



Careers Education, Information, Advice and Guidance (CEIAG)

Policy Document 2015/16

1 The Policy Statement

1.1 Purpose

Careers Education helps young people to develop the knowledge, confidence and skills that they need to make well-informed, thought-through choices and plans that enable them to progress smoothly into further learning and work, now and in the future. As an academy we must ensure that high quality information and guidance enables our pupils to make the best of their talents and achieve their ambitions by choosing the pathway that is right for them.

1.2 Aims

The academy has a statutory requirement when delivering careers education, to ensure that information about learning options and careers is presented impartially and that advice promotes the best interests of pupils. We aim to ensure that our programme:

- Empowers young people to plan and manage their own futures
- Responds to the needs of each learner
- Provides comprehensive information and advice
- Raises aspirations
- Actively promotes equality of opportunity and challenges stereotypes
- Helps young people to progress

2 Entitlement Statements

2.1 Student entitlement

Career professionals and teachers will support students' career development in a number of ways including:

- Information and discussion in lessons, drop-down days and assemblies to help students make informed decisions about their future
- Access to careers advisers in a variety of ways including individual meetings, drop-in sessions, enrichment activities and on results days
- 4 Guidance Meetings, with members of the Guidance Team, to explore Post 16 options and make applications for Further Education or apprenticeships (1 in Year 10 and 3 in Year 11)
- Careers information and I.T based careers programmes
- Information and updates on notice boards, plasma screens and the academy website

The academy uses a tracking system to identify the needs of all students to target students who require early or additional support in their transition. Students, parents/carers and academy staff can refer students for one-to-one careers support. Students can access CIAG through one-to-one interviews, workshops, PSHCE lessons and enrichment activities.

2.2 Parent/Carer entitlement

Parents can access careers support for their child in a variety of ways including:

- Individual meetings
- Drop-in sessions, options and parents evenings and on results days
- Careers information and computer-based careers programmes, such as U-explore
- Information and updates on the academy website, Facebook and Twitter

2.3 Equality and Diversity

The careers education and guidance delivery satisfies the requirements of the school's Equal Opportunities Policy. All students, regardless of their race, class, gender, faith or special educational needs, have the same access to our resources, wherever possible.

3 Delivery of the CEIAG provision

3.1 Place within the Curriculum and Tutorial Support system

The careers curriculum has been devised following the guidance of the ACEG National Framework for all year groups in core provision and/or drop-down days. This is supplemented by the following: programme of assemblies, enrichment workshops and external visits.

Inset for staff includes training and updates on careers information by qualified careers professionals.

On drop-down days a wide variety of companies, universities and apprenticeship providers may also attend offering advice and guidance.

The academy may also organise specific events for parents/carers and students to provide specialist support.

3.2 Monitoring and tracking of young people

The academy has a responsibility to maintain a full and comprehensive tracking system that gives every student a RAG rating for intervention. The academy tracks intended destinations and supports the September Guarantee. The academy provides individualised support to those students who are at risk of becoming NEET or who have become NEET.

The academy maintains records of all CEIAG interventions and interviews.

4 Management of CEIAG Provision

4.1 Management

The CEIAG Programme and work experience is planned and implemented by the Head of Careers and CEIAG Co-ordinator and involves working closely with staff, students, parents and the wider community. This area is supported by a member of SLT.

4.2 Staffing

All staff contribute to CEIAG through their roles as tutors, subject teachers, Pastoral Leaders, Head of Sixth Form or as a careers professional. Staff training is provided and updates are given in briefing or circulated email. All staff have access to the u-explore website which includes specific information and resources.

4.3 Provision of external and Independent careers guidance

Independent and impartial careers advice and guidance is provided via qualified careers professionals, a range of CEIAG computer-based programmes and websites in addition to our links with businesses, specialist colleges, universities and training providers. Students are also encouraged to access the National Careers Service.

4.4 Other formal and informal partnerships

The academy has a range of formal and informal partnership arrangements with colleges, employers, universities and training providers.

4.5 Information resources

A range of careers information, in a variety of formats, is provided in the Sixth Form and Independent Learning Centre (ILC). Resources are managed in the academy to ensure that they are up to date and meet the needs of all students. The u-explore program provides quality assured information and links to other approved websites and online resources are signposted.

4.6 Budget

Funding is allocated in the academy to a careers annual budget. Maximum use will be made of quality assured free resources and currency/longevity of careers materials is taken into consideration when purchasing priced materials.

4.7 Staff development

All staff should have access to a minimum of 1 hour per year through CPD time to update themselves in relation to current developments in careers pathways. Specific needs are identified in conjunction with the academy CPD co-ordinator and reviewed on an annual basis.

4.8 Monitoring, review and evaluation

An annual review of provision and evaluation of its effectiveness is completed by the Careers Team with input from students, staff and parents/carers.

