

# Careers education, information, advice and guidance (CEIAG) Policy

## Isca Academy



**Approved by:** Local Governing Body

**Date:** November 2020

**Next review due by:** November 2021

## **1. Introduction and context**

### Statutory context

The Education Act (2011) placed schools under a statutory duty to provide access to independent and impartial careers guidance for all pupils in years 9 to 11. In April 2013 The Government extended this duty to years 8 to 13.

A further addition to the Technical and Further Education Act (2017) states that schools in England “must ensure there is an opportunity for a range of education and training providers to access registered pupils during the relevant phase of their education, for the purpose of informing them about approved technical education qualifications or apprenticeships”.

Further statutory guidance (2018) requires schools to offer their students access to employment, apprenticeship and training providers, and to publish a Statement outlining this access to providers. It will also be a requirement from September 2018 that “every school needs a [named] Careers Leader who has the energy and commitment, and backing from their senior leadership team, to deliver the careers programme across all eight Gatsby Benchmarks.”

### Overview of Careers at Isca Academy

Isca Academy provides individual careers guidance, careers information and a careers education programme. The programme offers a wide range of activities and is complemented by partnerships and extensive links with many external agencies including local employers, training providers and Higher Education Institutions.

The policy for Careers Education, Information, Advice and Guidance (CEIAG) is underpinned by a range of key school policies and curriculum areas, but especially PSHE.

The school employs a qualified and experienced careers and Further Education Adviser, which students in years 10 and 11 can access throughout the academic year.

### **Student context and leavers' destinations**

2018 statutory guidance re-emphasises that “a successful careers guidance programme will also be reflected in higher numbers of pupils progressing to positive destinations such as apprenticeships, technical routes, sixth form colleges, further education colleges, universities or employment.” Isca Academy is committed to ensuring that wherever possible, all young people leave the school to enter employment, further education or training.

Each year, it is typical for over 90% of our students to make the transition from year 11 to study level 2/3 courses at a tertiary education provider. We are proud of the fact that the proportion of our students not in education, employment or training (NEET) by the October of leaving our school is very low, on average this is around 1% compared to 11.5% nationally (office for national statistics 2018)

Up to date information about our leavers' destinations is available on our school website.

### **Aims and objectives of CEIAG**

All students have access to impartial careers information and guidance appropriate to their age and ability. This promotes equality of opportunity, inclusion and diversity and challenges stereotyping. Students are encouraged to develop the knowledge and skills needed to make informed choices and to manage their transitions, for example, from Year 11 to post-16 opportunities.

Through the programme, our students are able to:

- Relate their studies to and understand the world of work.
- Review their experiences and achievements and present and discuss these with others, and set realistic goals for self-improvement.
- Research and understand the range of education, employment and training opportunities available to them at post-16 and further into the future.
- Make informed decisions about their future and manage transitions, for example between Key Stages or between school and university or the world of work.
- Be aware of sources of financial help for learning.
- Develop key transferrable knowledge and skills related to local labour market information (LMI), employability and the workplace.
- Develop qualities of resilience, communication, aspiration and critical thinking through timely and relevant activities and opportunities that are directly transferrable to a range of employment, apprenticeship and further education pathways.
- Access a range of information from employment, apprenticeship and higher education providers, as well as related external agencies.

### **Student entitlement**

Students are entitled to a comprehensive, relevant and aspirational programme of CEIAG opportunities. Key features of the provision for all students, in years 7 to 11, include:

- Individual careers guidance interviews – by qualified, impartial Careers and Higher Education Advisers.
- A Careers Education programme delivered through PSHE - complemented by visiting guest speakers from Higher Education and Industry – and integrated into the main academic curriculum, as appropriate.
- Advice and support for students seeking education, job and training opportunities.
- A bespoke careers information website.
- Work-related visits, activities and projects delivered in partnership with the Careers Hub – Heart of The Southwest
- High-profile CEIAG events with extensive representation of our school, regional and national employers universities, training and Apprenticeship providers. The school is committed to giving all students at least one encounter with an employer each year, with two or more for those in receipt of the Pupil Premium.

More specifically, the CEIAG programme falls under three broad areas:

#### Individual Careers Guidance

Careers guidance interviews provide students with an opportunity to discuss their individual circumstances and future plans, helping them to make informed decisions and appropriate choices. Individual careers guidance is provided at the key points of transition: -

- Year 8 students are invited to an individual appointment to discuss their GCSE subject options
- All Year 11 Students are invited to an individual appointment to discuss their post-16 plans and options
- Students with additional needs or those requiring additional support may be referred for additional individual guidance appointment by the inclusion team

## Careers Education

CEIAG is an integral part of the school's PSHE programme for all students. All staff contribute to CEIAG through their role as school leaders and subject teachers. Here is an overview:

