



Careers Education, Information, Advice and Guidance Policy

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Associated documents:			
The Equality Act 2010			
Links to:			
Equal Opportunities SEND Policy Provider Access Policy Safeguarding Policy			

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How this policy reflects our Christian vision ('Life in all its fullness' John 10:10)

As an academy we are committed to providing all our students with appropriate careers education, advice and guidance to help them prepare for the next stages of their lives in line with our vision.

Introduction

A young person's career is their pathway through learning and work. All young people are entitled to a planned programme of activities to help them make decisions and plan their careers, both in school and after they leave.

The National Church of England Academy is committed to providing a planned programme of careers education, information and guidance for all students in years 7-13 in partnership with appropriate external providers. To achieve this, we use the Gatsby Benchmarks to develop and improve our careers provision.

This policy was developed and is reviewed annually through discussions with teaching staff, students, parents, governors, advisory staff and other external partners.

Objectives

The careers programme is designed to meet the needs of students at The National Academy. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Students are entitled to careers education, information and guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with students and their parents or carers. The programme will promote equality of opportunity and inclusion.

Students' Entitlement to CEIAG

- Throughout key stages 3 and 4, in Personal Development (PD) lessons, students will be able to learn about, and reflect on, their own skills and qualities and how these relate to specific careers and jobs.

- Students will have opportunities to research careers by using individual Unifrog logins.
- Students will be able to use the Careers Library to access careers information or discuss their plans with the Careers Lead after school.
- Students across all year groups will take part in meaningful encounters with external employers during assemblies, presentations and workshops.
- Students will be supported in making decisions for their options choices in year 9, year 11 and year 13, which includes attending the school's Options evenings.
- In year 10 students will be guided through how to construct professional correspondence, including writing a letter and a CV, in PD lessons and take part in a mock interview.
- Year 11 students will have the opportunity for an in-depth careers interview with a Careers Advisor.
- Year 12 students will all take part in work experience.
- Students across all year groups will take part in a whole school Careers Week, whereby all subject lessons will focus on careers and education guidance in that field.
- Key Stage 3 students are welcome to make an appointment to discuss further education and career plans with the Careers Lead.
- Guidance and support will also be provided throughout the year by tutors and subject teachers.

Implementation

The Careers Lead is responsible for all Careers and Further Education Guidance across the Academy. The Careers Lead works closely with the Head of Social Sciences and is responsible to an Assistant Headteacher. Student guidance is managed and led through the Careers Leader. Work experience is planned and implemented by the Careers Leader with administrative support.

All members of staff are expected to contribute to the careers education, information and guidance programme through their roles as tutors and subject teachers. Careers education is planned, monitored and evaluated by the Careers Leader in consultation with the Head of Social Sciences. A dedicated Social Sciences team, delivers careers education lessons to all students from Year 7 to Year 11 during PD lessons. Specialist careers guidance is provided by external providers when required. The Careers Lead, alongside the Head of Sixth Form and the team of 6th Form Tutors, is responsible for careers education and guidance in year 12 and 13. Careers information, including prospectuses and leaflets, is available in the Careers Resources Library and the 6th Form Centre, which is regularly updated and maintained by the Careers Lead.

The careers programme consists of off-site visits to workplaces and places of higher education, assemblies delivered by external providers, as well as workshops and practical presentations from a variety of businesses and industries. The academy's very own Careers Week takes place in which all subjects deliver a series of careers related lesson content in all year groups.

Funding for careers education, information, advice and guidance is allocated in the annual budget planning round. Funding for developments in the school's improvement plan is considered in the context of whole school priorities.

The training and support needs of staff involved in coordinating, delivering and supporting CEIAG are identified and met through a continuing professional development (CPD) programme. Staff training needs are also identified. The school endeavours to meet identified training needs within a reasonable period.

