



Careers Education, Information, Advice and Guidance Policy

Ratified by Governing Body (date):

Signed on behalf of Governing Body:

November 2019

Signed on behalf of Executive Principal:

Review date:

November 2020

Introduction

University Academy Keighley (UAK) is committed to providing careers education, information, advice and guidance (CEIAG) to all students through the curriculum and organised activities. Effective careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. Careers education at UAK focuses on the specific needs of the individual student to promote self-awareness and personal development. It aims to provide current and relevant information to enable each student to make informed decisions about their future. It is presented in an impartial, confidential and differentiated manner to suit the requirements of the individual student.

Aims

UAK's Careers Education, Information, Advice and Guidance Policy has the following aims:

- To contribute to strategies for raising achievement, especially by increasing motivation
- To support inclusion, challenge stereotyping and promote equality of opportunity
- To encourage participation in continued learning including further and higher education
- To develop enterprise and employability skills
- To contribute to the economic prosperity of individuals and communities
- To meet the needs of all our students through appropriate differentiation

UAK follows the principles of the Gatsby Benchmarks. The objectives for the careers programme are as follows:

- Helping students to understand the changing world of work
- Facilitating meaningful encounters with employers for all students
- Supporting positive transitions Post 16
- Enabling students to develop the skills, attitudes and qualities to make a successful transition into the world of work
- Encourage participation in continued learning, including further and higher education and apprenticeships
- Support inclusion, challenge stereotyping and promote equality of opportunity
- Contribute to strategies for raising achievement, particularly through increased motivation

Student entitlement

All students are encouraged to take an active role in their own career development; the careers program therefore emphasis student participation with a focus on self-development, learning about careers and the world of work, and developing careers management and employability skills.

During their time in school, students can expect:

- The support they need to make the right choices in Year 8 and Year 11
- Access up-to-date and impartial information on future learning and training, careers and labour market information
- Career learning from Y7 to Y11 covering options after school, the world of work, the job market, self-awareness and career management and employability skills
- Meaningful encounters with representatives from the world of work through work experience, activities, assemblies, careers talks, projects and visits
- To hear from a range of education and training providers, including colleges, universities and apprenticeship organisations

- The opportunity to relate what they learn in lessons to their life and career beyond school
- The opportunity to talk through their career and educational choices with staff including form tutors and the careers team
- Access to one-to-one guidance with a trained, impartial careers adviser, by appointment; this is available to students of any year group
- The school to keep parents/carers informed of their progress and provide parents/carers with information to support students' career planning and decision-making. Parents/carers are welcome to attend careers meetings, by prior arrangement
- To be asked their views about the service they have received to ensure that the service continues to meet the needs of the students

Parental involvement

Young people do not make career decisions in isolation and parents/carers can have a substantial impact, as well as a clear interest in the right outcomes for their young person. The school is keen to foster parental involvement in the careers programme, wherever possible.

Parents/carers are invited into school annually to discuss their son/daughter's progress on Parents' Evening; representatives of the careers team, as well as education and training providers, attend events for specific year groups. In addition, specialist events for parents include Year 8 Options Evening & Year 11 Parents Evening where Post 16 providers are invited to attend.

Delivery of the Careers Programme

Key Stage 3

At KS3 learning will include what work is, stereotyping around jobs, how to find out about jobs, the skills needed for work, further education options, and communication and confidence building sessions. Activities will support the options process, which takes place in Year 8. Learners will be introduced to career resources to help them understand their preferences and the options open to them. They will learn about and encounter what work is like or what it takes to be successful in the workplace and will receive support to make the right GCSE choices.

Key Stage 4

In Year 9 and Year 10, all students will have had the opportunity to develop their self-awareness and career management skills, including Curriculum Vitae (CV) writing and interview skills. They will learn about and encounter what work is like through activities such as employer visits or being interviewed by someone from the world of work. They will learn about the different Post-16 pathways available to them.

