitment:**

The school is committed to providing a planned programme of Careers Information, Advice and Guidance for all students in Key Stages 3 and 4 at a level that is appropriate to their individual needs. Section 29 of the Education Act 2011 places school under a duty to secure access to independent careers guidance for their students in years 8-11 which must:

- be presented in an impartial manner
- include information on the full range of post-16 education or training options
- promote the best interests of the students to whom it is given

#### **Aims:**

The aims of this policy are:

- To provide impartial careers guidance
- To develop students' understanding of themselves and the influences on them (Self Development)
- To encourage students to investigate the opportunities available in learning and work (Career Exploration)
- To help students to acquire the skills to make and adjust plans to manage change and transition (Career Management)

#### **Entitlement:**

Students are entitled to Careers Information, Advice and Guidance that is impartial. It will be integrated into their experiences of the whole curriculum based on partnership with students, their parents or carers.

#### **Equality and Diversity:**

Careers Information, Advice and Guidance will help to promote the Academies policy on equal opportunities by providing a range of resources which match individual needs, helping students to recognise the importance of equal opportunities and diversity in working life and by monitoring resources to ensure the absence of stereotypes.

Links with other policies:

It supports and is underpinned by key school policies including those for Teaching and Learning, Assessment, Citizenship, PSHE, Equal Opportunities and Diversity, Health and Safety.



### **Responsibilities:**

It is the responsibility of the Principal and SLT to establish an impartial framework for Careers Education Information, Advice and Guidance and to ensure that it develops in the school; to monitor and review its effectiveness and to report regularly to governors on the application and outcomes of the policy.

The Careers Leader is responsible for Careers and Work Related Learning (WRL) and for the practical implementation of the policy in to order to develop the Careers Information, Advice and Guidance and WRL.

It is the responsibility of governors to establish and review the policy on careers information, advice and guidance; to monitor the application of the policy and in particular to ensure that activities undertaken by students are safe; and to review outcomes of the policy regularly and to up-date it as appropriate.

### **Curriculum:**

The CEIAG programme is delivered through career guidance activities, Form time activities, Employer contact through visits and 1:1 support from the school's Careers Advisor. Plans are in place to develop Careers learning into a carousel of lessons at KS3 from September 2018.

At Key Stage 3 pupils are introduced to careers and preparing to make choices. In year 9 they will choose options they want to study at Key Stage 4. This is taught as part of the form time programme, through assemblies and through parent's/carers evenings. Students in Year 9 will also have 1:1 support from the school's Careers Advisor upon request.

At Key Stage 4 pupils cover employability skills; stereotyping and careers; me and my future. The school's PSHE Teacher as well the Careers Leader with responsibility for Careers will deliver some sessions. Students will have the opportunity to find out about courses that are available when they leave school through the organised events and via the Careers Convention. Students with MLD are introduced to the Fast Tomato Careers Guidance Software. Students will also have 1:1 support from the school's Careers Advisor.

### **Partnerships:**

- Careers Advisor – careers information, advice and guidance, transition planning, support with college applications
- Business Partners – Employability, Enterprise and interview skills
- Bournemouth and Poole 14-19 team
- Teach First Careers in Education Leadership Programme
- Health Services
- Social Services
- Family Support Workers



- Local employers who support careers events and visits.
- Local and National Universities
- Local Colleges and Sixth Forms – visits and taster days
- Parents and carers are recognised as vital to the Careers Information, Advice and Guidance process to exchange information and prepare students for provision after school

### **Monitoring and Review:**

The effectiveness and appropriateness of the Careers Education Information, Advice and Guidance policy will be kept under regular review. CEIAG will be reviewed and evaluated by Curriculum Leaders and Heads of Year on a termly basis.

**Policy completed: June 2018**

**Policy review: June 2019**

**Governor ratification: June 2018**