



NATIONAL CHURCH OF ENGLAND ACADEMY

Careers Education, Information, Advice and Guidance Policy

Process:

Policy / Policy Updates Presented by:	J Bingham	
Policy / Policy Updates Presented to:	Standards and Outcomes	
Approved/Ratified:	Academy Board	

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Next review date: July 2020

The National Academy
Careers Education, Information and Guidance Policy 2019

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 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.

Links with other policies: Equal opportunities, SEND, Provider Access, Safeguarding

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 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 the careers software programmes Job Explorer Database (JED) and Higher Ideas and Unifrog
- Students will be able to use the Careers Library to access careers information and software at lunchtime and after school
- Students will be able to attend careers talks from outside employers
- Students will be supported in making decisions for their options choices in Year 9, Year 11 and Y13 which includes attending the school's Options Evenings

- In Year 10 students will write a CV and a letter to employers, in PD lessons, and take part in a mock interview
- Students studying vocational qualifications in Key Stage 4 (eg BTECs) will have the opportunity to take part in work experience
- Y11 students will have the opportunity to an in-depth careers interview with the Careers Consultant
- Y10 and Y12 students will all take part in work experience
- The academy's Careers Consultant will be available to help students if they need further help and support from an external careers advisor – tutors/parents can arrange an appointment for students through the Careers Consultant
- Guidance and support will also be provided throughout the year by tutors and subject teachers.
- Whole academy annual careers fair

Implementation

The Careers Consultant is responsible for careers guidance and information being provided to the students. The Careers Consultant works closely with the Head of Personal Development and is responsible to the Assistant Principal (Head of 6th Form). Student guidance is managed and led through the Careers Consultant. Work experience is planned and implemented by the Careers Consultant 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 Consultant in consultation with the Head of Personal Development. A dedicated personal development team delivers careers education lessons to all students from Year 7 to Year 11. Specialist careers guidance is provided by external providers when required. The Careers Consultant, 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 is available in the Careers Resources Library and the 6th Form Centre, which is regularly updated and maintained by the Learning Resource Centre manager. Administrative support is available to support all aspects of work related learning.

The careers programme includes careers education lessons, careers guidance activities (group work and individual interviews), information and research activities (in the Careers Resources Library), work-related learning, including work experience for all Y10 students and all Y12 students, action planning and recording achievement. Careers lessons are part of the school's Personal Development programme. Other focused events, e.g., careers talks and mock interviews are provided throughout the year. Mock Interview preparation and follow-up takes place in Personal Development lessons and other appropriate parts of the curriculum.

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 endeavors to meet identified training needs within a reasonable period.

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