



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

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## **2. Introduction**

2.1. The Government requires that schools secure independent careers guidance for all Year 7-13 pupils expanding advice and guidance for young people, so they are inspired and motivated to fulfil their potential. The Astrea Academy Woodfields are committed to developing their Careers provision to meet the latest Statutory Guidance for Careers Guidance and access for Education and Training providers last updated in July 2021. The careers provision will have the 8 Gatsby benchmarks as the basis of the offer and where the Academy does not currently meet these requirements, actions will be agreed to implement them by the timescales set in the Statutory Guidance.

2.2. At Astrea Academy Woodfields we are committed to inspiring students from Year 7 by helping them to understand their abilities, realise their potential and explore the opportunities that they have open to them in the future, at post-16, post-18 and beyond.

2.3. Astrea Academy Woodfields will be a place where children enjoy learning, where they can explore and develop new ideas and new skills and where they can get the very best preparation for adult life. Our CEIAG programme includes experiences where students can develop key skills of: leadership, innovation, creativity and enterprise.

2.4. The academy is committed to play an active role in the local economy, ensuring pupils leave with the skills that are in high demand in the economy. Our CEIAG programme is underpinned by up to date LMI (labour market information) and tailored to the aspirations and intentions of our young people.

## **3. Policy Statement**

3.1. The CEIAG provision at Astrea Academy Woodfields will be integrated within the academy to ensure that students are prepared for the opportunities, responsibilities and experiences of modern life. They shall have access to independent and impartial advice and guidance from a variety of sources and will be able to gain first-hand information from local employers and organisations.

3.2. Independent and impartial advice and guidance is provided by an appropriately qualified Careers Advisor who will provide 1:1 and small group careers discussions to our young people.

## **4. Aims and Learning Outcomes of our CEIAG provision / programme**

### **4.1. Aims**

- Self-Development - Young people should be able to understand themselves and the influences on them.
- Career Exploration - Young people should be able to investigate opportunities in learning and work.
- Career Management - Young people should be able to make and adjust plans to manage change and transition.

## 4.2. Learning Outcomes

Students should be able to demonstrate the following:

### 4.2.1. Self-Development

- Assess their achievements, qualities and skills
- Present this information as appropriate
- Use this information for personal development
- Set career and learning targets
- Recognise and deal accordingly with influences on their attitudes, values and behaviour in relation to work

### 4.2.2. Career Exploration

- Understand the nature of work and people's attitudes to it
- Use a variety of sources of careers information • Use experience of work to improve outcomes
- Understand employment trends

### 4.2.3. Career Management

- Use decision making techniques
- Understand the nature of and use different sources of help and advice
- Make informed and appropriate choices at 13, 16 and 18
- Make and manage changes as appropriate
- Understand job/learning applications and the requirements of interviews
- Understand the rights and responsibilities in the workplace

## 5. Careers Education and Guidance

### Careers Education

5.1. Careers Education helps individuals to develop the skills, knowledge and understanding required to make appropriate choices, to manage transitions in learning and to move successfully into work.

5.2. Careers Education takes place at Astrea Academy Woodfields through work in lessons, tutor time and events/activities/visits scheduled throughout the academic year. Activities and encounters are detailed in the accompanying CEIAG Rationale, Plan and Programme documents.

## Careers Guidance

5.3. Careers Guidance is a means of enabling individuals to apply the skills, knowledge and understanding they have learned to make appropriate decisions about learning and moving into work. It should be impartial, client centred and confidential.

5.4. Careers Guidance at Astrea Academy Woodfields takes place through individual interviews with an appropriately qualified Careers Advisor.

## **6. Management and Staffing (2023-24)**

The management and staffing team comprises of the following:

- L Sadler – Assistant Principal / Careers Leader
- A Hartley – Assistant Vice Principal / Data and Destinations
- R Ayres – Curriculum leader PSHE/RE (Associate Assistant Principal)
- L Yoxall – Astrea Trust Careers Advisor

All staff are involved in preparing students for personal and working life.

## **7. Professional Development**

7.1. All staff have regular CPD in accordance with the academy's policies.

7.2. The Careers Leader and Astrea Careers Advisor keep up to date through professional memberships and associations with organisations such as the Careers Development Institute to keep up to date with changes to local and national legislation, local LMI and opportunities for young people. The Careers Leader is a member of the Doncaster Careers Hub.

7.3. The Astrea Trust Careers Advisor provides information, advice and guidance. In accordance with the statutory requirements, they are qualified to Level 6 in Careers Guidance and attend regular CPD to keep up to date with LMI, opportunities and changes to legislation.

7.4. Support is delivered to key staff through the year who are directly involved in the delivery of careers activities e.g., Apollo tutors and PSHE teachers.

## **8. Careers Education and Information**

8.1. The AAW Careers Summary of Entitlement 23-24 outlines the opportunities that are available to students from Year 7 to 13 at Astrea Academy Woodfields in terms of: careers education and information, work-related learning (WRL) and employability and enterprise (E&E).

## **9. Careers Guidance**

9.1. The academy is committed to working closely with a range of partners to ensure that students have access to a variety of sources for information and advice, including employers, education and training providers.

