



Careers Policy

Ratified Date:	September 2020
Signed on behalf of the Trustees:	
Signed on behalf of the CEO:	
Review Date:	September 2021

Policy Statement

University Academy Keighley is committed to providing all students with independent careers guidance and a highly structured careers programme. This Careers, Information, Advice and Guidance (CEIAG) programme aims to:

- Enable students to make informed educational and careers decisions which are aspirational, challenge stereotypes and match their abilities and needs.
- Encourage all students to be ambitious, broaden horizons and be aspirational.
- Provide students with the opportunity to undertake variety of work-related activities and experiences
- Ensure students are aware of education, training, career options and pathways appropriate to their needs and interests and make informed choices about their continuing education or career path.
- Encourage and develop high aspirations amongst parents/carers.
- Work with parents to encourage motivation and ambition
- Meet statutory Gatsby benchmarks requirements.

Roles and Responsibilities

Heads of School are responsible for ensuring careers education in their school:

- Meets the latest statutory requirements and developments in careers education.
- Is reflective of local and national education and labour trends.
- Provides informed advice as to next steps in education, training or career pathways (secondary schools).
- Is linked with education, training and careers providers.
- Comply with Gatsby benchmarks.
- Ensure there is a planned programme of CEIAG for students in all years that aim to develop aspiration and awareness of careers opportunities.
- Publish details of the school careers programme on the school website.
- Organise workshops, assemblies, careers days and work experience relevant to the needs of all students.
- Provide destination data and NEET data (secondary schools) to assess the effectiveness of the CEIAG programme.

Local Governing Bodies (LGB's) have responsibility for holding the Head of School to account for each of these objectives.

Provision of Careers Education

All schools will have a nominated person with responsibility for CEIAG provision. They will organise appropriate and relevant careers advice and guidance in several ways, which commonly include:

- Assemblies
- Completion of careers questionnaires/online careers packages.
- External speakers, visitors and inspirational speakers
- Visits to employers, further or higher education providers
- Careers Fairs
- Careers literature online or in school libraries
- Individual careers consultations with in-school or external careers advisers
- Displays in school to raise awareness of individual careers.

Provider Access Policy Statement

This statement sets out the Academy's arrangements for managing the access of providers to schools for the purposes of giving information to students about the provider's education or training offer. This complies with the legal obligations under Section 42B of the Education Act 1997.

Our careers provision includes various opportunities for students to access a range of events. These are mainly integrated into the careers and aspirations programme and curriculum which is mainly delivered through the assembly programme, careers fairs, or specially organised events through the school day. Any provider wishing to access this programme should contact the individual school and speak with the person responsible for careers to organise a suitable time.

The Safeguarding and Child Protection policy sets out the Academy's approach to allowing providers/visitors into schools as visitors to talk to our students.

Impact of Careers Education

The primary measure of the impact of our careers programme will be our post-16 NEET figure. We will also consider the aspirations of our students as expressed informally and formally through Student Voice, as well as attendance rates, levels of student engagement and exam outcomes.

Useful References

The Gatsby Benchmarks:

<http://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

The Career Development Institute Careers Framework:

<http://www.thecdi.net/New-Careers-Framework-2015>

Careers guidance and access for education and training providers:

<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>

Careers strategy: making the most of everyone's skills and talents

<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>