



An Active Learning Trust School

Neale-Wade Academy Careers, Information, Advice and Guidance Policy 2016



The *Active Learning* Trust

A Policy for Careers Education, Information, Advice and Guidance

Introduction

Rationale

Neale-Wade Academy has statutory responsibility for securing access to independent and impartial careers guidance for all pupils in years 7-13. 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 a CEIAG with access to administration support. The Academy has responsibility for securing its external careers guidance service. The Director of Curriculum and Careers 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.

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.

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

Health and Safety and Safeguarding

- Work experience placements are covered by RoSPA Health and Safety for Work Placement Personnel approved and validated by Institution of Occupational Safety and Health.
- All visits and visitors working with our young people adhere to the Academy's Safeguarding Policy

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

Effective Date