

Ormiston Forge Academy

# Careers Education Information Advice & Guidance Policy

September 2018



Approved by the Senior Leadership Team under powers delegated by the Governing Body:  
**Sept 2018**

Review period: **Feb 2020**

## **Ormiston Forge Academy (OFA) - our commitment to Careers Education Information Advice & Guidance (CEIAG)**

### **POLICY STATEMENT:**

The Academy is committed to Careers education as a vital means of giving all students the skills, knowledge and understanding to manage their own lifelong learning and career development. Careers education will prepare all students for the opportunities, responsibilities and experiences of education, training and employment and also the challenges of adult life. Careers education will both compliment and integrate with the PSHE programme.

The Government's careers strategy published on 4 December 2017, sets out long term plan to build a world class careers system that will help young people and adults choose the career that is right for them. This statutory guidance has been updated to expand on the aim set out in the strategy to make sure that all young people in secondary school get a programme of advice and guidance that is stable, structured and delivered by individuals with the right skills and experience.

OFA will provide a professional package of support services from Mrs. B. Evans the Schools Careers Advisor and from 'Sandwell Connexions Limited', (via Mrs. P. Brown), a locally recognised professional Career Service Company to enable us to fulfil our statutory responsibilities.

The most recent statutory guidance from the government was published in January 2018 - the document is available on the school website.

Key points from the government's statutory guidance for schools in relation to their careers guidance offer is highlighted below:

### **Statutory Duty – Key Points**

- The statutory duty requires governing bodies to ensure that all registered students at the Academy are provided with independent careers guidance from year 8 to year 13.
- The governing body must ensure that the independent careers guidance provided is presented:
  - in an impartial manner
  - Includes information on the range of education or training options, including apprenticeships and other vocational pathways
  - The guidance given will promote the best interests of the students

To further evidence our commitment to raising the standard and quality of CEIAG provision offered to our students the academy has been invited to be the lead school for the 'Careers Hub for Sandwell'. The academy works closely with the 'Careers and Enterprise' company to ensure delivery of the Gatsby Benchmarks.

We will continue to review, monitor and evaluate our CEIAG offer by speaking and listening to firstly our students the parents/careers, teachers and our external partners.

The academy will hold ourselves accountable to students and parents through robust monitoring and outcome based evidence, such as our annual destination data and we will report all outcomes through our School Governing Body. Please see the attached student entitlement statement that further outlines the CEIAG offer the pupils at OFA can expect to receive from us.

Kind regards

Rachel McCarthy

Director of Work Related Learning

Signature *R.McCarthy*

Rhiannon Martyn

Governing body representative Lead for CEIAG

Signature *Rhiannon Martyn*

## **Student Entitlement:**

### **Aims and Objectives of the CEIAG program:**

1. Self-development – to increase self awareness and gain confidence in making decisions and choices concerning education, training and work. Students need to be able to assess their strengths, limitations and potential to facilitate sensible decision-making.
2. Career exploration – to access and examine sources of information so that they are aware of the range of courses and progression routes open to them at 16+. This will involve group and individual guidance and pupils will be encouraged to use a range of websites.
3. Career Management – students will create a career action plan with smart targets. This will enable them to negotiate key transition.
4. Transition – students will be effectively supported to deal with the key career decision making transition points such as year 9 to 10, year 11 to post 16, year 13 onwards.

### **The Careers Education Programme will be delivered as follows in the academic year 2018-2020**

This programme will be delivered by the following in the Academy:

- Qualified Academy Careers Advisor (Mrs. B. Evans)
- Careers Leader (Ms. R. McCarthy)
- Connexions Sandwell (Mrs. P. Brown)
- PSHE curriculum (Mrs. J. Thomas)
- Form Tutors
- Subject areas
- Drop down days

Through PSHE 'drop down days' and PSHE tutor time in Years 7 - 11, emphasis will be on 'Careers and Life Skills' as a major theme.

Pupils to have a range of visits from external providers

- Through ICT - emphasis here will be on recommending a range of Careers software programmes that pupils and parents can access for advice, giving them the opportunities to research career pathways and to develop self-awareness.
- Through the 'world of work' focus week, where subjects will deliver their lessons but with a focus on work, careers and life skills and employment linked to subject areas.
- Through individual careers guidance interviews beginning in Year 7 and occurring throughout key stages.