9.2. The Careers Leader and Careers Advisors provide guidance for students and parent/carers at key stages to support transition, prioritising students who are identified as vulnerable or likely to become NEET (not in education, employment or training). All students in Years 7 to 13 can request an interview or access drop-in sessions throughout the year.

9.3. The Careers leader works closely with the Pastoral Managers and Progress Leaders to identify the group of students who will be seen as a priority. Doncaster Local Authority submit a list of students that they identify as being vulnerable using a profiling tool and this list along with other school data is used in the targeting of students for guidance.

9.4. Other members of staff can refer students for interviews and the students can self-refer and access drop-in sessions.

9.5. Parents and carers are invited to be present at their child's career discussion with an advisor.

## **10. Information and Resources**

10.1. Careers Information and Resources are located in the Careers Library and students are provided with an introduction to these facilities in KS3, KS4 and again in KS5.

10.2. Impartial websites are used to show students how to access, and use are the National Careers website, National Apprenticeship website and UCAS progress.

10.3. The Careers Library is available to students at break and lunch time.

10.4. Information is also displayed throughout the academy and on school TV screens as well as advertising on social media.

## **11. Quality Assurance / Accreditation**

11.1. The school's delivery of CEIAG is quality assured by the Trust's Careers Lead, Catherine Caruthers.

## **12. Monitoring, Review and Evaluation**

The following are used:

- Student Voice
- Questionnaire feedback from students, providers, visitors and staff following inbound and out-bound activities and events
- Questionnaires from student visits
- Questionnaires from parent's evenings

### **13. Equal Opportunities**

13.1. Our CEIAG programme supports the school's Equal Opportunities Policy and endeavours to implement it in the following ways:

- Equal Opportunities in lessons
- Careful selection of posters and display material
- By encouraging all students to prepare to support themselves financially
- By encouraging students to consider all options including non-traditional careers/roles
- By avoiding the use of one gender and gender specific job titles, e.g., using she/he; son/daughter/ waiter/waitress
- By making every effort to give girls and boys equal opportunities to speak, offer opinions and answer questions in lessons
- By not arranging and by discouraging separate sex groups for group work
- Equal access to information for all students of all abilities

13.2. However, we recognise that courses and employment are available and suitable for people of varying skills, abilities and personal qualities. We encourage students to consider these aspects when choosing FE and HE courses and employment. If a student does not have the qualification level or grade for the career or course they have in mind, we help them to identify this and plan suitable alternative pathways.

### **14. Special Educational Needs and Disabilities (SEND)**

14.1. The academy endeavours to cater for students with SEND appropriately. Differentiated material and resources are used in lessons when necessary.

14.2. Bespoke programmes and transition plans are identified for vulnerable/SEND students and those on Alternative Provision (AP). Where possible a Careers Advisor or Careers Leader will attend interim and annual reviews for students with an Education Health and Care Plan (EHCP) from Year 8 onwards.

### **15. Recording, Assessment and Reporting**

15.1. Careers activity participation is logged and linked to outcomes in attainment and post-16 and post-18 destinations.

15.2. The Careers Leader completes three pre-September Guarantee surveys in October, January and March to tailor information, advice and guidance to Year 11 students. The Careers Advisors track Year 11 careers discussions and destinations and produce reports to the Senior Leadership Team and the TMB. This information is used in the academy improvement plan.

15.3. The Careers Advisors provide students with a Career Action Plan after their IAG discussion, and this is reviewed by the Careers Advisor, Careers Leader and pastoral team during the course of Year 11.

## **16. Entitlement**

16.1. Students from Year 7 to Year 13 will:

- learn about themselves and the influences on them
- develop decision making skills
- develop skills to help them manage transition
- develop skills to use and research careers information
- have access to up-to-date information about opportunities in learning and work
- have access to Careers Advice, Information and Guidance
- have impartial, confidential and up to date guidance
- learn about the world of work
- have opportunities to experience the world of work
- have access to an options and pathways discussion prior to key decisions i.e., at 13, 16 and 18.

16.2. Parents are entitled to:

- have the opportunity to speak to the Careers Leader/Advisor by telephone in person at parents' evenings or by appointment.
- have access to information on options and pathways at 13, 16 and 18 years' old.
- be present at careers discussions (at appointed time).
- attend options and pathways discussions with students.

## **17. Links with the Community, Outside Agencies and Businesses**

17.1. Astrea Academy Woodfields has many links with businesses (locally, regionally and nationally) and makes use of local partners such as the Doncaster Chamber of Commerce to encourage local and regional organisations to provide learning opportunities centred on enterprise and employability.

17.2. Speakers are invited into the academy as appropriate. Speakers from further education (including Sixth Forms and Colleges), higher education (Universities) and vocational training providers (for apprenticeships and traineeships) are invited into the academy for events e.g., annual careers fair and careers talks.

17.3. The academy is working in partnership with the Doncaster Enterpriser Advisor Network and Doncaster Opportunity Area Network to build an offer of various employer led activities in and out of school. The academy is part of the Doncaster Careers Hub and has memberships of Enabling Enterprise to support and develop careers work.

## **18. Review and Improvement Plans**

The policy will be reviewed annually and should be considered alongside the following key documents: the CEIAG Rationale, Plan and Programme.