



CAREERS EDUCATION & INFORMATION & GUIDANCE POLICY

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1 The Policy Statement

1.1 Purpose

Careers Education helps young people to develop the knowledge, confidence and skills that they need to make well-informed, thought-through choices and plans that enable them to progress smoothly into further learning and work, now and in the future. As an academy we must ensure that high quality information and guidance enables our pupils to make the best of their talents and achieve their ambitions by choosing the pathway that is right for them.

1.2 Aims

School Partnership Trust Academies has a statutory requirement when delivering careers education in its Academies, to ensure that information about learning options and careers is presented impartially and that advice promotes the best interests of pupils. We aim to ensure that our programmes:

- Empowers young people to plan and manage their own futures
- Responds to the needs of each learner
- Provides comprehensive information and advice
- Raises aspirations
- Actively promotes equality of opportunity and challenges stereotypes
- Helps young people to progress

2 Entitlement Statements

2.1 Student entitlement

Teachers in the academies and qualified career professionals will support students' career development in a number of ways including:

- Information and discussion in lessons, drop-down days and assemblies to help students make informed decisions about their future.
- Access to careers advisers in a variety of ways including individual meetings,
- Drop-in sessions, enrichment activities and on results days.
- Careers information and I.T based careers programmes.
- Information and updates on notice boards, plasma screens and the academy website.
- The academy uses a tracking system to identify the needs of all students to target students who require early or additional support in their transition. Students, parents/carers and academy staff can refer students for one-to-one careers support. Students can access CEIAG through one-to-one interviews, workshops and enrichment activities.

2.2 Parent/Carer entitlement

Parents can access careers support for their child in a variety of ways including:

- individual meetings
- drop-in sessions, options and parents evenings and on results days
- Careers information and computer-based careers programmes, such as U-explore and Eclips
- Information and updates on the academies' website and Twitter

2.3 Equality and Diversity

The careers education and guidance delivery satisfies the requirements of the school's Equal Opportunities Policy. All students, regardless of their race, class, gender, faith or special educational needs, have the same access to our resources, wherever possible.

3 Delivery of the CEIAG provision

3.1 Place within the Curriculum and Tutorial Support system

The careers curriculum has been devised following the guidance of the ACEG National Framework for all year groups in core provision and/or drop-down days. This is supplemented by the following:

- Programme of assemblies, enrichment workshops and external visits.
- Inset for staff includes training and updates on careers information by qualified careers professionals.
- On drop-down days a wide variety of companies and apprenticeship providers may also attend offering advice and guidance.
- Academies may also organize specific events for parents/carers and students to provide specialist support.

3.2 Monitoring and tracking of young people

School Partnership Trust Academies places a responsibility on its Academies to maintain a full and comprehensive tracking system that gives every student a RAG rating for intervention.

The academy tracks:

- Intended destinations
- Supports the September Guarantee and Activity Survey, (collecting data on sixth form, apprenticeship starters)
- Offering individualized support to those students who are at risk of becoming NEET or become NEET.
- The academy maintains records of all CEIAG interventions and interviews.
- Vulnerable students who are at risk of becoming NEET are referred to their Local Authority team for additional support.

4 Management of CEIAG Provision

4.1 Management

The CEIAG Programme and work experience is planned and implemented by the nominated member of SLT and involves working closely with the staff, students, parents and the wider community. This area is supported by a nominated link member of the Education Advisory Board.

4.2 Staffing

All staff contribute to CEIAG through their roles as Tutors, Subject Teachers, Curriculum Leaders, House Leaders, Head of Sixth Form or as a Careers Professional. Staff training is provided on a regular basis and updates are given in briefing or circulated via the VLE. Staff are provided with guidance sheets, handouts and option booklets. All staff have access to the u-explore website which includes specific information and resources.

4.3 Provision of external and Independent careers guidance

Independent and impartial careers advice and guidance is provided via qualified careers professionals, a range of CEIAG computer-based programmes and websites in addition to our links

with businesses and training providers. Students are also encouraged to access the National Careers Service via a link on the academy website.

4.4 Other formal and informal partnerships

The academy has a range of formal and informal partnership arrangements including with post-16 providers, colleges, employers, HE and training providers.

4.5 Information resources

A range of careers information, in a variety of formats, is provided in the Careers Room and the Learning Resource Centre so that it is accessible to all students. Resources are managed in the academy to ensure that they are up to date and meet the needs of all students. The u-explore program also provides quality assured information, links to other approved websites and online resources are also signposted.

4.6 Budget

Funding is allocated in the academy to a careers annual budget, maximum use will be made of quality assured free resources and currency/longevity of careers materials is taken into consideration when purchased priced materials.