- Through Careers Conventions, Careers Fair & Offsite trips and also visits to the school by local providers. Students will also be encouraged to attend sixth form and college open days, which will be advertised on the careers notice board and the school website.

The Academy careers advisor will attend A Level and GCSE results days in August each year.

Connexions will produce a hand-out for all year 11 pupils highlighted College/6th form open days/evenings

Connexions deliver a number of careers events in the community, all students from year 11 and OFA Sixth Form will be invited.

Sixth form and Year 10 are offered the opportunity of attending a work experience placement.

#### **Assessment, Recording and reporting - Careers**

Students from year 11 & Sixth Form will receive written Action Plans from Careers Advisor/Connexions Advisor during their 1:1 meetings and these should be discussed with parents/carers.

Careers leader to oversee all Careers Focused lessons which run during PSHE, pupils will keep records.

All 'work related learning and careers opportunities are recorded on Evolve and using an internal audit/tracking tool.

Annual completion of the compass toolkit for the Gatsby benchmarks and continual tracking of progress in these.

#### **Monitoring - Careers**

The Academy's CEIAG policy and programme will be reviewed on an annual basis, in the second half of the summer term to reflect changing statutory requirements, curriculum demands, and the progression opportunities open to young people.

Connexions will monitor and review their links with the Academy on a termly basis.

Careers Advisor/Connexions Advisor will arrange suitable interviews with year 11 and maintain up to date paperwork and ICT systems.

Connexions will produce a working arrangement document that states how they will deliver their services to school on a termly basis.

Destination figures for School leavers will be produced by the Academy

### **Organisation and Management - Careers**

Careers leader will organise and manage all planning and resources and report to line manager.

Consultation with the Connexions Advisor will be on a termly basis.

PSHE Programme: Using tutor time to relate the core theme of the wider world: skills required for the world of work and training.

PSHE drop down days (one per term) – group work, careers fair, guest speakers, guest visitors.

### **Parental Links - Whole School**

Academy careers advisor and the Connexions personal advisor will liaise with parents/carers and provide feedback to them. They will also work in partnership with parents/carers more closely with any pupils that may need targeted support and more intensive careers guidance and enable them to make a successful transition. Advisors will meet with parents/carers in school or undertake Home visits where appropriate.

The important role of parents/carers in the whole process of Careers Guidance is recognised as vital. Parents/carers are therefore invited to speak to the Academy Careers Advisor at Parents' Evenings.

### **Work Experience for pupils in year 10 and Sixth Form**

Year 10 pupils will have the opportunity to secure a 1 week work experience placement to experience the world of work for "real". Sixth Form students will be encouraged to organise longer term placements, some related course requirements.

### **Equality of Opportunity**

All teachers and staff involved in Careers Guidance have a responsibility to promote equality of opportunity, which ensures that all students have an entitlement and appropriate access to Careers Guidance regardless of race, gender, religion, ability, disability, social background or sexual orientation. All advice given will be impartial and confidential. Students will be helped to understand the importance of equal opportunities and be made aware of the risks of stereotyping and discrimination.

### **Safeguarding - Whole School**

The school has a thorough and comprehensive Safeguarding policy which supports all areas of school life, ensuring that the educational experience of our students is the best it can be.

### **Key Staff in School – CEIAG**

1. Rachel McCarthy - Director of Work Related Learning/Careers Leader
2. Beverley Evans - Academy Qualified Careers Advisor
3. Pam Brown - Connexions Sandwell Advisor
4. Jess Thomas - PSHE Co-ordinator

5. Kaylee Howard - Work Experience coordinator

6. Sarah Taylor – SLT Inclusion

7. Governor link to CEIAG – R Martyn

**KEY External Partners for CEIAG**

1. Connexions Sandwell careers services

2. Aim Higher

3. Aspire to HE

4. Local Education Partnership (LEP)

5. Careers and Enterprise Company

6. Education Business Partnership (EBP)

7. A range of external providers eg Universities, Colleges and Apprenticeship providers and local companies.

8. Black Country STEM Network

9. Black Country Chamber of Commerce

10. Careers Ready

11. Business in the Community

12. Princes Trust

10. Future First

**Supporting Documents:**

1. Destination reports for year 11 leavers

2. Connexions Sandwell Working Arrangement document

3. Audit of the Gatsby Benchmarks report

4. Local Labour Market Information

5. Government statutory guidance