

Ormiston Denes Academy

Careers Policy

Policy Version Control

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| Policy prepared by (name and department) | Ormiston Denes Academy |
| Last review date | Spring 2021 |
| Date released | 14-02-2021 |
| Next review date | 14-02-2023 |

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CAREERS EDUCATION, INFORMATION ADVICE AND GUIDANCE POLICY FRAMEWORK

1. INTRODUCTION

Ormiston Denes Academy, part of the Ormiston Academies Trust is committed to providing Careers Education, Information Advice and Guidance and Work Related Learning to all its students through the curriculum, organised activities and an independent and impartial IAG service. Careers Guidance will focus on the specific needs of the individual student to promote self – awareness and personal development. It will aim to provide current and relevant information to enable each student to make informed decisions about their future. It will be presented in an impartial manner, be confidential and differentiated to suit the requirements of each individual student. Ormiston Denes Academy is committed to the DfE’s “Careers guidance and access for education and training providers statutory guidance for governing bodies, school leaders and school staff (January 2018)”. In line with the Government Careers Strategy (December 2017), The Gatsby Charitable Foundation’s Benchmarks have been used to develop and improve careers provision in the academy.

2. AIMS

Careers Education, Information, Advice and Guidance (CEIAG) should promote the following to all of our students:

- Self-development – assessing their strengths and weaknesses to inform future learning and work choices and develop positive self-esteem. They will understand themselves and the influences on them.
- Career exploration through the provision of a wide range of resources: careers websites, careers software, books and leaflets, posters and access to impartial careers guidance.
- Career Management through making informed choices at key transition periods.
- Work Based Learning Opportunity through one week of work experience in Year 10 .
- Independent investigation through the use of media sources and employer engagement.
- Progression planning for a better journey to work through the provision of Information, advice and Guidance (IAG) from the All Together Guidance Professional in the Academy.
- Supporting the curriculum through organised activities and events in association with local education providers and businesses.
- Developing an understanding of the changing nature of work, learning and career choices, including the full range of post-16 education or training options, including apprenticeships.

3. COMMITMENT

Careers education, information advice and guidance (CEIAG) and work related learning (WRL) have a high priority within the Academy. CEIAG and WRL are seen as playing an important role in motivating our students, promoting equality of opportunity and maximising their academic and personal achievement whilst at school and beyond. The Academy actively promotes parent/carer involvement through events, forums and access to information via the Academy website.

Commitment to CEIAG has led the Academy to be awarded the Quality in Careers Standard Award at Gold Level. Reaccreditation has been applied for in October 2021.

4. STAFFING

CEIAG will be developed, planned and delivered by;

- All Together Guidance Professional
- Work Experience Co-ordinator
- PSHE Co-ordinator
- Skills for Learning Lead
- Form Tutors
- SENCO
- Subject Tutors
- Directors of Learning
- External agencies and businesses where appropriate
- Named member of Senior Leadership Team with responsibility for and oversight of careers provision.

And supported through mentors, Governors, Senior Leadership Team and the administration team.

5. PROFESSIONAL DEVELOPMENT

The All Together Guidance Professional holds the Level 6 Diploma in Career Guidance and Development. Being a registered professional she ensures that registration requirements are met through regular recorded CPD.

6. RESOURCES

The CEIAG budget is set by the Business Manager on a per head/per capita basis against Year Groups.

There is a small careers library, situated in the careers office, which is open to students and staff. Resources include books and a range of current careers literature and further education and higher education prospectuses. All students can access careers guidance software using a login available from the student intranet.

Career information and resources are displayed throughout the Academy.

Staff have their training needs identified and met through a process of annual appraisal and review.

7. ENTITLEMENT

Students are entitled to careers education, information, advice and guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with students and their parents or carers. The programme will promote equality of opportunity, diversity and inclusion, in the best interests of the students to whom it is given.

Specifically, students at Ormiston Denes Academy are entitled to receive:

- Clear information, advice and guidance about **all** options available
- Help to decide what to do when they finish their course/education, including further learning, training or employment
- A programme of CEIAG which helps them to develop skills and knowledge to make choices and the transition to work and learning
- The opportunity to be involved in making decisions about things that affect their learning
- An opportunity to learn about the world of work

Students and parents/carers are made aware of this entitlement through the Academy's web site. Students are encouraged to review their entitlement regularly within tutorial settings and designated CEIAG lessons.

