

November 2016

The Stanway School and Thomas Lord Audley School

Careers Education Information Advice and Guidance Policy

The Sigma Trust

Careers Education, Advice and Guidance Policy

2016

The Stanway School

Careers Coordinator: Paula Deighton

Careers Adviser: Tracy Laney

The Thomas Lord Audley School

Careers Adviser: Sue Green

<p>1.Rationale for CEIAG</p>	<p>Schools have a statutory duty to secure independent and impartial careers guidance for pupils in Years 8-11 (2011 Education Act) The aim of the guidance is intended to enable better informed decisions at age 13 and 14 and to support young people as they are required to participate in education or training until their 18th.</p> <p>Careers Education, Information Advice and Guidance makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life, in order to help them make a successful transition to adulthood. It does this by:</p> <ul style="list-style-type: none">• Supporting young people to achieve their full potential• Empowering young people to plan and manage their own futures• Providing comprehensive information on all options• Raising aspirations• Promoting equality, diversity, social mobility and challenging stereotypes• Enabling young people to sustain employability and achieve personal and economic wellbeing throughout their lives
<p>2. Purpose and commitment</p>	<p>The Stanway School and the Thomas Lord Audley School are committed to career learning and development and fulfil the statutory obligations by providing a planned programme of careers education activities and information, advice and guidance (IAG) which supports the academy's overall vision and is linked to the School Improvement Plan.</p> <p>This is provided for all students in Years 7-11. Each school achieved the ROQA accreditation for Careers Education Advice and Guidance in November 2014 and are maintaining standards to apply for reaccreditation in November 2017.</p>

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3. Links with other policies	The policy for CEIAG is related specifically to our policies for teaching and learning, assessment, citizenship, PSHE, work related learning, equality and diversity, gifted and talented, looked after children and learning difficulties and disabilities.
4.Objectives [Students' needs and entitlement]	<p>To ensure the career development, wellbeing and progression of all students.</p> <p>To provide CEIAG that is relevant, timely and sufficient to meet students' needs and integrated into their overall curriculum.</p> <p>To uphold the standards and code of practice of the Careers Profession Alliance's standards and codes of practice.</p> <p>To provide CEIAG in partnership with students themselves, their parents/carers and our chosen professional and community partners.</p>
5.Leadership and management	<p>Leadership and management are secured through the careers lead team. Membership includes Senior Leadership Team, Line Manager and Careers Coordinator who co-ordinates the day-to-day delivery of the careers programme and the Careers Adviser also in charge of overall careers administration.</p> <p>The senior leader and Careers Coordinator will review and evaluate the provision with all stakeholders including young people and the external IAG service, taking into account the school's destination measures</p>
6.Staffing	All staff are expected to contribute to CEIAG delivery through their roles as tutors, subject teachers and support staff. Specialist careers education sessions are delivered by PSHE staff, external visitors and mentors. The CEIAG programme is planned, monitored and evaluated by the Careers Co-

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	ordinator in consultation with the careers lead team. Online and printed careers information is displayed on the Careers notice board and in the library. This is maintained by the Careers Adviser.
7. Curriculum	<p>The careers programme for each year group is constructed around taught careers education, assemblies, events (such as Apprenticeships Week), work-related learning, online and printed information, personal tutoring, group work and individual interviews.</p> <p>Students are actively involved in the planning, delivery and evaluation of activities. They will:</p> <ul style="list-style-type: none"> • Develop themselves through career and work-related education • Learn about careers and the world of work • Develop career management and employability skills • Save all work (CVs, Careers Action Plans etc) In their own area on a shared drive and, in Years 10 and 11.
Face to Face	<p>We will secure additional access to face to face external specialist careers guidance as stated in the Education Act 2011 for our vulnerable students. The Careers Advisers in both schools are Level 6 qualified and are registered with the CDI. They therefore follow the Code of Ethics for Careers Advisers as laid out by the CDI and provide the students with impartial advice and guidance for post 16 options and opportunities for independent advice and guidance.</p>
8. Assessment and accreditation	<p>Career learning is assessed using assessment for learning techniques. The students gather independent evidence of their WRL with in their Record of Achievements to contain their C.V,</p>

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	personal statements, sample letters of application and evidence of mock interviews alongside other CE and WRL opportunities. Other careers learning is assessed using a variety of assessment for learning techniques.
9.Partnerships	<p>The school works with a range of partners to deliver the CEIAG programme. These include:</p> <ul style="list-style-type: none">• the NEE IAG Lead.• post 16 providers and higher education institutions• employers and training providers• parents and carers• Mock Interviews (Year 10/11)• Business mentors• Colchester CEIAG Support Group• Colchester Careers Convention• Careers Enterprise Company Engagement in 2016 to provide the schools with Enterprise Advisers to support CEIAG
10.Resources	<p>Funding is allocated in the annual budget planning round and the level of funding is related to whole school priorities and particular needs in the CEIAG area. The Careers Co-ordinator is responsible for the effective deployment of resources in conjunction with the, Careers Adviser. Resources in the new Careers Library consist of HE Prospectuses, KUDOS and CAREERSCAPE along with use of the National Careers Service website, Target Careers, U-explore, Apprenticeships.</p>
11.Staff development/public awareness	<p>Staff training needs are identified in conjunction with the school's CPD Coordinator. The school will endeavour to meet training needs within a reasonable period of time. Staff will accompany,</p>

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	<p>when possible, their own forms when students attend employer days or careers conventions. They will also be informed of open days/events as a means of encouraging further professional development. This Policy will be placed on the school website together with supporting documentation, including the Careers Support Guarantee. Reference will be made to its existence in the school newsletter.</p>
12. Monitoring, review and evaluation	<p>The annual CEIAG improvement plan is now absorbed within the ROQA (Recognition of Quality Award) Action Plan (see separate document), which will be used to identify desirable improvements. This is reviewed half-termly by the LA and the Careers Coordinator. The Careers Lead Team will review this termly. It will be reviewed annually by the Senior Leadership Team.</p> <p>The programme is to be regularly evaluated and monitored by the Careers Coordinator and the Careers Adviser, students, staff and external providers. This will be carried out via classroom assessment, evaluation forms, verbal feedback in form groups and after special events. The School Council will be involved in this.</p> <p>A member of the governing body with a background in business is designated to support the schools with their delivery of CEIAG to encourage effective engagement with the world of work.</p>
5. Approvals	<ul style="list-style-type: none">▪ Review November 2016▪ Renewal – Nov 2018