Review

The CEIAG programme is reviewed annually by the Careers Lead using the local quality standards for CEIAG and the Gatsby Benchmarks to identify desirable improvements. Evaluations are carried out as necessary to assist planning.



Careers Education Information and Guidance Provision

We believe a stable careers programme should include the following areas.

CEIAG Support	Key stage 3			Key stage 4		Key stage 5	
	Year 7	Year 8	Year 9	Years 10	Year 11	Year 12	Year 13
ACCESS TO CAREERS INFORMATION	<p>All students have access to Unifrog that will support with tracking progress and developing awareness of further education and careers.</p> <p>Assemblies are delivered both from the internal CEIAG Lead and from external speakers to deliver information about further education and careers.</p> <p>Display boards with up to date careers events and information in the local areas are located in high footfall areas of the school.</p> <p>Social media is used to send out local careers information and events to parents.</p>	<p>All students have access to Unifrog that will support with tracking progress and developing awareness of further education and careers.</p> <p>Assemblies are delivered both from the internal CEIAG Lead and from external speakers to deliver information about further education and careers.</p> <p>Display boards with up to date careers events and information in the local areas are located in high footfall areas of the school.</p> <p>Social media is used to send out local careers information and events to parents.</p>	<p>All students have access to Unifrog that will support with tracking progress and developing awareness of further education and careers.</p> <p>Assemblies are delivered both from the internal CEIAG Lead and from external speakers to deliver information about further education and careers.</p> <p>Display boards with up to date careers events and information in the local areas are located in high footfall areas of the school.</p> <p>Social media is used to send out local careers information and events to parents.</p>	<p>All students have access to Unifrog that will support with tracking progress and developing awareness of further education and careers.</p> <p>Assemblies are delivered both from the internal CEIAG Lead and from external speakers to deliver information about further education and careers.</p> <p>Display boards with up to date careers events and information in the local areas are located in high footfall areas of the school.</p> <p>Social media is used to send out local careers information and events to parents.</p>	<p>All students have access to Unifrog that will support with tracking progress and developing awareness of further education and careers.</p> <p>Assemblies are delivered both from the internal CEIAG Lead and from external speakers to deliver information about further education and careers.</p> <p>Display boards with up to date careers events and information in the local areas are located in high footfall areas of the school.</p> <p>Social media is used to send out local careers information and events to parents.</p>	<p>All students have access to Unifrog that will support with tracking progress and developing awareness of further education and careers.</p> <p>Enrichment sessions are delivered by internal careers leaders and external providers. E.g. DANCOP, ASK, universities)</p> <p>Weekly careers bulletins are included on the HSFC PPT all students are mailed and is delivered during form time.</p> <p>Careers displays and university open day posters are displayed around the HSFC building.</p>	<p>All students have access to Unifrog that will support with tracking progress and developing awareness of further education and careers.</p> <p>Enrichment sessions are delivered by internal careers leaders and external providers. E.g. DANCOP, ASK, universities)</p> <p>Weekly careers bulletins are included on the HSFC PPT all students are mailed and is delivered during form time.</p> <p>Careers displays and university open day posters are displayed around the HSFC building. Social media is used to send out local careers information and events to parents.</p>

