



Great Wyrley Academy

Careers Education, Information, Advice and Guidance (CEIAG) Policy

Responsible Committee:	Great Wyrley Local Advisory Board
Policy Co-ordinating Officer:	Casey Bailey
Date revised by Great Wyrley Local Advisory Board:	July 2020
Next review date:	July 2022

Careers Education, Information, Advice and Guidance (CEIAG) Policy Rationale

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing 14 – 19 pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

Commitment

Great Wyrley Academy is committed to providing our students with a programme of careers education, information, advice and guidance (IAG) for all students in years 7 – 13.

Great Wyrley Academy endeavours to follow the **National Careers Strategy: making the most of everyone's skills and talent** for 11 – 19 in England (DfES, 2017) and other relevant guidance from DCSF, QCA and Ofsted as it appears.

Aims

Great Wyrley Academy's Careers Education and Guidance policy has the following objectives in line with the Gatsby Eight Benchmarks for Careers Excellence when delivering the careers programme in school.

- To plan and provide a stable careers programme for our learners
- To expose students to relevant labour market information (LMI)
- To address the needs of all students
- To link curriculum learning to careers
- To provide opportunities for student to encounter employers and employees
- To support students to obtain work experience placements at year 10 and 12
- To provide opportunities for students to encounter further and higher education
- To provide personal guidance to students on careers education

Outcomes

As a result of the above objectives the proposed outcomes of Great Wyrley Academy's Careers Education and Guidance policy are:

- To contribute to strategies for raising achievement, especially by increasing motivation to support inclusion, challenge stereotyping and promote equality of opportunity
- To encourage participation in continued learning including higher education and technical qualifications
- To develop enterprising and employability skills in students
- To significantly reduce to likelihood of any students leaving our educational establishment as NEET (not in education, employment or training)
- To involve all school stakeholders in the careers education of students, including parents and carers.

Student Entitlement

Careers Education and guidance (CEG) is an important component of the 14-19 Curriculum and at Great Wyrley Academy, we fully support the statutory requirement for a programme of careers education in Years 7 – 11.

Implementation of Careers Education

Careers Education is delivered during collapsed timetable sessions in Years 7 – 11 by tutors, at key appropriate points throughout the academic year.

Equality and Diversity

Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

A careers programme will be delivered during tutor time.

Key Stage 3

A careers, work related learning and enterprise programme will be delivered during the tutor programme. Years 7 and 8 will investigate their skills, interests and work preferences to match against suitable occupations. They will also research into the labour market and their expectations of job availability.

Year 9 will encompass an exploration of KS4 and KS5 future options with a focus on individual career paths.

Key Stage 4

Students in year 10 will have exposure to visits and external speakers to provide impartial careers advice and options. Students will have the opportunity to complete one week of work experience during activities week. Careers interviews will be available for those who require it.

Students in year 11 will focus on post 16 personal statements and applications. Individual action plans and Careers interviews will be available for those who require it. Mock interviews for different pathways and institutions will also be available for those who require it.

The focus is post 16 options and the Application process.

Implementation of Careers Guidance

a) Careers library

- a wide range of materials
- open throughout the school day
- situated in the main library

b) Extra support where appropriate

- students in Year 9, Year 10 and Year 11 are targeted for extra help by SENCO and Head of House

c) IT

A range of software products are available for students to use

Parents and carers

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved. Parents are kept up to date with careers related information through letters, newsletters and at open evenings. Parents are welcome at careers interviews and where necessary are invited.

Management

A named member of staff co-ordinates the Careers programme and is responsible to his / her senior management line manager. The Careers Lead is responsible for the work of the assigned administrative team.

Currently Work Experience is also the responsibility of the Careers Lead.

Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers. Administrative staff are assigned to support the Careers Lead

The Careers programme is planned, monitored and evaluated by the Careers Lead.

Curriculum

The Careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work related learning and individual learning activities.

Careers lessons are part of the schools Personal Development Programme. Other events and activities are planned and organised separately throughout the year.

Partnerships

Resources

Funding is allocated in the annual budget. The Careers Lead is responsible for the effective deployment of resources.

Staff Development

Staff training needs are identified as part of the Partnership Agreement process and during regular planning meetings between the CEIAG Co-ordinator and his/her Line Manager.

Policy Co-coordinating officer: Casey Bailey

Date of last review: July 2020

Appendix 1

Statement of entitlement

As a pupil of Great Wyrley Academy, you are entitled to receive a programme of careers education, advice, information and guidance

Your CEIAG programme will help you to:

- Understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make
- Find out about different courses, what qualifications you might need and what opportunities there might be
- Develop the skills you may need for working life
- Make realistic, but ambitious, choices about courses and jobs
- Develop a plan of action for the future
- Understand the different routes after Year 11 including training, further and higher education and jobs
- Be able to make effective applications for jobs, training and further and higher education
- Develop your interview skills
- Improve your confidence You will receive:
- Careers lessons
- Collapsed registration activities
- Guided tutor time
- Access to the careers library – information is available in books, videos, leaflets and on computer – ask for help
- Interviews with a Careers Adviser
- Work experience
- Other subject lessons linked to careers You can expect to be:
- Treated equally with others
- Given careers information and advice that is up to date and impartial
- Treated with respect by visitors to the school who are part of the careers programme
- Given extra help if you have special needs