4.7 Staff development

All staff should have access to a minimum of 1 hour per year through CPD time to update themselves in relation to current developments in careers pathways. Specific needs are identified in conjunction with the academy CPD co-ordinator and reviewed on an annual basis.

4.8 Monitoring, review and evaluation

A report will be submitted to the Educational Advisory Board on an annual basis, including an account of activities, a review of progress and an evaluation of pupil and parental response to provision.

Appendix A: Leadership & Management

Position	Name	Title
EAB Member	Chris Pope	Mr
Academy Leadership Team	Andrew Collins	Mr
Operational Leader	Richard Hearfield	Mr

Appendix B: Staffing (updated termly)

Position	Name	Title
House Leaders	Richard Hughes	Mr
	Nicola Hewitt	Miss
Sixth Form	Angela Savage	Miss
Curriculum Leaders	Maureen Sullivan	Mrs
	Colleen Zietsman	Mrs
	Martin Court	Mr
	Lyndsay Millar	Mrs
	Damien Burrin	Mr
	Helen Holmes	Mrs
	Emma Taylor	Mrs
	Jayne Keeler	Mrs
	Jo Weatherall	Mrs
	Jill Hopkinson	Mrs
	Sandy King	Mrs
Teachers	Damian Burrin	Mr
	Rosalind Carlile	Mrs
	Rebecca Carmichael	Mrs
	Tracy Cartwright	Mrs
	Andrew Collins	Mr
	Kyle Cooper	Mr
	Katherine Bateson	Mrs
	Martin Court	Mr
	Andy Davey	Mr
	Nicola Elvin	Miss
	Liz Harvey	Mrs
	Joe Hastings	Mr
	Nicola Hewitt	Miss
	Chris Hoare	Mr
	Helen Holmes	Mrs
	Jill Hopkinson	Mrs
	Richard Hughes	Mr
	Jayne Hunter	Dr
	Jayne Keeler	Mrs
	Peter Kench	Mr
	Jim Kerr	Mr
	Sandy King	Mrs
	Rachel Laws	Mrs
	Kirsty Longden	Miss
	Louise Mather	Miss
	Annika Matthews	Miss
	Louise Mead	Mrs
	Lyndsay Millar	Mrs
	Matt Neal	Mr
	Amy Ogman	Miss
	Giusi Perseu	Mrs
	Garin Rangwala	Mr
	Kerri Robbins	Mrs

	Mark Rutt Angela Savage Ben Savage Felicity Sicard-Askey Sally Smith Sally Stapley Maureen Sullivan Emma Taylor JP Teanby Julie Todd Leanne Vessey Jo Weatherall Graham West Andy Williams Nicola Williams Jade Winship Colleen Zietsman	Mr Ms Mr Miss Mrs Mrs Mrs Mrs Mr Mrs Miss Mrs Mr Mr Mrs Mrs Mrs
Tutors	Helen Holmes Peter Kench JP Teanby Rosalind Carlile Ben Savage Kirsty Longden Louise Mather Giusi Perseu Rachel Laws Joe Hastings Katherine Bateson Leanne Vessey Kay Noon Jayne Keeler Sandy King Amy Ogman Jo weatherall Julie Todd Nicola Elvin Sally Stapley Damian Burrin Jim Kerr Lyndsay Millar Felicity Sicard-Askey Annika Matthews Jill Hopkinson Matt Neal Andy Davey Emma Taylor	Mrs Mr Mr Mrs Mr Miss Miss Mrs Mrs Mr Mrs Miss Mrs Mrs Miss Mrs Mr Mr Mrs Miss Miss Mrs Mr Mr Mrs

Appendix C: Provision of External and Independent Careers Guidance

Organisation	Name	Title
SPTA	Helen Green	Ms
North Lincolnshire Council	Christine Boulton	Ms