Year group	Careers content
8	<ul style="list-style-type: none"><li>• Careers pathways</li><li>• How to use FE providers' websites/prospectuses</li><li>• Research your own courses</li><li>• Careers research – pay, hours etc</li><li>• Your aspirations</li><li>• CVs</li><li>• Celebrating your skills and strengths – writing a personal statement</li><li>• Understanding the gender pay gap</li></ul>
9	D of E Bronze Award information and support for activities – Physical, Skill and Volunteering. Learn about the benefits of the award – for the student and the wider community, focus on teamwork, organisation, determination, communication and having fun. First Aid skills are also developed through this programme.
10	<ul style="list-style-type: none"><li>• Going to university – what university life is like, purpose, and studying, managing money.</li><li>• Alternatives to university</li><li>• Employment patterns</li><li>• Work experience – purpose, choosing a place, techniques of letter writing a letter</li><li>• Time to research and choose at least 3 work experience placements</li><li>• Preparing for work experience placement – practicalities (dress, travel, food, social skills etc). How to be proactive and independent. Expectations around conduct and manners</li></ul>
11	<ul style="list-style-type: none"><li>• Careers and college applications</li><li>• Why is it important to have a goal?</li><li>• Understanding the meaning of level 1, 2 and 3 courses; vocational and A level and where they lead</li><li>• What wages do they think are 'normal'? – match wages to jobs and qualification level.</li><li>• Understand how a CV projects your career identity and how employers judge people by their CVs.</li></ul>

The careers education programme at Isca Academy is complemented by a range of visiting guest speakers from Higher Education and Industry and enhanced by a wide range of careers and work-related learning projects and activities in partnership with local employers and higher education.

## Careers Information and Resources

There is a dedicated Careers Resource Area in the school library. Information and resources have been carefully researched and are appropriate to the age and ability of students. As well as providing an extensive range of Careers and Higher Education Information there is also up-to-date and relevant information relating to financial matters and welfare issues. Students can also access the most up to date careers software.

There is a dedicated careers area of the school website, which is regularly updated and contains a range of useful information and essential links to other sources offering independent, impartial and relevant CEIAG advice. Details of the careers programme and events and activities are made available on the website.

CEIAG resourcing is supported by an annual budget allocated from school capitation. This is monitored and reviewed by the Careers Leader who is a member of the Academy Leadership Team.

## **Partnerships and links**

### External partners

Our CEIAG programme is enhanced through links with various partners who ensure the students' learning is up to date, engaging and relevant. We are proud of what we currently offer, and strive constantly to expand and improve links with employers, universities, training providers and other relevant groups. The examples below are indicative of our many partnerships and links, but are by no means exhaustive.

- Universities, employers and training and apprenticeship providers play a prominent and visible part in the delivery of Careers Education, particularly in years 10, and 11, and through whole school events such as National Careers Week each March, progression events and parents evenings.
- The school is also an active participant in university outreach schemes, including those run by the University of Exeter
- Heart of The Southwest careers hub, the school has strong links with an Enterprise Partner and participates at local CEIAG networking events organised through the LEP.
- Progression Partnership with Exeter College.

### CEIAG in the wider curriculum

Isca Academy is committed to ensuring that CEIAG is embedded within the wider curriculum. Audits of curriculum links to CEIAG are carried by the Careers Leader each Spring term. Such audits provide opportunities for departments to highlight good practice and identify areas where they may require support in developing aspects of CEIAG.

## **Monitoring, Review and Evaluation**

The quality of CEIAG is monitored and evaluated annually by the Careers Leader, this will include;

- Observation of CEIAG activities, including the PSHE delivery.
- Student evaluation via student surveys, questionnaires and focus groups.
- Tutor feedback – verbal feedback from tutor meetings- all key stages
- The views of parents are sought via school surveys/questionnaires
- The view of Further/Higher Education and Apprenticeship providers and employers is sought through informal discussion and evaluation following contributions to school events, such as National Careers Week or progression events.

The review and evaluation for CEIAG informs the planning and implementation of the programme, ensuring that what we deliver is best tailored to the needs of all of our students.

Isca Academy is committed to meeting the eight Gatsby benchmarks<sup>1</sup>, as recommended as best practice in January 2018 statutory guidance.

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## Staffing

The school employs a Careers Adviser. Training and professional development is a significant part of the effective implementation of CEIAG and is built into the annual needs assessment of the school's INSET planning.

### Key roles and responsibilities

Staff	Position	Responsibilities within CEIAG
Sue Fielder	Assistant Headteacher and designated Careers Leader  Disadvantaged Student Champion	Strategic leadership of CEIAG, linking CEIAG to wider school policies and development plan priorities. Link between CEIAG and the Governing Body.  CEIAG programme delivery, years 7-11
Jan Taylor	College/FE Advisor	Individual guidance to students on tertiary education options
Ann Broome	Next Steps Southwest coordinator	Provide opportunities for disadvantaged students to engage with employers, FE, Apprenticeship and HE providers
Marie Knights	PSHE Team Leader	Co-ordination of PSHE programmes, including CEIAG.
Ann Broome	Administration Officer	Administrative support for work-related learning
Marion Baxter-Sibley	School Governor	CEIAG

Isca Academy: Provider Access Policy

### Introduction

This policy statement sets out the Isca Academy's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

### Management of provider access requests

#### Procedure

A provider wishing to request access should contact Sue Fielder, Assistant Headteacher, Telephone: 01392 204082; Email: [sfielder@iscaexeter.co.uk](mailto:sfielder@iscaexeter.co.uk)

### Opportunities for access

A number of events, integrated into the school careers programme, will offer providers and employers an opportunity to come into school to speak to pupils and/or their parents/carers:

Year 8, 9, 10, 11 parents evening, options evening and examination results day.

Please speak to our Careers Leader to identify the most suitable opportunity for you.

### **Premises and facilities**

The school will make the relevant room(s) available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature, this will be made available to all students.

### **Approval and review**

Approved [date] by Governors at Performance and Standards Committee

Next review: [date]

Signed: \_\_\_\_\_ Chair of Governors \_\_\_\_\_ Head teacher