8. PROVISION

Students' CEIAG will be built on from entry to the school at Year 7, resulting in a wealth of knowledge by Year 11 and high visibility awareness on where in school to access it. The model will be on-going and subject to review as per sector information change and legislation.

Career focused activities are delivered through the curriculum throughout the year. These are managed by the responsible Curriculum Lead and the All Together Guidance Professional. Participation in activities, both in school and off-site, provide employer contact and further information. The All Together Guidance Professional supports the delivery of Impartial Careers Advice and Guidance and is available to students and staff. Students will be consulted on the impact of the CEIAG programme through questionnaires following activities and an annual survey.

By the end of Key Stage 3 all students will have:

- A better understanding of their strengths, achievements and weaknesses to evaluate how these might inform future choices in learning and work.
- A better understanding of the full range of 14-19 opportunities for progression
- An understanding of some of the qualities, attitudes and skills needed for employability.
- Used online careers resources to research information about opportunities and apply their findings to help to make informed choices for their Key Stage 4 Options Choices.
- Received appropriate impartial advice and guidance on Key Stage 4 options.

By the end of Key Stage 4, all students will have:

- Enhanced their self-knowledge, career management and employability skills.
- Used ICT software and other sources of advice to investigate and explore future choices and progression routes.
- Experienced the World of Work through a work placement.
- Been given direct access to employers, colleges and training providers.
- Been given guidance to help identify a range of post-16 options and careers advice and support networks that they can use to plan and negotiate their career pathways.
- Been provided with the resources to complete the post-16 application procedures, including CVs, personal statements, and preparation for interview.
- Been given information about appropriate available funding.
- Produced a challenging but realistic plan for their future learning and work, by relating their abilities, attributes and achievements to the goals they have set themselves.

To raise aspirations, promote equality of opportunity, celebrate diversity and challenge stereotypes in support of the Academy's Public Sector Equality Duty CEIAG will be delivered in the curriculum, in Skills 4 Learning, assemblies and at key transition points. CEIAG will be supported through a number of mediums including;

- Careers Fairs
- Guest Speakers
- Mentors
- Option evenings
- STEM events
- Cluster/Lowestoft Partnership career work related learning events
- Conferences
- University visits

- Bespoke visits
- Whole school drop down days
- High quality on line career websites
- The Ormiston Denes Academy website careers page will be used as a vehicle for sharing information with students and parents/carers.
- Work experience. All students will go out on work experience in Year 10.
- All students will have access to information on post 16 opportunities, e.g. 6th form routes, Further Education, Higher Education, Foundation Learning, training, apprenticeships and the world of work and careers information.

Every student will be offered the opportunity for a 1:1 IAG session.

9. VULNERABLE GROUPS

Priority is given to those students identified as most vulnerable. These groups and factors contributing to vulnerable students include;

- Special Education Needs
- Looked after children
- High risk of NEET
- Students involved in the CAF / ART process
- EAL students
- School refusers and persistent non-attenders
- Students in intervention
- Young carers
- Students from disadvantaged backgrounds

There is a partnership agreement with Suffolk County Council Early Help Team to work with identified vulnerable students. The Academy works with the Senior Youth Support Worker to ensure continuity of approach and transition to post 16 education provision.

The All Together Guidance Professional attends annual reviews and transition reviews as required and contributes to the EHC plans in collaboration with the SENCO, student and parent/carer.

The All Together Guidance Professional also works with the pastoral team to ensure that any vulnerable students are referred for specific IAG. Those year 11 students who are identified at risk of becoming NEET after compulsory education are supported by the Early Help Team in conjunction with the pastoral team and All Together Guidance Professional.

10. REFERRAL

An individual working with a student may identify the need for specialist support from the All Together Guidance Professional. The process for referral is to contact the All Together Guidance Professional and refer the student. The student is informed of the process and their views sought at all times. Confidentiality is always respected where this is possible.

11. ONE TO ONE GUIDANCE

Every student will be offered the opportunity for 1:1 IAG session. This is offered by the All Together Guidance Professional. Additional support will be given to students with additional /special needs via a Senior Youth Support Worker and Transition Coach with the Lowestoft & Waveney Early Help Team.

Students can expect to be:

- Treated equally with others
- Given careers information and advice that is up to date and impartial
- Treated with respect by visitors to the school who are part of the CEIAG programme
- Given extra help if you have additional / special needs

12. MONITORING, REVIEW AND EVALUATION

To support the monitoring, review and evaluation of Ormiston Denes Academy's CEIAG, CEIAG is built into the school's Self Evaluation and Development Plan. This SEF is regularly reviewed to ensure that each aspect's effectiveness is at the highest standard, and if this is not the case, actions for improvement are documented.