Appendix D: Other Formal & Informal Partnerships

Organisation	Name	Title
Sir John Nelthorpe – Joint Sixth Form	Matthew Mosley	Mr
Andrew Percy MP		Mr
Brigg Rotary Club	Steve Pearce	Mr
The Army	Chris Smith	Corporal
HETA	Lucy Jessop	Ms
Galiford Try	Neus Garriock	Ms
Tesco Brigg	Emily Barnes	Ms
Business Remedies	Kevin Yorath	Mr
Hull University	Jordan Milnes	Mr
Sumo Digital	Gary Edwards	Mr
Q Hotels	Amy Davies	Ms
Kaplan Accountancy	Rachel Kerridge	Ms
North Lincolnshire Council	Laura Rowbotham	Ms
NM Graphics Brigg	Nick Hill	Mr
Positive Approach Hairdressing	Christine Schofield	Ms
Bishop Burton College	Rachel Witty	Ms
North Lindsey College	Jill Cooper	Ms
Grimsby Institute	Ros Aitchison	Ms
John Leggott College	Jade Harrison	Ms
Royal Geographical Society	Maryam Draper	Ms
RICS	Natalie Davies	Ms
Smith and Nephew	Allan Hunt	Mr
TATA Steel	Heather Bateman	Ms
BWSC	Pete Smithson	Mr
Hull Uni School of Nursing	Heather Jamieson	Ms
Oasis Dental Brigg	Rachel Pugsley	Ms
BAE Systems	Jacqui McKenzie	Ms
BG Solicitors	Michaela Coupland	Ms
20/21 Visual Arts	Michelle Lally/Chelsey Everatt	Ms
Macarther Dean	Julie Curtis	Ms
ECITB	Sallyann Garrard-Hughes	Ms
Humber ebp	Tina Jenkinson	Ms
BEEP	Nina Stobart	Ms
IEE	David Price	Mr
Phillips66	Diane Dealtry	Ms
HBP Systems	Phil Denham	Mr
Lincs FM	Ashley Ward	Ms
Performance in Education	Joanne Fallon	Ms

Appendix E: Information Resources

Organisation	Resource	Location
U-Explore	U-Explore Online	Academy Website
Careers room Library	Careers room Library	WL6 Careers Glanford Library
Noticeboards	In Curriculum Areas In recreation Areas	
Student VLE Careers area		Academy VLE
Plotr	Online careers resource	Academy VLE

Appendix F: Careers Education Plan – Embedded in U-Explore

Curriculum Activities and Progression Year Group	The Big Question	Learning Outcomes (PHSE, ACEG)
Year 7	What makes me Unique	Self-exploration of skills and interests.
Year 8	Decisions, Decisions, Decisions.	Option Process
Year 9	The World of Work	Different work places and employment types Work Place Health and Safety
Year 10	Personal Brand	Applications and CVs
Year 11	What Next?	Individual bespoke guidance.
Year 12 & 13	Aiming Higher	Next steps post 18.

Appendix G: Student Entitlement

Investing in your Future

The careers education and guidance programme at Vale Academy seeks to positively support you to acquire the educational, social and employability skills necessary for lifelong success in a diverse and changing world of work.

We will support you to aim high in your career goals and aspirations.

As a pupil at Vale Academy you are entitled to a careers education and guidance programme which:

- is personal to you and always puts your interests first
- motivates and inspires you to consider all opportunities open to you within and outside Vale Academy
- helps you to gain the skills you need to make your career ambitions a reality
- provides the support you need to be successful
- helps you access any additional support you might need
- is delivered by trained and qualified teachers and advisers, with up-to-date knowledge and understanding of career pathways and local labour market information
- protects and respects your personal information and shares it only with your consent
- always puts your interests first

Together with a range of career professionals, businesses and training providers we will support your career development in a number of ways including:

- Information and discussion in lessons and assemblies to help you make decisions about your future
- Activities and events such as employability days
- Access to careers advisers in a variety of ways including individual meetings, drop-in sessions, enrichment activities and on results days
- Careers information and computer-based careers programmes
- Information and updates on notice boards and plasma screens
- The Vale Academy website

Appendix H: Parents Entitlement.

Investing in your Son/ Daughter's Future

Research has consistently shown that parents and carers are **the** most influential factor in students' decisions about the future. Your support and encouragement influences their choices, and the guidance you provide will be invaluable to their eventual achievements and career pathways. This might feel a little daunting...the jobs of the future may be very different from your own experiences and choices. In fact, they may not even have been invented yet!

There are some very simple and practical steps you can take to support your child.

- Talk to them about their current educational attainment and estimated grades and encourage them to aim high (the skills shortages of the future will be in higher level jobs)
- Discuss where they want to be and research how to get there (lots of great resources in the Academy and on the internet)
- Use the links on the academy website www.theallsaints.net
- Encourage them to seek out the advice and experiences they need to help them achieve their goals
- Help them with the steps they need to take

Together with a range of career professionals, businesses and training providers we will support your son's/daughter's career development in a number of ways including:

- Information and discussion in lessons and assemblies to help them make decisions about your future
- Activities and events such as employability days
- Access to careers advisers in a variety of ways including individual meetings, drop-in sessions, enrichment activities, parents and option evenings and on results days
- Careers information and computer-based careers programmes
- Information and updates on notice boards, plasma screens and websites

You are welcome to attend your child's careers meeting and we encourage you to contact Vale Academy if you need any more help or information.