



**Careers Education,  
Information, Advice  
and Guidance Policy  
2018 / 19**

## 1. Introduction

At Oldbury Academy our Careers Education, Information, Advice and Guidance (CEIAG) programme is an integral part of the preparation of pupils for the opportunities and experiences of adult life. It is statutory from Year 8 that we are committed to providing outstanding CEIAG for all students.

Our whole school aim is to equip pupils with the skills to manage the choices, changes and transitions affecting their future education, training, employment and life as adult members of an international society. The ethos of the school is to Celebrate together, Achievement for all, Respect each other and Expectations to succeed C.A.R.E. All Students are able to achieve but can only fulfil their potential if they understand themselves, their abilities and the possibilities available to them, aptly demonstrated by our motto *'Learn today Lead tomorrow'*

The policy sets out how the school complies with current good practice from the Careers Development Institute and is guided by the 'Gatsby' benchmarks, to ensure best practice and to conform to statutory requirements.

### Rationale for CEIAG

From September 2013 the Education Act 2001 placed schools under a duty to ensure that all registered pupils in years 8-13 have access to independent, accurate and impartial information, advice and guidance. A young person's career is the progress they make in learning and work. All young people need a planned programme of activities to help them choose 11 - 19 pathways that are right for them; to enable them to manage their careers, learning and sustain employability throughout their lives. The academy has a statutory duty to secure access to "impartial and independent" information, advice and guidance on the options available.

## 2. Aims of CEIAG

### a) Self Development

Young people should be able to understand themselves and the influences on them, to increase their knowledge, develop understanding and skills relevant to life in a rapidly changing world.

- To assess their achievements, qualities and skills
- To present this information as appropriate
- To use this information for personal development
- To set career and learning targets
- To recognise and deal accordingly with influences on their attitudes, values and behaviour in relation to work

### b) Career Exploration

Young people should be able to investigate opportunities in learning and work

- To understand the nature of work and people's attitude to it
- To use a variety of sources of careers information
- To use work experience to improve chances
- To understand employment trends

### **c) Career Management**

Young people should be able to make and adjust plans to manage change and transition.

- To use decision-making techniques
- To understand and use sources of help
- To make informed and appropriate choices at 14 – 16
- To make and manage changes as appropriate
- To understand job / learning applications and the requirements of interviews
- To understand rights and responsibilities in the workplace

## **3. Careers Education and Guidance**

### **Careers Education**

Careers Education helps individuals to develop the skills, knowledge and understanding required to make appropriate choices, to manage transitions in learning and to move successfully into work. Careers Education takes place mainly through work in lessons.

### **Careers Guidance**

Careers Guidance is a means of enabling individuals to apply the skills, knowledge and understanding they have learned, to make appropriate decisions about their future educational needs to enable them to move into work. It should be impartial, client centred and confidential. Careers Guidance takes place mainly through individual support.

## **4. Professional Development**

Staff are engaged in appropriate CPD on a “need” basis.

## **5. Provider Access**

**All students in years 8-13 are entitled:**

- To find out about technical education qualifications and apprenticeships opportunities as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses.

## 6. The 'Gatsby' Benchmarks

Oldbury Academy is working towards the Gatsby Benchmarks as they are judged to be an outstanding hallmark of careers guidance:

<http://www.gov.uk/government/news/careers-guidance-for-modern-country-unveiled>

Each of the benchmarks are set out below with bullet points showing the actions taken by the school to demonstrate how they are being met.

### Bench Mark 1 : A Stable careers programme

- A framework for the planning, monitoring and delivery of the careers programme will be reviewed annually, using the quality standard for Careers Education and Guidance.
- Funding is allocated annually in the context of whole school priorities and particular needs for Careers education, Information and Guidance.
- The careers programme is structured and updated by the Careers Lead. It is published and included on the school's website.