	<p>Home group PPT (read out during tutor time) is going to be used to also spread career information to the students.</p> <p>Student planners (pages 120-121) have information on who to find career information from. They also suggest useful websites that support careers information and guidance.</p>	<p>Home group PPT (read out during tutor time) is going to be used to also spread career information to the students.</p> <p>Student planners (pages 120-121) have information on who to find career information from. They also suggest useful websites that support careers information and guidance.</p>	<p>Home group PPT (read out during tutor time) is going to be used to also spread career information to the students.</p> <p>Student planners (pages 120-121) have information on who to find career information from. They also suggest useful websites that support careers information and guidance.</p> <p>CEIAG stall ran at option evening.</p>	<p>Home group PPT (read out during tutor time) is going to be used to also spread career information to the students.</p> <p>Student planners (pages 120-121) have information on who to find career information from. They also suggest useful websites that support careers information and guidance.</p>	<p>Home group PPT (read out during tutor time) is going to be used to also spread career information to the students.</p> <p>Student planners (pages 120-121) have information on who to find career information from. They also suggest useful websites that support careers information and guidance.</p>	<p>Social media is used to send out local careers information and events to parents.</p>	
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LINKING CURRICULUM LEARNING TO CAREERS	All subjects will deliver a series of careers focused lessons to support students with learning what roles individual subjects lead to and what skills are required for employment in that subject arena.	All subjects will deliver a series of careers focused lessons to support students with learning what roles individual subjects lead to and what skills are required for employment in that subject arena.	All subjects will deliver a series of careers focused lessons to support students with learning what roles individual subjects lead to and what skills are required for employment in that subject arena.	All subjects will deliver a series of careers focused lessons to support students with learning what roles individual subjects lead to and what skills are required for employment in that subject arena.	All subjects will deliver a series of careers focused lessons to support students with learning what roles individual subjects lead to and what skills are required for employment in that subject arena.	All subjects will deliver a series of careers focused lessons to support students with learning what roles individual subjects lead to and what skills are required for employment in that subject arena.	All subjects will deliver a series of careers focused lessons to support students with learning what roles individual subjects lead to and what skills are required for employment in that subject arena.
	Maths- working with data - jobs in statistics. Problem solving and logical thinking.	Maths- Length and area - decorator, builder - Problem solving and logical thinking.	Maths- Construction and loci - garden design and architect- Problem solving and logical thinking.	Maths- percentages- mortgages and loans- Problem solving and logical thinking.	ICT Coursework links the understanding and knowledge that a software designer would use.	Maths- statistician, data analysis, Game designer.	Maths- statistician, data analysis, Game designer.
	At the beginning of each DT rotation possible careers paths in the subject are discussed.	At the beginning of each DT rotation possible careers paths in the subject are discussed.	At the beginning of each DT rotation possible careers paths in the subject are discussed.	ICT Link to knowledge to job roles within the industry.	Year 11 business controlled assessment is based on the skills they have learnt about promotion and marketing and how that links to small and large local businesses.	MFL cover links in advertising, new technologies and job opportunities.	MFL cover links in advertising, new technologies and job opportunities.
	PD look at enterprise skills and jobs in the Eco industry.	PD looks at the role of an MP.	Options booklet subject pages all have links with future careers possibilities.			Product design has references throughout the course to employment opportunities.	Product design has references throughout the course to employment opportunities.
	Science - becoming a Scientist topic covers skills and content needed for a career in Science – first half term.				Open evening for HSFC subject presentations all have links with future careers options.		

