



Wey Valley Academy

Careers Education, Information, Advice and Guidance (CEIAG) Policy	
Responsible Committee:	Ambitions Trust
Policy Coordinating Officer:	Careers Leader
Date revised by Academy:	February 2021
Next review date:	February 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. At Wey Valley, a planned progressive programme of activities supports them from year 7 - 11 to develop an awareness of employability skills and understanding of opportunities in the working world that suit their interests and abilities and help them to follow a sustainable career path.

Commitment

Wey Valley Academy is committed to providing our students with a programme of careers education, information, advice and guidance (IAG) for all students in years 7 – 11. Wey Valley 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

Wey Valley 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
- 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 Wey Valley 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 11-16 Curriculum and at Wey Valley Academy, we fully support and resource the statutory requirement for a Careers Curriculum in Years 7 – 11.

Development

The policy was developed and is reviewed annually by the Careers Leader and his / her Line Manager (SLT) based on current good practice guidelines by DfES/ Ofsted and statutory guidance.

Links with other Policies

It supports and is underpinned by key school policies including those for Teaching and Learning, Assessment, Recording and Reporting Achievement, Citizenship, PSHCE, Work Related Learning and Enterprise, Equal Opportunities and Diversity, Health and Safety, Gifted & Talented and Special Needs.

Implementation of Careers Education Careers Education is delivered during alternative curriculum days and tutor time in Years 7 – 11 by the Careers Leader, supported 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.

Key Stage 3

A careers and enterprise programme will be delivered during the tutor programme and through PSHE lessons. Years 7 and 8 will investigate employability skills, personal interests and work preferences to match against suitable occupations, an enterprise challenge and a series of finance modules including saving and utilising funds. Year 9 will encompass an exploration of KS4 and KS5 future options with a focus on individual career paths and employability skills. They will also research into

the labour market, their expectations of job availability and learn about borrowing money.

Key Stage 4

Students in year 10 will have exposure employers and employees to provide impartial careers advice and options. Students will have a dedicated careers day in February whereby they will write Cover letters with CVs, have employer talks and they will be introduced to required Employability Skills. They will also have the opportunity to complete one week of work experience during June and have dedicated lessons provided in PSHE.

Students in year 11 will focus on post 16 personal statements and applications. Individual action plans and interviews with Careers Guidance Advisor will be available for those who require it. Mock interviews for different pathways and institutions will also be available for those who require it. Year 11 will have the opportunity to have mock interviews from employers to develop their confidence and experience. The focus is post 16 options, questioning and the Application process. Financial modules are also delivered to years 10, 11 based on risk, reward, and moving on from school through PSHE

Implementation of Careers Guidance

- a) Xello - tutor groups from year 7 upwards are provided with an online XELLO login which is a careers support website that will enable students to assess their skills, review jobs and qualifications build a C.V.
- b) Independent Careers Advice – Our careers guidance advisor works in partnership with Wey Valley providing independent and impartial Careers advice and guidance. This service is primarily available for year 11 students.
- c) Careers Lessons - Careers lessons taught involve access to relevant labour market information, skills for working life and financial wellbeing.

Parents and carers

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved. All online resources are easily accessed through the links on the school website. 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 (The Careers Leader) co-ordinates the Careers curriculum and is responsible to his / her senior management line manager. The Careers Leader is responsible for the work of the assigned administrative team. Currently Work Experience is also the responsibility of the Careers Leader.

Staffing

All staff contribute to CEG through their roles as tutors and subject teachers. Administrative staff are assigned to support the Careers Leader. The Careers curriculum is planned, monitored and evaluated by the Careers Leader. The Careers Leader will liaise and consult with Ansbury to ensure that specialist career guidance is available when required. The Careers Leader is responsible for maintaining all Careers resources, support and provision.

Curriculum

The Careers curriculum 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 Character Development Programme. Other events and activities are planned and organised separately throughout the year.

Partnerships

A partnership agreement is ongoing with Dorset LEP and the CEC in supporting and developing the Careers Programme

Resources

Funding is allocated in the annual budget. The Careers Leader 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 Careers Leader and his/her Line Manager. Funding is accessed from school funds and Government initiatives. The school will endeavour to meet training needs within a reasonable period of time.

Monitoring Review and Evaluation

Careers Education is monitored and evaluated throughout the Academic Year. Feedback is obtained from providers, parents, staff and students to assess the effectiveness of every encounter. Careers Guidance is monitored and evaluated annually through discussion with key staff and students and appropriate observation of activities by the SLT. Agreement with Ansbury is reviewed termly. The programme is reviewed annually by the Careers Leader and his / her Leadership Team Line Manager. Changes and improvements to the programme are entered into the Improvement Plan along with timescales for completion. When reviewing the programme, the School Improvement Plan (SIP) is used to ensure that the Careers Team is fully supporting whole school aims.