

Ormiston Victory Academy

Careers Education Information, Advice and Guidance Policy

Date adopted: September 2017

Next review date: September 2019

Policy Version Control

Policy prepared by	Ormiston Victory Academy
This Policy was originally created	July 2017
Responsible committee	Strategic Progress Board
Date approved by committee	12/09/2017
Date ratified by LGB (if required)	Not Required
Description of changes from the model policy (if any)	Update I (January 2018) changes to DfE Statutory Guidance. Version II (January 2019) – updates to Working Links, Quality Award commitment (award achieved), staffing (additional of Curriculum Director) and Working Lunches (now including Year 7 & 8).

Contents

Contents	2
Introduction	3
Our Aim.....	3
Policy Aims	3
CEIAG Entitlement Statement	4
Statutory Duty – Key Points	4
Year Group Provision.....	5
Learning Outcomes.....	6
What is CEIAG?	7
Careers Education	7
Careers Information, Advice and Guidance	7
Equality and Diversity	8
CEIAG Staffing	9
Parents and Carers.....	9
Assessment, Recording and Reporting - Careers.....	9

Introduction

Careers Education, Information, Advice and Guidance (CEIAG) programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing 14–19 pathways that suits their interests and abilities to help them follow a career path and sustain employability throughout their working lives. Students are all able to achieve but can only fulfil their potential if they understand themselves, their abilities and the possibilities available to them in the future. We will continue to review, monitor and evaluate our CEIAG offer by speaking and listening to firstly our students, parents/careers, staff and our external partners.

Careers Education, Information, Advice and Guidance (CEIAG) at Ormiston Victory Academy is an integral part of the preparation of all students for the opportunities, responsibilities and experiences of life in modern society. All CEIAG is impartial and unbiased.

Our Aim

Ormiston Victory Academy and Lord Nelson Sixth Form is committed to providing our students with a programme of Careers Education, Information, Advice and Guidance (CEIAG) for all students from Years 7–13. Ormiston Victory Academy and Lord Nelson Sixth Form endeavours to follow the National Framework for CEG 11–19 in England (DfES, 2015), The Government Careers Strategy (DfES, 2018) and other relevant guidance from GATSBY Benchmarks and Ofsted as it is published.

Policy Aims

The aims of our Careers Education, Information, Advice and Guidance Policy are:

- To contribute to strategies for Raising Achievement, especially by increasing motivation.
- To support Inclusion, challenge stereotyping and promote equality of opportunities.
- To encourage participation in continued learning including Higher Education and Further Education.
- To develop Enterprise and Employment Skills.
- To reduce drop-out and course switching within Education and Training.
- To contribute to the economic prosperity of individuals and communities.
- To meet the needs of all our students through appropriate differentiation.
- To focus students on their future aspirations.
- To involve Parents/Carers

CEIAG Entitlement Statement

We offer high quality, impartial careers guidance that helps pupils to make informed choices about which courses suit their academic needs and aspirations. They are prepared for the next stage of their education, employment, self-employment or training.

Pupils understand how their education equips them with the behaviours and attitudes necessary for success in their next stage of education, training or employment and for their adult life.

The Academy is committed to Careers education as a vital means of giving all students the skills, knowledge and understanding to manage their own lifelong learning and career development.

Careers education will prepare all students for the opportunities, responsibilities and experiences of education, training and employment and also the challenges of adult life. Careers education will both compliment and integrate with the SMSC and Form programme. Emphasis will be upon impartial, confidential and informed advice, delivered within a framework of Equal Opportunities.

Ormiston Victory Academy will employ an independent careers advisor as well as working with NEACO to help raise aspirations to enable us to fulfil our statutory responsibilities.

The government produced further statutory guidance in March 2015 for schools in relation to their careers guidance offer, key points are highlighted below:

Statutory Duty – Key Points

The statutory duty requires governing bodies to ensure that all registered students at the Academy are provided with independent careers guidance from Year 8 to Year 13.

The governing body must ensure that the independent careers guidance provided:

- Is presented in an impartial manner
- Includes information on the range of education or training options, including apprenticeships and other vocational pathways
- The guidance given will promote the best interests of the students

To further evidence our commitment to raising the standard and quality of CEIAG provision offered to our students we registered with Prospects Limited to achieve a nationally recognised Quality Award. This was awarded to us at Gold Standard which will last from December 2018 – December 2021.

