





# CAREERS GUIDANCE POLICY

<b>Approved by:</b>	Board of Directors
<b>Date:</b>	15 October 2018
<b>Review Date:</b>	September 2020
<b>Signature:</b>	
<b>Chief Executive</b>	A Warboys
<b>Signature:</b>	
<b>Chair of Board of Directors</b>	J Leam

## **Document Detail**

<b><u>Document Type:</u></b>	Education Policy
<b><u>Document Name:</u></b>	Careers Guidance Policy
<b><u>Purpose:</u></b>	To outline the Trust's Careers Information, Education, Advice & Guidance requirements.
<b><u>Version Number</u></b>	1.0
<b><u>Effective from:</u></b>	1 September 2018
<b><u>Owner:</u></b>	Mr D Green
<b><u>Approved by</u></b>	Accord Board of Directors
<b><u>Last Review</u></b>	N/A
<b><u>Status:</u></b>	
<b><u>Next Review Date:</u></b>	
<b><u>Consultation:</u></b>	

## **Change History**

<b>Date</b>	<b>Change Details</b>	<b>Approved by</b>

### **1.0 Introduction**

The Accord Multi Academy Trust is a single legal entity, therefore references to “the Trust” in this policy should be considered as inclusive of its Academies.

- 1.1 The Trust believes that students should be appropriately prepared for the choices they make during their education and the choices they make in the future. Students should leave with an understanding of how their education will

prepare them for the world of work. The students should feel confident in making key decisions about educational and career choices and have a clear understanding of the routes and pathways they can take to achieve their goals.

- 1.2 The preparation will be achieved through a variety of means but principally through a tutor programme, independent specialist careers resources, PSHE lessons, drop down days, working in partnership with employers and apprenticeship providers and further/higher education providers. Access to one to one careers guidance from a suitably qualified careers adviser will also be available.

## **2.0 Aims and Learning Objectives**

Careers Education, Information, Advice and Guidance is an important element across the Trust and aims to ensure each individual student is able to progress in to a positive destination in the future:

- To raise students aspirations and expectations.
- To enable students to set personal objectives and goals in relation to their future choices.
- To ensure students are aware of all the options available to them including; further education, higher education and apprenticeships.
- To promote lifelong learning and education to students.
- To promote equal opportunities and tackle gender stereotyping with career choices and the world of work.

## **3.0 Legislation and Guidance**

This policy meets the requirements of;

- Department for Education (DfE) Statutory Careers Guidance and Access and for Education and Training Providers January 2018.
- Careers strategy: Making the most of everyone's skills and talents December 2017.
- The Careers & Enterprise Company - GATSBY Benchmarks

## **4.0 Entitlement**

- 4.1 The Trust aims to provide all students with a comprehensive Careers Education, Information, Advice and Guidance (CEIAG) programme that is inclusive and provides opportunities for all. The CEIAG curriculum will be delivered across the tutor/PSCHE programme as well as embedded into the broader curriculum to ensure students see the relevance between their academic subjects and their future career options. In addition students will have access to one to one individual careers guidance appointments, at an appropriate time.

### **4.2 Students entitlement**

Students are entitled to:

- Individual and impartial careers guidance from a suitably qualified professional (Level 6 – Careers Guidance Expert).
- To attend a confidential careers interviews and be treated with respect (in line with confidentiality and safeguarding policies).
- The opportunity to gain the skills that enable positive progression post 16/18.
- Access to up to date careers information that is suitable to their needs.
- Information about all the options available to them in years 8, 11 and 13.
- A careers action plan to outline the next steps to achieve their chosen career.
- Be referred for extra support, if needed, to other agencies where appropriate.
- Support to complete appropriate applications at key stages e.g. Post 16/18 and apprenticeships.
- To produce a CV and gain relevant and informative feedback.
- To be prepared for the ‘world of work’ by completing mock interviews and application forms.
- Access to online careers resources and relevant websites/programmes.
- Access to up-to-date local and national Labour Market Information (LMI)

#### 4.3 Entitlement for parents/careers:

Parent/careers are entitled to:

- Speak to a trained member of staff about their child’s career and education plans.
- A copy of the careers action plan.
- Impartial and up to date information on a range topics including: Options at 16, Options at 18, Student Finance.
- Attend events and parents’ evenings designed to offer information and advice, guidance on the options available in the future.
- To attend a careers interview with their child.

