Careers Education, Information, Advice and Guidance (CEIAG)
Policy Document – reviewed March 2020

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Introduction

“High quality, independent careers guidance is also crucial in helping pupils emerge from school more fully rounded and ready for the world of work. Young people want and need to be well-informed when making subject and career decisions.”

*Careers guidance and inspiration in schools - DfE March 2015*

“Effective CEIAG will: actively encourage and inspire young people to take ownership of their career plans and to consider all options, so that they are able to select the best way forward for their interests, motivations, learning styles, abilities and aspirations.

*Careers engagement: a good practice brief for leaders of schools and colleges April 2014*

Careers Education, Information, Advice and Guidance at The CE Academy endeavours to help all pupils achieve their potential while being aware of their individual needs. Following the statutory guidance, *Careers Guidance and Inspiration in Schools (April 2015)*: we provide a planned diverse, integrated and relevant programme to meet the needs of every student and to endeavour to help every pupil develop high aspirations and consider a broad and ambitious range of careers. The CE Academy has been successful in achieving the national quality award CareerMark.

The Government has raised the participation age (RPA) so that all young people in England are now required to continue in education or training beyond the age of 16 until their 18th birthday.

The CE Academy will ensure that pupils understand what this means for them; that they are not required to stay in school and have a range of options for how they can participate which might be through:

- full-time study in a school, college or training provider;
- an apprenticeship, traineeship or supported internship;
- full-time work or volunteering (20 hours or more) combined with part-time study or training.
Aims and Objectives

Impartial and independent careers education will enable pupils:

1 To understand themselves and develop their capabilities
   - Consider their personal qualities and skills
   - Clarify and discuss their values, attitudes and preferences in relation to work
   - Develop key skills and capabilities
   - Develop career management skills, including self-reliance and self-presentation

2 To investigate careers and opportunities
   - Investigate the knowledge and skills which people need at work and the methods used to assess these
   - Use occupational and labour market information to investigate opportunities
   - Consider the changing patterns of work and careers
   - Investigate social and moral issues at work
   - Develop ways of organising information about work
   - Find out about the range of education and training options including apprenticeships and other vocational pathways

3 To implement their career plans
   - Use self-assessment in their career planning
   - Make decisions concerning their post-16 choices
   - Use action planning and the recording of achievement to support their career development
   - Seek and use information and guidance to shape their plans
   - Develop pupils’ understanding of local and world issues from geographical and historical perspectives thereby aiding their inclusion in society.

Organisation

Careers Education, Information, Advice and Guidance are provided across the whole curriculum in all of the campuses and is delivered as part of PACC (Personal Careers and Citizenship Education). A member of SLT leads on Careers Guidance. All staff are informed of the programme and those delivering work closely with the team to develop resources.

The CE Academy work closely with Prospects by fulfilling the duty of securing access to independent face-to-face careers guidance. Each Key Stage 4 Campus works closely with the Prospects Advisers allocated to them and plan on an annual basis with Prospects Northamptonshire in the Partnership Agreements.
At Key Stage 3
The careers programme is part of the PACC programme for all levels of ability.
Careers issues will be addressed in other curriculum areas where and when appropriate.

At Key Stage 4
In year 10 and 11 students have a weekly timetabled lesson of PACC. In addition they have:

- Access to impartial, up-to-date careers information.
- Access to individual, independent guidance with their Key Tutor, members of the PACC group and their Prospects Advisor.
- Work related learning and experiences of the world of work.
- Recording of achievement in Leavers Files.
- Support with planning their future.

Schemes of Work
Careers education, information, advice and guidance will be delivered through the PACC programme and each computer has a hard drive which includes programmes of study, lesson plans and resources. The aims and objectives are best achieved by using a wide range of delivery methods and activities including:

- Group work and discussion
- Industrial simulations
- Visitors to the groups
- Use of careers software
- Mock interviews
- CV preparation
- Placements with learning providers and colleges
- Individual interviews
- Work experience/work shadowing
- Individual project work
- Visits to Further and Higher Education
- Application forms/letters of application
- Career action planning

Personnel
Provision of careers education, information, advice and guidance will be delivered by CE Academy staff working closely with other partners including:

- Prospects Northamptonshire
- Parents/Carers
- Employers
- Local Further Education providers
- Training Providers
Resources

Budget

- A yearly allocation from capitation
- Access any additional funding available

Materials

- Materials are produced and maintained by all staff for the PACC programme.
- The programme is enhanced by using other free and purchased local and national resources and reference material.

Access

- Students have access to careers/Prospects information in lessons, during lunchtime and breaks supervised by CE Academy staff. They will be taught how to use relevant software and access information on appropriate websites.

Information and Communication Technology

Pupils will be given opportunities to apply and develop their ICT capability through the use of ICT tools to support their learning, including the use of the Internet in accordance with the CE Internet Policy.

Equal Opportunities

Careers education, information, advice and guidance will be provided for all pupils regardless of cultural background, ethnicity, sexuality, economic circumstances, faith, class, gender, disability and educational needs. Programmes of study will be inclusive, free from bias and actively promote equal opportunities.

Inclusion Statement

1. Staff aim to give every pupil the opportunity to experience success in learning and to achieve as high a standard as possible.

2. Staff plan their approaches to teaching and learning so that all pupils can take part in lessons fully and effectively. We are aware that pupils bring to school different experiences, interests and strengths which will influence the way in which they learn.

3. All staff should be aware of potential barriers to learning and assessment and must take account of these and make provision where necessary. Staff should take specific action to provide access to learning.
Monitoring, review and evaluation

The PACC programme is monitored, reviewed and evaluated in several ways:

- At the end of each day staff de-brief together to discuss the delivery of the days lessons, any behaviour issues and the appropriateness of activities.

- The lessons are monitored by members of the Senior Leadership Team and further training, support and feedback given to staff.

- Data on Destinations is analysed, reported to Governors and added to the Annual Report.

- The Service Level Agreement is reviewed at the end of the academic year with the manager from Prospects and the assistant head teacher responsible for careers guidance.

- Regular updates from each Prospects Advisor are sent to the Assistant Headteacher responsible for careers guidance.

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Statement of Student Entitlement for Careers Education and Guidance

This is introduced to each pupil during their initial visit and included in the New Pupil Pack

The careers education, information, advice and guidance you will receive through The CE Academy will:

- be independent
- be impartial
- actively involve you
- actively involve your parents or carers.

At The CE Academy your careers education programme begins in year 7 as part of your PACC programme and continues throughout your time with us to help you to have:

- a growing self-awareness of your strengths and skills
- knowledge of a wide range of further and higher education, training and employment opportunities
- practice at making decisions and choices
- confidence in using a wide variety of information resources
- developed skills for coping with change and dealing with the world of work.

In Key Stage 4 you will get to know a Connexions Adviser who will be there to advise you when necessary. The Connexions Adviser will support you with:

- information and ideas
- advice
- career decision making
- guidance and support
- placement into training, an apprenticeship or further education.

You will have the opportunity to discuss your progress with CE staff and record your achievements relating to your personal, educational and career developments. Your achievement in this area of the curriculum is measured and reported on through your engagement with the PACC curriculum.

At Key Stage 4 you will be given the opportunity of a work placement which will help you to prepare for the world of work and some vocational training experience if appropriate.

You will be shown and have access to the careers library and the careers software. These will contain a range of useful and up-to-date materials. Information will also be made available from Connexions.