In Year 11, students will use a range of sources of information to explore Post-16 options. This includes events in and out of school where they can speak to employers, colleges, training providers and universities. Students will have at least one guidance interview with a careers adviser to support applying for Post-16 options and back-up plans, as necessary. They will also continue to develop the skills needed for a successful transition.

Career guidance meetings

Students are entitled to appropriate guidance to meet their individual needs. All students at school can request an appointment with the Careers Adviser but, in practice, Year 11s are most likely to access the service. All students have access to at least one careers meeting in Year 11. Students are identified for

further careers meetings based on need or through self-referral.

Students may refer themselves for a careers meeting at any point, directly via the Careers Hub or via the Careers Leader. An appointment with the adviser will then be arranged. Students are made aware of the Careers Adviser role through assemblies and via form tutors.

The careers team will work with staff to identify students who would benefit from additional intervention, for example students with lack of direction or lack of motivation; students with SEND; certain students receiving pupil premium funding; or those who have potential to become NEET. For these students' further interventions are arranged as appropriate for each student. This support could include personalised curriculum in KS4, visits to colleges and training providers, contact with parents, support from other agencies and ongoing contact as the student leaves school.

The careers adviser will make an electronic record of individual student action plans. Students will receive a copy and parents and staff have the option to see this information so they can support the process.

Careers information is available through the Careers Hub, through relevant displays and noticeboards or cascaded via form tutors and assemblies. This includes a range of university and college prospectuses, career guides, apprenticeship and employer information, as well as guides on job-search activities. Online resources include 'Start' and a range of reliable websites collated by the Careers Leader.

External providers

A range of external providers are invited into school to support the careers programme. These might include local colleges, universities, training providers, apprenticeship organisations, employers, school alumni, or staff from various projects. In all cases, such staff and organisations will be vetted for suitability by the relevant staff at school.

See also, University Academy Keighley Provider Access Policy.

Management and staffing

The Careers Leader is responsible for taking a strategic lead and direction for careers education, information, advice and guidance within the school by working under the direction of the Assistant Principal with responsibility for careers and employability. The school also contracts a qualified independent Careers Adviser to offer career guidance for an additional day per week. Due to the whole-school remit of careers work, the range of staff involved in supporting careers activities is large and includes teachers, form tutors and intervention teams. A link Governor is assigned to have oversight of careers provision.

Staff Development

Form tutors are introduced to the concepts, aims and programme for CEIAG at UAK during INSET and training sessions. This staff development is further enhanced at departmental and year team meetings. The Careers Leader attends conferences and network meetings to keep up to date with best practice and legislation.

Resources

The school is committed to providing the resources to enable an effective careers programme, including adequate staffing, staff training and resources.

Employer links

Links with employers, businesses and other external agencies continue to grow; by building on local community connections; as well as through the support of the school's Enterprise Advisor (brokered through Careers & Enterprise Company).

Equal opportunities

The school is keen to promote equal opportunities, challenge stereotypes and address limiting beliefs. All students can access advice and guidance tailored to their needs with support to explore options that suit their preferences, skills and strengths. The team work on early identification of students requiring additional support, with no limit placed on how many times a student might see a careers adviser. The Careers team work with the Special Educational Needs coordinator to support Education, Health and Care planning and the Intervention teams to support students who may be facing other challenges.

The destinations of school-leavers are tracked and trends identified.

Monitoring and evaluation

When monitoring the success of the careers programme, the school considers formal and informal measures, qualitative and quantitative data and hard and soft outcomes for students.

The careers programme is evaluated in several ways, including:

- Student and staff feedback on their experience of the careers programme and what they gained from it
- Gathering informal feedback from external partners and from parents
- Quality assurance of careers lessons as part of the tutor time programme
- Student destination figures Post-16

References

The Gatsby Benchmarks

www.gatsby.org.uk/education/focus-areas/good-career-guidance

The Careers and Enterprise Company

www.careersandenterprise.co.uk