

## **CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY**

### **Rationale**

Careers education and guidance programmes play a major part in helping young people choose pathways at each stage of their lives that suit their interests, abilities and individual needs. A robust careers programme helps avoid disengagement, puts school learning into a wider and more relevant context, and helps raise aspirations. We believe that effective careers education and guidance not only contributes to the well-being of individuals but also to the wellbeing of their families, the communities to which they belong, wider society, businesses and the economy.

The Plympton Academy careers programme will help our students to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It will promote equality of opportunity, embrace diversity and challenge stereotypes. The policy will be guided by the Gatsby benchmarks<sup>1</sup> and conform to statutory requirements, in particular the Department for Education's Careers Strategy<sup>2</sup> issued in December 2017.

### **Commitment**

In April 2014, the Department for Education issued updated statutory guidance on careers guidance and inspiration in schools. The message from this is that the school's provision of advice and guidance should comprise a coherent programme of activities that inform, inspire and motivate young people, preparing them for work and helping them to understand where different education and training choices could take them in the future. This programme of activities must

- be presented in an impartial manner;
- include information on the full range of post-16 education or training options, including apprenticeships; and
- promote the best interests of the students to whom it is given
- fulfil our duties under the Equality Act 2010 to promote equality of opportunity, foster good relations across all people, eliminate harassment and discriminatory practices and support children with protected characteristics

Plympton Academy is committed to providing all students with a programme of careers and enterprise related activities. The programme is guided by the Gatsby benchmarks for ensuring best practice. In addition, to ensure the Academy is delivering the best possible careers guidance we are currently working towards achieving the Quality in Careers Standard. This is in accordance with the Government's recommendation that "all schools and colleges work towards the updated Quality in Careers Standard, incorporating Compass, to support the development of a world-class careers programme for all their young people"; as advocated by the Department for Education in their Careers Strategy.

Plympton Academy is also participating in Career and Enterprise Company's (CEC) Enterprise Adviser Network to strengthen the linkage between education and industry; particularly in respect of the identified growth sectors in the Plymouth; raising awareness of opportunities in the current labour market and preparing students for these career experiences.

### **Careers and Employability Programme**

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<sup>1</sup> [www.gatsby.org.uk/education/focus-areas/good-career-guidance](http://www.gatsby.org.uk/education/focus-areas/good-career-guidance)

<sup>2</sup> [www.gov.uk/government/publications/careers-strategy-making-the-most-of-everyones-skills-and-talents](http://www.gov.uk/government/publications/careers-strategy-making-the-most-of-everyones-skills-and-talents)

The programme is delivered through a combination of methods, including the Tutor programme, assemblies, masterclasses, presentations, employer visits, independent work experience, seminars, workshops, educational visits, careers fairs and 1:1 impartial and independent guidance.

At all times the programme is informed by these priorities:

- supporting individual aspirations, improving attainment and ensuring positive destinations
- meeting the needs of specific groups including looked after children, young carers, children from economically-deprived backgrounds and children with special educational needs and disabilities
- developing learners' career management skills, especially those associated with career adaptability, resilience, enterprise and employability
- improving young people's working lives by helping them to identify the values that are important to them such as contributing to the wellbeing of others through their paid and voluntary work and working in greener ways
- developing the use of digital technologies to meet young people's career development needs in conjunction with face-to-face support
- working with parents/carers, alumni and education, community and business partners to meet students' career development needs

Plympton Academy will use a variety of mechanisms to track the students' journey through the programme. In year 7 to 11, the online packages 'Careers Piolet' and 'Start' will support students to explore and research potential career pathways, courses, qualifications and subject information. In the Sixth Form the online package 'ULAS' will be used to support student's research in to both University and Apprenticeships. This, coupled with independent and impartial Careers Adviser support, helps to inform and inspire students so that they are able to make well informed and realistic decisions about their future.

Parents/carers are welcome to speak to the extended careers team, which includes: their child's form tutor, Head of Year, Pastoral Mentor, SENCO or the Careers Leader if they have any questions or concerns about their child's progress and their child's participation in careers events. Parental involvement is encouraged at all stages. The Academy recognises that parents/carers remain the biggest influence on a young person's career choices and as such we offer parents help and guidance at critical stages in the students' time with us; for example, in Year 8 with GCSE options decisions and Year 11 with post 16 choices.

### **Aims and Objectives**

Plympton Academy's vision states that 'We believe in inspiring a culture of success for all. In our Academy, individuals are equipped to take pride in their achievement and pursue their dreams'. The Careers Education programme is an integral part of that vision. To do this we will

- make students aware of the range of opportunities which are realistically available to them in continued education and training at 14+, 16+ and 18+
- ensure that students develop the skills and attitudes necessary for success in adult and working life
- develop in students an awareness of the wide variety of education, training and careers opportunities locally, nationally and internationally
- foster links between the school, and external partners, including local businesses, and Further and Higher education establishments

- ensure there is an opportunity for a range of education and training providers to access registered students during the relevant phase of their education

## **Resources**

The Academy guarantees impartial and independent advice via

- the governing body who are actively involved in shaping careers policy and strategy through its committee structure
- a senior member of staff to advise the senior leadership team and governors on curriculum, staffing and resource requirements; and to lead the development, implementation and evaluation of the school's careers provision with the support of other key post holders (e.g. SENCO, Head of Sixth Form) and specialist careers staff
- a middle leader to manage the day-to-day running of the careers programme
- a costed annual careers plan for achieving current priorities including delivering the planned programme, meeting staffing and CPD costs, and monitoring, reviewing and evaluating the plan
- all staff, including subject teachers and tutors, for students' career learning and planning by setting out clearly the contribution expected of them
- engaging and coordinating our partners, including link schools to ensure effective provision
- actively involving students themselves in the planning, delivery and evaluation of the careers programme.

The Academy will also commission independent careers guidance services from individuals and/or organisations that meet the standards set by the Quality in Careers Standard wherever and whenever required.

All staff have a part to play in the implementation of this policy through their role as teachers/tutors and as subject specialists. Careers information and resources are located on Google Drive and in ?? room, which contains up-to-date, impartial information presented in a variety of media. It is reviewed and renewed on a regular basis by the Careers Leader. These resources can be accessed by students before school, during break and lunch times and after school.

The Careers Leader is responsible for the effective deployment and monitoring of resources, and ensures that staff CPD is included in the annual calendar of events.

## **Partnerships**

The CEIAG programme is greatly enhanced through links with several partners who ensure the students' learning is up to date and relevant. We strive constantly to expand and improve links with employers and other local groups, including the Careers and Enterprise Company's Enterprise Adviser Network, the Plymouth schools CEIAG group, and Next Step.

## **Monitoring, Review and Evaluation**

A report will be published on an annual basis, including an account of activities, a review of progress and an evaluation of pupil responses to provision. This policy will be reviewed annually as part of the whole-school self-assessment process, informing the COMPASS SEF and will be reviewed by the Governors. Parents are welcome to give feedback on any aspect of the CEIAG programme to the Careers Leader, via email of the school website. Student voice activities are conducted with students from various year groups at least once a year through the Junior Leadership Team.

The annual CEIAG plan takes account of the CEC's Careers and Enterprise Strategic Plan. It is reviewed every semester by the Careers Leader and annually by the Senior Leadership Team. The Quality in Careers Standard Award also helps to identify desirable improvements

**Links with Other Policies**

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**Approvals**

Policy Created by: Mrs M Arkell

Date Approved by the Senior Leadership Team:

Date Approved by Governing Body:

Last amended/updated:

Date of Next Review by Governors: