



The Boston Witham Academies Federation

Haven High Academy

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY

Introduction

All students will study Social Studies which incorporates elements of Personal, Social and Health and Economic Education. CEIAG features in this subject. This begins in Year 7 and continues throughout the students' time at the academy. The ongoing CEIAG scheme is supported by work experience the student is engaged on and by additional suspended timetable events. Form tutors, study and support tutors and learning mentors are also involved in the process. The CEIAG work conducted in the academy is moving towards being compliant with Gatsby and CDI frameworks.

This document is to outline the purpose, nature and management of CEIAG in the academy. It is to outline the principles for the delivery of Careers Education and Guidance and to provide a basis for its future development in the academy.

Careers Education relates to the academy aims of preparing young people for the opportunities, challenges and responsibilities of adult working life. It is to help develop students personally, socially, vocationally and culturally as well as raise awareness of opportunities available and raise aspirations.

Senior Leadership and Director of Aspiration have been involved in writing the policy document and have the responsibility of implementing the Policy.

The Nature of Careers Advice

Aims to help young people to:

- develop an awareness of themselves and others
- develop an understanding of the full range of opportunities available
- learn how to make and implement well informed and realistic decisions about the available opportunities.
- manage changes and transitions within and between education, training and work especially post 16 and post 18.

Entitlement- all students in years 8-11 have

- a stable careers programme
- opportunities to learn from the career and labour market
- access to personalised programme to meet their needs
- opportunities to learn about careers across the curriculum
- encounters with employers and employees, at least one per year
- experience of the workplace
- encounters with further and higher education
- encounters with providers of technical education and apprenticeships
- personal guidance, at least 1 interview by end of year 11

Implementation

CEIAG is delivered across a number of platforms including PSHEE in Years 7 to 11, form time, drop in sessions in the “future zone” and in extended assemblies.

A wide variety of teaching and learning strategies and methods are used to involve students in the learning process. Particular emphasis is given to active and participative methods such as group work, experiential learning and self supported study. ICT will be used where possible, particularly with regard to CVs and applications for Years 11 -13, and careers platforms such as KUDOS.

The Director of Aspiration offers guidance alongside an independent Careers Adviser who assists the academy by providing regular opportunities for individual and group interviews for students in KS4. All students are provided with at least one 1:1 personal guidance interview by the end of year 11.

Employers, trainers and FE staff

Local industry, training organisations and colleges are involved with the CEIAG of students providing opportunities for students to experience the world of work and further study both in the academy and in the wider community.

Equal Opportunities

The Careers Team have a particularly important role in promoting equal opportunities by helping students to challenge attitudes and damaging stereotypes within the academy and the wider community. Through the careers programme students are encouraged to become aware of, and to challenge stereotypes of gender, race, class, religion and disability that exist in the world of work and in the community. Students are encouraged to participate in non-stereotypical activities. All careers and education information conforms to Equal Opportunities values.

Parental involvement

We recognise the vital role that parents/carers play in helping to shape the career choice of young people. Opportunities are available for parents to engage in their child’s career planning via parents’ evenings, careers fair and individual interviews where appropriate.

Material resources to support

- The Future Zone contains a wide range of careers information and private study area.
- ICT hard and software programmes to support career planning e.g. LMI4ALL, National Careers Service and Kudos

Evidence of student’s work

- Folder of activities and information
- Up to date records of interviews and personal statements.

Reporting to Parents

Reporting to parents is through discussion at Parents’ and Options Evenings, through Careers interviews and career plans drawn up with students.

This policy takes into account the statutory guidance issued January 2018.

Updated Sept 2018

Signed off by:

Print name and role:

Date:.....