### Bench Mark 2 : Learning from career and labour market information (LMI)

- Pupils complete individual research using "Fast Tomato" an online career programme- All pupils are issued with a password so that they are able to complete further research both at home and school.
- Pupils are encouraged to use the national careers Service and Help line
- Labour Market Information (LMI) is included in the careers programme and the Careers Lead provides additional knowledge.
- The Careers Lead provides independent careers guidance, including LMI to all Year 11 pupils and identified groups.
- LMI information shared with parents on school web site as well as at Parents evenings and Pathways evenings.
- Local companies and colleges access the school on an annual basis for a careers fair enabling the school to show impartiality.

### Bench Mark 3: Addressing the needs of each pupil

- The Careers Lead will track aspirations of individual pupils from year 7 – 13, this helps to provide personalised advice for pupils. The careers destination spreadsheet is updated annually. The information is also used to identify pupils for the most relevant talks / workshops / visits.
- The Careers Lead keeps accurate records of individual careers advice and these are shared with pupils.
- Destinations are collated by the Careers Lead.
- The careers programme actively seeks to challenge stereotypical thinking and to raise aspirations.

- Sixth form students have access to careers specialists. i.e medical, law, accountancy.
- The Careers Lead and the Department of Work and Pensions support vulnerable groups at key transitions: Year 9 for Pathways choices and in Year 11 with a “World of Work” course
- All students will access at least one university visit
- Year 11 students are invited to meet with their Careers Lead to discuss their career plans and to confirm a destination for the end of Year 11
- Sixth Form students are encouraged to attend summer school and university workshops.
- Year 11 / 12 pupils are given the opportunity to apply for National Citizenship Services (NCS)

#### Bench Mark 4: Linking curriculum learning careers

- Pupils will experience a series of planned STEM activities either in lessons or on a collapsed timetable.
- Pupils will access various careers days focused within areas of curriculum such as Poetry and Maths workshops.
- Heads of house promote and recognise achievements within weekly assemblies and via the school newsletter.

#### Benchmark 5: Encounters with employers and employees

- Pupils will be provided with opportunities of mentoring, workplace visits, work experience, work shadowing, employer talks and higher education presentations.
- Where appropriate, we will arrange visits for pupils to local colleges, work-based education and training providers and universities. This will assist pupils in making an informed decision about their future career.
- We will continue to develop our partnership with “Aim Higher” enabling our Students to see various pathways and to raise aspirations, along with a mentoring programme from years 9-13
- The school will continue to work in partnership with the Enterprise Advisor Network and the Careers and Enterprise Company

#### Benchmark 6 Experience of work places

- Year 12 students take part in relevant work experience, alongside their weekly timetable, helping to complement their chosen career path and subjects.
- Year 11 / 12 students are encouraged to attend a university summer school
- Year 10 students complete a week long work experience placement of their choice
- Year 11 and 12 students are encouraged to take part in the National Citizenship scheme ‘The Challenge’ The programme is a government- funded initiative to build a stronger and more cohesive society.

## Benchmark 7 : Encounter with further and higher education

- The annual careers Fair allows each pupil to have a meaningful encounter with learning providers, including sixth forms, colleges, local employers and apprenticeship providers.
- By the end of year 13 all students will have experienced as least two visits to universities, including a university from within the Russell Group.
- The sixth form PSHE programme includes numerous workshops and presentations by a full range of learning providers including Student Finance England.
- Career workshops and presentations from higher education providers take place for pupils in years 7-11

## Benchmark 8: Personal guidance

- The Careers Lead will provide independent careers guidance to all year 11 pupils, identified groups in all year groups and/or when requested by parents / carers.
- Students in the sixth form will have access to a careers interview as and when appropriate
- Pupils and parents may make appointments with the Careers Lead
- Oldbury Academy students will be supported either as individuals or in a group. The careers section on the school website includes up to date careers information.
- Connexions will work with up to 10% of all year 11 students who are identified as potential NEETS (Not in Education Employment or Training).