Year Group Provision

		Y7	Y8	Y9	Y10	Y11	Y12	Y13
Careers Education	CEIAG Embedded within SMSC lessons	Y	Y	Y	Y	Y		
	CEIAG Embedded within Form Programme	Y	Y	Y	Y	Y	Y	Y
	Enterprise Day – Developing Employability Skills		Y					
	Work Experience during the Academic Year				Y		Y	Y
Careers Information, Advice and Guidance	1:1 Careers Appointments with our Independent Careers Adviser	Y	Y	Y	Y	Y	Y	Y
	Working Lunch Guest Speakers to inform students about different career paths available.	Y	Y	Y	Y	Y	Y	Y
	Support Choosing their GCSE Options		Y					
	Support Choosing their A Level Options				Y	Y		
	Support with Choosing University Courses and Personal Statement writing.						Y	Y
	Educational Visits to Industry Specific Careers Fayres			Y	Y	Y	Y	Y
Tracking	Industries that students are interested in working in (1st, 2nd,3rd) choices	Y	Y	Y	Y	Y	Y	Y
	Desired future job role	Y	Y	Y	Y	Y	Y	Y
	Favourite school subjects (1st and 2nd choice)	Y	Y	Y	Y	Y	Y	Y
	Advice they would benefit from	Y	Y	Y	Y	Y	Y	Y
	Advice given by staff	Y	Y	Y	Y	Y	Y	Y
	Advice given by Independent Careers Adviser	Y	Y	Y	Y	Y	Y	Y
	Careers Trips Attended			Y	Y	Y	Y	Y
	Working Lunches Attended			Y	Y	Y	Y	Y
	University Aspirations	Y	Y	Y	Y	Y	Y	Y
	University Applications						Y	Y
	Post-16 Options and Choices					Y		

This will provide the high quality Careers IAG Service that is essential to raise people's aspirations, to help people to understand and adapt to the changing jobs market, make informed choices and to acquire new skills.

Learning Outcomes

Self-Development Students should be able:

- To assess their achievements, qualities and skills.
- To present this information as appropriate.
- To use this information for personal development.
- To set career and learning targets.
- To recognize and deal accordingly with influences on their attitudes, values and Behaviour in relation to work.

Career Exploration Students should be able:

- To understand the nature of work and people's attitudes to it.
- To use a variety of sources of careers information.
- To use work experience to improve chances.
- To understand employment trends

Career Management Students should be able:

- To use decision making techniques, such as Decision Making Upskills within KS3.
- To understand and use sources of help.
- To make informed and appropriate choices at 13 and 16.
- To make and manage changes as appropriate.
- To understand job/learning applications and the requirements of interviews.
- To understand rights and responsibilities in the workplace.

Year 7

CEIAG is embedded within the SMSC programme that takes place during form time and in lessons. Students have one hour of SMSC per week that covers modules in life skills. This incorporates CEIAG, PSHE and Citizenship. They take part in a "Speed Dating" activity which gives them access to future employers and training providers.

Year 8

CEIAG is embedded within the SMSC programme that takes place during form time and in lessons. Students have one hour of SMSC per week that covers modules in life skills. This incorporates CEIAG, PSHE and Citizenship. Enterprise Day to develop employability skills and assemblies delivered introducing National Careers Service. In Year 8, students have an options evening for choosing their GCSE subjects. They are encouraged to make decision based on their career goals.

Year 9

CEIAG is embedded within the SMSC programme that takes place during form time and in lessons. Students have one hour of SMSC per week that covers modules in life skills. This incorporates CEIAG, PSHE and Citizenship. Students also have access to our "Working Lunches" where professionals come in to speak to students, giving them an insight into that career and an opportunity to ask questions. Students are also invited on Educational Visits to Careers Fayres in a variety of sectors including Hospitality, Care, Technology and Finance.

Year 10

In Year 10 CEIAG is embedded within the form programme. They have targeted sessions which help with preparation for Work Experience and de-brief.