CEIAG actions in the SEF are to ensure that all pupils are well prepared for their next stage of education, employment and training. Due to the work of the school's CEIAG, students have the knowledge and skills that will enable them to excel. It is also to ensure that all students receive unbiased high quality careers guidance, with the opportunities for encounters with the world of work.

Monitoring review and evaluation will take place through a range of mediums;
Leave following list as is.

- On Line surveys for students and parents/carers
- Careers Fair evaluation
- Student Portfolios
- Student Voice
- Teacher Assessment, evaluation and feedback
- Focus Groups
- Case Studies
- Destination data from Post 16 Providers
- The All Together Guidance Professional will capture data and monitor a record of students' CEIAG activities from Year 7 to 11.
- Liaison with the Early Help Team.
- Liaison with IAG Practitioners Meeting for the Lowestoft Partnership
- Updates from SCC on labour market intelligence

13. LINKS WITH THE COMMUNITY, OUTSIDE AGENCIES AND BUSINESS

Ormiston Denes Academy has a strong network of links with local and national businesses.

Organisations are invited into the Academy and students visit employer premises as appropriate.

Speakers from a range of local colleges and training providers are invited to Ormiston Denes Academy to ensure students have access to a full range of impartial information. Students are encouraged to attend open days at colleges and universities.

Ormiston Denes Academy has links with Lowestoft Rising, the Lowestoft IAG Partnership and Suffolk Connect EB, NEACO and the Careers and Enterprise Company.

The Academy produces a bi termly booklet, The Lowestoftian, which contains a section on careers events and is available to students, parents and the wider community.

Provider Access Statement

This statement sets out the school's arrangements for managing the access of providers to pupils at the academy for the purposes of giving them information about the provider's education or training offer. This complies with the Academy's legal obligations under Section 42B of the Education Act 1997. The Access Statement is published on the Academy website.

14, THE GOVERNING BODY

There is a link CEIAG governor. The Governing Body has strong links to business and employers in the local community.

15 PARENTS AND CARERS

Relationships with parents and carers are maintained through parentmail, letters, text, email and telephone. Parents and carers are made aware of student entitlement and the wide range of careers related information on the academy website.

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Careers Guidance (as defined by Ofsted publication ‘Going in the right direction’ published September 2013) - The DfE states: Careers guidance refers to services and activities intended to assist individuals of any age and at any point throughout their lives to make education, training and occupational choices and to manage their careers. The activities may take place on an individual or group basis and may be face-to-face or at a distance (including help lines and web-based services). They include careers information provision, assessment and self-assessment tools, counselling interviews, careers education programmes, taster programmes, work search programmes and transition services.

The DfE states in “Careers guidance and inspiration in schools” published March 2015. The duty on schools, to secure independent careers guidance for all year 8-13 pupils, is intended to expand advice and guidance for young people so they are inspired and motivated to fulfil their potential. Schools should help every pupil develop high aspirations and consider a broad and ambitious range of careers. Inspiring every pupil through more real-life contacts with the world of work can help them understand where different choices can take them in the future.

Careers Education - planned progressive provision by learning providers for all young people that enables them to learn about careers, learning and work so that they can manage their development, make life choices and decisions that will benefit their own personal and economic well-being.

CEWRL: Careers Education and Work Related Learning

Work Related Learning (WRL) – a series of opportunities and experiences for learners to develop knowledge and understanding of work and enterprise, to develop skills for enterprise and employability and to learn through direct experiences of work and enterprise.

CEIAG: Careers Education Information Advice & Guidance

Careers Guidance – a personalised service delivered by a specialist and qualified careers guidance practitioner that assists young people make educational, training and occupational choices and manage their careers. This would usually be in a 1:1 interview but may take place in small groups.

IAG: Information, Advice and Guidance

Information – up to date, impartial data on career and learning opportunities conveyed through different media.

Advice – activities or further discussions that help young people understand and interpret information. This can individually or in groups.

Guidance – in-depth, individual support to help young people understand themselves and their needs and overcome barriers to progression, learning or achieving their career ambitions. It is important to remember that **IAG** is three separate elements, though it often overlaps as one activity or intervention. For the purposes of this document, IAG can be delivered by a number of people in and out of the school/college environment – for example; - careers co-ordinators, tutors, teachers, mentors, external visitors or agencies and employers.

STEM: Science, Technology, Engineering and Maths

DfE: Department for Education