Appendix A: Leadership & Management

Position	Name	Title
EAB Member	Jenny Allison	HR Manager - Santander
Academy Leadership Team	Mark Newstead	Assistant Principal – Post 16
Operational Leader	Rachel Costoya	CEIAG Co-Ordinator

Appendix B: Staffing

Position	Name	Title
Heads of Year / House / Sixth Form	Y7 – Justine Phillips Y8 – Jayne Needham Y9 – Kate Dunne Y10 – TBC Y11 – Lucy Saker Y12 – Amanda Wright Y13 – Kelly Allen	Pastoral Leaders
Curriculum Leaders	Andy Ewing Rachel Costoya	PSHCE Lead CEIAG Coordinator
Teachers	Lauren Appleyard	Apprenticeships & Employability worker
Tutors	Stan Dukanovic Sarah Steele Rachel Shakespeare	UCAS Support High Achievers Lead EPQ Lead

Appendix C: Provision of External and Independent Careers Guidance

Organisation	Name	Title
U-Explore Multiple external representatives/guest speakers	Jon Arundel	U-Explore Co-ordinator

Appendix D: Other Formal & Informal Partnerships

Organisation	Name	Title
Newcastle University	Joel Greenwood	Outreach Coordinator

Appendix E: Information Resources

Organisation	Resource	Location
U-Explore	U-Explore Online	Academy Website
Careers room / Library		ILC and Sixth Form Study Well
Noticeboards		Multiple

Key Elements of Garforth Academy's Careers Programme

Year 7	Self-Awareness & Reflection	U-Explore								
Year 8	Options	Qualifications (Linked with options)	Self-Awareness & Reflection	U-Explore						
Year 9	Self-Awareness & Reflection	U-Explore								
Year 10	U-Explore	Extra-Curricular Activities	Qualifications	Post 16 Options-Apprenticeships, FE, HE (Guidance Process)						
Year 11	Post 16 Options-Apprenticeships, FE, HE (Guidance Process)	LMI-What Employers Want	CV, Job Applications, Interviews	U-Explore	Budgeting	Self-Awareness & Reflection	Extra & Super Curricular Activities	Qualifications		
Year 12 & 13	Post 18 Options-Apprenticeships, HE, Gap Year	LMI-What Employers Want	Work Exp.	CV, Job Applications, Interviews	U-Explore	Budgeting	Extra & Super Curricular Activities	Trips & Visits-UCAS HE Fair	Qualifications	



APPENDIX I - Student Entitlement

Investing in your Future

The CEIAG programme at Garforth Academy seeks to positively support you to acquire the educational, social and employability skills necessary for lifelong success in a diverse and changing world of work. We will support you to aim high in your career goals and aspirations.

As a pupil at Garforth Academy you are entitled to a CEIAG programme which:

- ✓ is personal to you and always puts your interests first
- ✓ motivates and inspires you to consider all opportunities open to you within and outside of Garforth Academy
- ✓ helps you to gain the skills you need to make your career ambitions a reality
- ✓ provides the support you need to be successful
- ✓ helps you access any additional support you might need
- ✓ is delivered by trained and qualified teachers and advisers, with up-to-date knowledge and understanding of career pathways and local and national labour market information
- ✓ protects and respects your personal information and shares it only with your consent

Together with a range of career professionals, universities, businesses and training providers we will support your career development in a number of ways including:

- Information and discussion in lessons and assemblies to help you make decisions about your future
- Activities and events such as employability days
- Access to careers advisers in a variety of ways including individual meetings, drop-in sessions, enrichment activities and on results days
- Careers information and computer-based careers programmes
- Information and updates on notice boards and plasma screens
- The Garforth Academy website



APPENDIX J - Parents Entitlement

Investing in your Son/ Daughter's Future

Research has consistently shown that parents and carers are **the** most influential factor in a young person's decision making regarding their future. Your support and encouragement influences their choices, and the guidance you provide will be invaluable to their eventual achievements and career pathways. This might feel a little daunting...the jobs of the future may be very different from your own experiences and choices. In fact, they may not even have been invented yet!

There are some very simple and practical steps you can take to support your child.

- Talk to them about their current educational attainment and estimated grades and encourage them to aim high (the skills shortages of the future will be in higher level jobs)
- Discuss where they want to be and research how to get there (we have lots of great resources in the Academy and on the internet)
- Use the links on the academy website www.garforthacademy.org.uk
- Encourage them to seek out the advice and experiences they need to help them achieve their goals
- Help them with the steps they need to take

Together with a range of career professionals, universities, businesses and training providers we will support your son's/daughter's career development in a number of ways including:

- Information and discussion in lessons and assemblies to help them make decisions about their future
- Activities and events such as employability days
- Access to careers advisers in a variety of ways including individual meetings, drop-in sessions, enrichment activities, parents and option evenings and on results days
- Careers information and computer-based careers programmes
- Information and updates on notice boards, plasma screens and websites

You are welcome to attend your child's careers meetings and we encourage you to contact Garforth Academy if you need any more help or information.