Year 11

In Year 11 the Life Skills programme covers Opportunities at 16, and activities such as action planning, job hunting, writing a CV and interview skills. Year 11 also have a Post 16 Evening and taster sessions to sample post 16 at SHS. All year 11 are guaranteed a personal Careers Interview. Days are arranged for students to attend other institutions to explore options.

Post 16

Post 16 students CEIAG is embedded within their form tutor programme during form time. This programme also allows for drop in sessions to assist individuals. Post 16 students also have targeted CEIAG assemblies. All year 13 students are guaranteed a personal Careers Interview. All students are assisted with their future paths and there is an extensive programme in place to assist with UCAS application. Work closely with UEA to ensure students are supported and aware of all options available to them.

What is CEIAG?

Careers Education, Information, Advice and Guidance (CEIAG) consist of:

Careers Education

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. Careers Education takes place mainly through work in lessons.

Careers Information, Advice and Guidance

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 is impartial, client centered and confidential. Careers Guidance takes place mainly through individual support.

Equality and Diversity

Equality information has been gathered from a variety of sources on the equality protected groups in relation to CEIAG, learning and the labour market.

This data covers:

- Employment rates
- Unemployment rates
- Particular barriers affecting access to the labour market
- Particular barriers affecting progress within work
- Qualification and achievement levels
- Level of career aspirations and information on the types of career and learning choices
- Analysis of school leaver destination:
 - Key focus on NEET students
 - Keep focus on HPA students

All staff involved in Careers Guidance have a responsibility to promote equality of opportunity, which ensures that all students have an entitlement and appropriate access to Careers Guidance regardless of race, gender, religion, ability, disability, social background or sexual orientation. All advice given will be impartial and confidential. Students will be helped to understand the importance of equal opportunities and be made aware of the risks of stereotyping and discrimination.

Learning Differences and Development

Please refer to the following policies:

1. Gifted and Talented
2. SMSC Policy
3. SEND Policy
4. English as an Additional Language
5. Child Protection and Safeguarding

CEIAG Staffing

SLT Lead for Careers (Vice Principal): Mrs Orla Ballentine

Director of Curriculum and Vocational Studies: Mr Paul Duncan

Careers Leader: Mr Robert Arger

Careers Adviser: Mrs Diane Pearce

Social, Moral Spiritual and Cultural Leader: Mrs Alice Cordy

Head of Sixth Form: Mr Richard Timm

All Staff:

All members of staff are involved in preparing students for personal and working life, both as a young person and as an adult. All form tutors take a role in CEIAG, e.g. preparation of UCAS references, support during selection of KS4 and 5 options. Staff also displays career opportunities within each classroom.

All tutors and staff members contribute to our Whole School Tracking Document for Careers Information, Advice and Guidance, which can be accessed through Google Drive.

Parents and Carers

The important role of parents/carers in the whole careers process is recognised as vital. Parents/carers are invited to attend careers appointments with the independent careers advisors. They also attend option evening and initial meetings regarding post 16 options.

Parents have access to the careers section of our Academy website as well as a careers twitter feed that they can follow. Parents are informed of our entitlement through letters.

Parents are informed of the latest careers guidance and events through our fortnightly newsletters. This includes upcoming careers trips and working lunch speakers.

Assessment, Recording and Reporting - Careers

1. Year 11 students to record their next steps on Google Forms in the autumn term.
2. Student records updated of any meetings with Careers Adviser, employers or college placements.
3. Students will receive written Action Plans from 1:1 meetings and discussed with parents/carers.
4. Careers Leader to oversee the tracking and monitoring of career action points.

Working Relationships

- Careers and Enterprise Company
- City College Norwich
- Easton & Otley College
- EEEGR
- Local Primary Schools (Work Placements)
- NEACO
- New Anglia Local Enterprise Partnership
- Norfolk County Council
- Norfolk Skills Festival
- Norfolk Tweetup
- Suffolk County Council (The East Training)
- University of East Anglia
- Working Lunch Speakers (Various Organisations)
- Villiers Park

(Refer to Work Experience List and Department Links on the system for further working relationships)

Supporting Documents

- Careers and Enrichment Tracking Spreadsheet for every student:
<http://www.ormistonvictoryacademy.co.uk/careers-guidance/mycareer/>
- Destination reports for Year 11 and Year 13 leavers
- Schools agreement with NEACO