



An Active Learning Trust School

## Neale-Wade Academy Careers, Information, Advice and Guidance Policy 2019-2020



The *Active Learning* Trust

# A Policy for Careers Education, Information, Advice and Guidance

## Introduction

### Statutory Duties

1. Section 42A of the Education Act 1997 requires governing bodies to ensure that all registered pupils at the school are provided with independent careers guidance from year 8 (12-13 year olds) to year 13 (17-18 year olds).
2. The governing body must ensure that the independent careers guidance provided:
  - is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option
  - includes information on the range of education or training options, including apprenticeships and technical education routes;
  - is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given.
3. The Technical and Further Education Act 2017 inserts section 42B into the Education Act 1997 and came into force on 2 January 2018. This new law requires the proprietor of all schools and academies to ensure that there is an opportunity for a range of education and training providers to access all pupils in year 8 to year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships. Please see Provider access policy in Appendix A.

### Rationale

Neale-Wade Academy has statutory responsibility for securing access to independent and impartial careers guidance for all pupils in years 8-13. In the context of this duty, careers guidance consists of services and programmes intended to assist students to make and implement education, training and occupation choices and to learn how to manage their careers.

Neale-Wade Academy has strong links with outside agencies including universities and colleges, global corporations and local businesses which contribute to:

- Raising aspirations and increasing motivation – helping young people to identify educational and occupational goals
- Demonstrating the relevance of the knowledge and the skills learnt in subjects to future opportunities in learning and working
- Developing the skills for effective learning – reviewing achievements, setting targets, planning and taking action
- Demonstrating the links between living, learning and earning
- Improving literacy – developing information and communication skills
- Improving progression
- Reducing NEET

## **Purpose**

Neale-Wade Academy is committed to career learning and development and fulfils its statutory obligations. Careers learning supports the Academy's overall vision and is linked to the Academy Improvement Plan. Governors and senior leaders have a key role in developing and approving the policy and this process ensures a high profile and a secure place for CEIAG within the school curriculum. This policy is linked to other school policies including Equalities and Health & Safety.

## **Commitment**

The Academy is committed to providing all its students with a planned programme of careers education activities throughout their school career, with opportunities at key transition points to access impartial information and expert advice and guidance. It is also committed to maximise the benefits for students by using a whole Academy approach involving parents, carers, external IAG providers, employers and other local agencies.

## **Management**

This area is supported by a link governor. The Director of Curriculum and Careers has strategic responsibility for CEIAG, oversight of CEIAG with access to administration support. The Academy has responsibility for securing its external careers guidance service. The Director of Curriculum and Careers (Careers Leader) will also oversee the structure for delivery by members of staff who have access to relevant training. The Director of Curriculum and Careers and CEIAG Team will review and evaluate the provision with all stakeholders including young people and the external IAG service, taking into account the Academy's destination measures.

## **Health and Safety and Safeguarding**

Work experience placements are risk assessed

All visits and visitors working with our young people adhere to the Academy's Safeguarding Policy

## **Curriculum Provision**

There is a planned programme of learning experiences with learning outcomes for Year 7 to Year 13 which enable young people to:

- Develop themselves through career and work-related education
- Learn about careers and the world of work
- Develop career management and employability skills
- Understand about Labour Market Information and the value of a good GCSE in Maths and English
- Understand about the importance of science and maths (STEM) and the varying occupations available in these subjects
- Make decisions on their next steps in learning or education which could include further education, apprenticeships, traineeships, university or employment
- Understand the value of out of school opportunities to support their career aspirations such as NCS
- Undertake a work experience placement in Year 12.

## Personal Provision

Elements of the above will require access to individual information advice and guidance through:

- Access to the Academy's Careers Advisor, external careers advisors, visitors and mentors.
- Access to external sources including The Skills Service, employers, learning providers, alumni, the National Careers Service and specialist face to face careers guidance.

The school will secure additional access to face to face external specialist careers guidance as stated in the Education Act 2011 for our vulnerable students as defined by the Academy's governing body.

## Resources

The school will provide resources for the successful implementation of this policy through securing:

- An annual budget to cover internal needs, CPD opportunities and commissioning of external sources
- Adequate staffing with appropriate training
- Student and staff access to information (electronic and hardcopy)
- Designated space for individual, group and research sessions

## Partnerships

The policy recognises the range of partners that support the CEIAG offer within our Academy. These include:

- formal arrangements with external providers of careers guidance and others
- liaison with post 16 providers and higher education institutions
- employers and training providers
- parents and carers

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## Appendix A

## POLICY STATEMENT ON PROVIDER ACCESS

### Introduction

This policy statement sets out the academy's arrangements for managing the access of providers to pupils at the academy for the purpose of giving them information about the provider's education or training offer. This complies with the academy's legal obligations under Section 42B of the Education Act 1997.

### Pupil Entitlement

All pupils in years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events
- To understand how to make applications for the full range of academic and technical courses.

### Management of Provider Access Requests

#### *Procedure*

A provider wishing to request access should contact Helen Parks, Careers Adviser, [hparks3@neale-wade.org](mailto:hparks3@neale-wade.org).

#### *Opportunities for Access*

A number of events, integrated into the academy careers programme, will offer providers an opportunity to come into the academy to speak to pupils and/or their parents/carers.

See Calendar of Activities for current activities for Academic Year 2019- 20

Providers should speak to the Academy Careers Leader or Careers Advisor to identify the most suitable opportunity.

### Premises and Facilities

The academy will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The academy will also make available AV and other specialist equipment to support provider presentations. This will be discussed and agreed in advance of the visit with the Careers Leader or member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at with Helen Parks.

### Approval and Review

Approved on (DATE) by Governors and forwarded to the Active Learning Trust Board of Trustees. This policy statement will be reviewed annually.

Signed: \_\_\_\_\_ Chair of Governors