ENCOUNTERS WITH EMPLOYERS AND EMPLOYEES	<p>Year 7 visit to Tesco supermarket for a presentation and tour of the site.</p>	<p>Science 'Big Bang' Trip STEM</p>	<p>MFL/Engineering visit to East Midlands Airport to the Aerozone.</p> <p>Personal Development and CEIAG Day- rotation of sessions from Police, Navy, ITP Aero and First Aid Training.</p>	<p>Industry in School Days- Students will receive presentations, demonstrations and workshops from a variety of employers and industries as an alternative to going out on work experience.</p> <p>Year 10 all have a mock interview with a local employer presenting their CV and covering letter they have produced in PD lessons.</p>	<p>Students in Year 11 will hear motivational speeches from 4 Key Note Speakers at strategic points of the year They will come from a variety of industry and tell the story of their career journey.</p>	<p>Enrichment lesson that is compulsory to students has different employers invited.</p> <p>Next Gen Leaders programme allows students to take part in social action project in collaboration with local business/organisation.</p> <p>Y12 work experience week (June) .</p> <p>Signposting to variety of careers seminars and virtual work experience through weekly student bulletin.</p> <p>RTC day visit from Fire and Rescue Service</p>	<p>Enrichment lesson that is compulsory to students has different employers invited.</p> <p>Year 13 produce a CV and cover letter and have a mock interview with a local employer.</p> <p>Signposting to variety of careers seminars and virtual work experience through weekly student bulletin.</p>
EXPERIENCES OF WORKPLACES	<p>Year 7 visit to Tesco supermarket for a presentation and tour of the site.</p>		<p>MFL/Engineering visit to East Midlands Airport to the Aerozone.</p>	<p>Industry in School Days- Students will receive presentations, demonstrations and workshops from a variety of employers and industries as an alternative to going out on work experience.</p> <p>PD explain the importance to students of CVs and cover letters. All students undertake producing both of these documents.</p>	<p>Some students undertake work experience in their own time which is supported by the academy.</p>	<p>1 Week work experience in June / July of the academic year.</p> <p>Signposting to variety of careers seminars and virtual work experience through weekly student bulletin.</p>	<p>Some students undertake work experience in their own time which is supported by the academy.</p> <p>Signposting to variety of careers seminars and virtual work experience through weekly student bulletin.</p>

<p style="text-align: center;">ENCOUNTERS WITH FURTHER AND HIGHER EDUCATION</p>	<p>'Introduction to Higher Education' Assembly delivered by University of Nottingham.</p>	<p>Education visit to the University of Nottingham for students in Year 8 to experience a day in university life.</p> <p>A selection of students will go on an education visit to the University of Oxford.</p>	<p>'Introduction to Higher Education' Assembly delivered by University of Nottingham.</p> <p>Students will go on an Education Visit to our HSFC site for a tour and presentation about A Level courses.</p>	<p>Enrichment day offers students the chance to visit either our HSFC site or West Notts College for a range of taster sessions and tours.</p> <p>Assembly delivered by University of Nottingham.</p>	<p>Students will use Unifrog during Personal Development lessons to explore the opportunities and requirements for further education.</p>	<p>Year 12 visit Nottingham university for a day seeing the campus and discussing what university life is like.</p> <p>All year 12 go to the Sheffield UCAS fair where most universities have stalls and staff and students that our students can ask questions of. Apprenticeship providers are also represented.</p> <p>Enrichment sessions compulsory attendance by all students has several local universities and colleges offering university level courses presenting information.</p> <p>Use of the Unifrog platform for shortlists, research, drafting statements · Student guides for statements and application process · Personal tutor support _ fortnightly Unifrog session built into tutor programme. ·</p> <p>HE+ Programme for higher ability, Includes visit to Cambridge (Peterhouse) ·</p>	<p>Enrichment sessions compulsory attendance by all students has several local universities and colleges offering university level courses presenting information.</p> <p>Use of the Unifrog platform for shortlists, research, drafting statements · Student guides for statements and application process · Personal tutor support _ fortnightly Unifrog session built into tutor programme. ·</p>
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PERSONAL GUIDANCE	Students will have meetings with the CEIAG Lead or Careers Advisor in a group setting to establish strengths, areas for development and long-term plans.	Students will have meetings with the CEIAG Lead or Careers Advisor in a group setting to establish strengths, areas for development and long-term plans.	Students in year 9 can request a guidance meeting with the Careers Advisor. OHY (CEIAG Lead) will be present at options evening to offer support and guidance to parents attending that night and the students. Tutors and subject teachers may offer guidance and support of students selecting their options.	Year 10 can request for a guidance interview with the Careers Advisor or may be referred by staff.	All students in year 11 will have a one to one guidance meeting with the Careers Advisor. All year 11 students have a meeting with the academies SLT prior to exams.	Year 12 are supported with guidance on work experience placements as both groups and as individuals as their need requires. Students who consider leaving are offered guidance interviews.	Students who are having difficulty decided upon their next step are offered guidance interviews.