### 5.0 Careers Education, Information, Advice and Guidance (CEIAG)

5.1 The CEIAG programme is delivered from years 7 – 13 and consists broadly of the following activities:

- Enterprise opportunities and access to the Enterprise Adviser programme through Leeds City Region (LCR).
- Support at key stages such as Options, Year 11 and Year 13 transition.
- Careers programme delivered through tutor time/PSCHE.
- Careers conventions.
- Year 10 Mock Interview Days/World of Work Days.
- Face to face/One to one Careers, Information, Advice and Guidance (IAG) appointments.
- Target and intensive support for vulnerable students and those at risk of being NEET (Not in Employment, Education or Training).
- Support for students undertaking Alternative provision/Early College Transfer (ECT) programmes.

- Opportunities through Careers week to focus on individual subjects through curriculums.
- Apprenticeship Weeks/Fairs and STEM Focus events.
- Access to careers related materials both paper based and electronic software.

## **6.0 Partnerships & Referral Agencies**

6.1 The Trust will work in partnership with the following agencies and refer on students where appropriate to support progression and access to relevant and appropriate information, advice and guidance. To include:

- Wakefield Connexions Service Provider (commissioned by Wakefield Council) to refer students for target and online careers information, advice and guidance and support.
- The National Careers and Apprenticeship Service.
- Wakefield LA Youth Service.
- Leeds City Region (LCR) and Leeds Enterprise Partnership.
- Further & Higher Education Providers.
- Employers & Apprenticeships providers to support student progression/destinations.
- Wakefield Local Authority

## **7.0 Monitoring, Evaluation & Data Sharing**

7.1 The CEIAG provision will be monitored regularly through the following process:

- Student evaluation
- Event evaluations
- The GATSBY Benchmarks (As set out in the DfE January 2018 Guidance)

7.2 Data sharing will take place with the Local authority and DfE under the statutory requirements for reporting progression data to prevent students becoming NEET (Not in Education, Employment or Training) in the future.

## **8.0 Roles and Responsibilities - The Trust Board of Directors**

8.1 Section 42A of the Education Act 1997 requires the Trust to ensure that all registered students at the school are provided with independent careers guidance from year 8 (12-13 year olds) to year 13 (17-18 year olds).

8.2 The Board of Directors must ensure that independent careers guidance provided:

- Is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option.
- Includes information on the range of education or training options, including apprenticeships and technical education routes;

- Is guidance that the person giving it considers will promote the best interests of the students to whom it is being given.

## **9.0 Training**

- 9.1 All staff who provide one to one Information, Advice and Guidance are Level 6 qualified, in line with the DfE guidance. Staff follow a programme of CPD and adhere to the Career Development Institute (CDI) Code of Ethics.

## **10.0 Links with other Policies**

- 10.1 The Careers Guidance Policy links to the Provider Access Policy which outlines the arrangements for providers to access the Trust academies regarding Information about provider's education/training offer.

## **11.0 Careers Leader**

- 11.1 The designated Careers Leader for the Trust is Dan Green for Careers, Education, Information, Advice and Guidance (CEIAG). Telephone: (01924) 232820) E mail: [dgreen@ossettacademy.co.uk](mailto:dgreen@ossettacademy.co.uk)

## **12.0 Policy Review**

- 12.1 This policy will be reviewed and updated if the DfE Statutory Careers Guidance is changed. Otherwise, or from then on, this policy will be reviewed every 2 years and shared with all Academies within the Accord MAT.