

## Careers Education Information Advice & Guidance Programme

### John Whitgift Academy Careers Plan

1. John Whitgift Academy Policy for Careers Education, Information, Advice and Guidance (CEIAG)

#### 2. Rationale for CEIAG

##### Introduction

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make decisions and plan their careers, both in school and after they leave. The Education Act places a duty on schools to give students in Years 7- 11 access to careers education, information and guidance. The school endeavours to follow the guidance in The National Framework for CEIAG in England for all at Key Stage 3 and 4 students.

##### **Commitment**

The school is committed to providing a planned programme of careers education, information and guidance for all students in Years 7-11 in partnership with the local YPSS service and CareersInc.

##### **Development**

This policy was developed and is reviewed annually through discussions with teaching staff; the school's CareersInc and YPSS personal adviser(s), students, parents, governors, advisory staff and other external partners.

##### **Links with other policies**

It is underpinned by the school's policies for teaching and learning, assessment, recording and reporting achievement, Life, enterprise and work-related learning, equal opportunities, health and safety and special needs.

#### 3. Objectives

##### Students' needs

##### **Objectives**

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

## **Entitlement**

Students are entitled to careers education 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, inclusion and anti-racism.

## **4. Implementation**

### **Management**

#### **Implementation**

Mr Paul Tuffnell is responsible for co-ordinating the careers programme. The co-ordinator works closely with the school's careers advisors and is responsible to the Vice Principal (Miss C Glaves).

#### **Staffing**

All staff are expected to contribute to the career's education and guidance programme through their roles as tutors and subject teachers. Careers education is planned, monitored and evaluated by the careers co-ordinator in consultation with the CareersInc and YPSS personal advisers. A specialist personal development team, including form tutors, delivers it. The CareersInc and YPSS personal adviser provides specialist careers guidance. Careers information is available in the Careers Hub, which is maintained by the co-ordinator and careers advisers. Administrative support is available to the careers co-ordinator as resources allow.

#### **Curriculum**

The careers programme includes careers education lessons, careers guidance activities (group work and individual interviews), information and research activities (in the Careers Hub), work related learning, action planning and recording achievement (using Unifrog). Careers lessons are part of the school's Personal Development programme in Life and Tutor time. Other focused events, e.g. a Higher Education Fair are provided from time to time alongside Careers fairs covering various careers and industries.

#### **Assessment**

Career learning outcomes have been identified and a framework for assessing what students have achieved is being developed for all year groups, starting with Year 11 from September 2018.

#### **Partnerships**

An annual Partnership Agreement is negotiated between the school, CareersInc and local YPSS Service identifying the contributions to the programme that each will make. Other partnerships are being developed, e.g. with the local Business Organisations and Higher/Further Educational establishments.

#### **Resources**

Funding is allocated in the annual budget planning round. Funding for developments in the school's improvement plan are considered in the context of whole school priorities. Sources of external funding are actively sought.

**Staff development**

Staff training needs for planning and delivering the careers programme Have been identified in the CPD and activities have been planned to meet them.

**Monitoring, review and evaluation**

A framework for monitoring the delivery of the careers programme will be in place by September 2018. The Partnership Agreement with CareersInc and local YPSS is reviewed termly. The programme is reviewed annually by the careers co-ordinator and the personal adviser using the national quality standards for CEIAG to identify desirable improvements. Evaluations are carried out from time to time.

**5. Approvals**

Signatures:

Headteacher and Chair of Governors

Mr R Spendlow .....

Mrs Gail Young .....

Date of approval by Governors .....

Date of next annual review .....

Date of this briefing .....

## **Annex A**

### **Student entitlement**

#### **Year 7**

Raising Aspirations for University & Enterprise. Access to inspiring individuals and organisations in school and at universities.

#### **Year 8**

What does my future look like? How will I achieve my goals? What is my dream? What are my strengths? What am I going to do in the future? Where do I see myself in 10 years' time?

#### **Year 9**

Skills analysis, reflection, what am I good at and how can I use my skills? Exploring the future, looking at different career paths and industries, careers and labour market information across all sectors, employability and enterprising skills and attributes – how can I develop these to benefit me? Making the right choices and decision making for my future. Careers information advice and guidance from CareersInc level 6 advisors.

#### **Year 10**

World of Work, Enterprise & Further Employer Engagement. Work with other organisations including Young Peoples Support Services, Post 16 providers including sector specific options, all available colleges, apprenticeship providers and sixth form offer. Careers Advice, Guidance & Development. Further use of LMI to inform decisions. Challenge stereotypical careers and assess opportunities based on individual choices. Use of Unifrog as a mechanism to manage career choices Careers information advice and guidance from CareersInc level 6 advisors.

#### **Year 11**

Individual, impartial careers guidance interviews by YPSS and CareersInc Careers Advisers, trained to level 6, review and reflect on choices, experiences and activities. Lincs2 applications, sixth form & post 16 interviews, what direction am I going in? Group sessions including Tutor groups and assemblies to raise awareness of next steps into Higher and Further Education.

## Annex B

### Individual year plans

Year group	Outcomes	Due date
7	Raising aspirations for education and attainment. Enable all students to have access to inspiring individuals and organisations in school. To have Life lessons and Tutor time aimed at FE/HE and careers goals. Register on Unifrog	September 2019 – July 2020
8	Ensure that all students have identified their strengths and have identified the links with their career goal. Enable all students to make appropriate and accurate choices leading to their KS4 options. To have Life lessons and Tutor time aimed at FE/HE and careers goals.	September 2019 – July 2020
9	Allow students to hold a meaningful group meeting with the career's advisor focussing on skills analysis, reflection, what am I good at and how can I use my skills? Exploring the future, looking at different career paths and industries, careers and labour market information across all sectors. Meet advisors from Avant and view apprenticeships. To have Life lessons and Tutor time aimed at FE/HE education.	September 2019 – July 2020
10	Ensure students have been part of an organised meeting or visit linked with the world of work, enterprise and FE/HE establishments. Allow students to hold a meaningful group meeting and where applicable a one to one session with the career's advisor focussing on further use of LMI to make informed decisions. Use of Unifrog as a mechanism to manage career choices and in preparation for applications in year	September 2019 – July 2020
11	Individual, impartial careers guidance interviews by YPSS and CareersInc Careers Advisers to review and reflect on choices, experiences and activities. Lincs2 applications, sixth form & post 16 interviews. Group sessions including Tutor groups and assemblies to raise awareness of next steps into Higher and Further Education.	September 2019 – July 2020