

Cedars Academy Careers Education, Information, Advice & Guidance Policy

September 2019

Mission Statement

Ours is a community of learning, where secure partnerships create opportunities for students, staff, governors, parents and carers alike to participate and grow to become intellectually, emotionally and socially *Fit for Life*.

What is Careers Guidance?

Careers guidance and inspiration in schools, DfE Statutory guidance for governing bodies, school leaders and staff', April 2017: refers to the duty on schools to provide:

'Advice and guidance for young people so they are inspired and motivated to fulfil their potential, develop high aspirations and understand where different choices can take them in the future.'

Cedars Academy aims to provide all pupils and students with experiences and opportunities, in different learning situations and contexts, so that they have a basis for comparing and understanding a wide range of concepts and issues in order that they can ultimately make informed decisions about their future role in society.

Careers Education, Information, Advice & Guidance (CEIAG)

The CEIAG Programme at Key Stages 3 and 4 and Post 16 emphasises that pupils and students will take an active role in their career learning. Consequently the following aims underpin the Programme:

- **Self development** - to enable pupils and students to understand themselves and the influences on them (for example through the P.S.H.C.E. curriculum and Person- Centred Planning).
- **Career exploration** - to enable pupils and students to investigate opportunities in learning and work (such as work-related learning programmes, college link courses and leisure opportunities).
- **Career management** - to enable pupils and students to make and adjust plans to manage change and transition
- **Careers Skills**: - We recognise the importance of developing the careers skills of our young people through our provision for Careers Guidance. We believe that young people need career skills to manage their own careers and to contribute to the well-being of themselves, their families, the communities and the wider society of which they are a part and the environment and the economy
- **Employability Skills**: - We recognise the importance of employability skills -the 'transferable skills' needed by an individual to make them 'employable'.

Work-related learning

Work-related learning is defined as "planned activity that uses the context of work to develop knowledge, skills and understanding useful in work, including learning through the experience of work, learning about work and working practices and learning the skills for work".

The content of the work-related learning programme at the Cedars Academy will be based on statutory and non-statutory guidance, which will be modified to take account of the individual needs of pupils/students. It will encompass the three strands, outlined within the framework for work-related learning, of:

- Learning through work by providing opportunities for students to learn direct experiences of work or work shadowing:
- Learning about work by providing opportunities for students to develop skills and understanding of work and enterprise, for example through vocational courses:
- Learning for work by developing skills for enterprise and employability for example through school-based enterprise activities and “be inspired to...” projects.
- All key stage 4 pupils have a statutory entitlement to 5 days of enterprise activity.

Employer engagement

We are committed to engaging with our local employers and professional community to ensure that our students have access to high quality employer engagement activities to enhance their careers guidance provision. This includes:

- Workplace visits and work experience placements
- Work ‘taster’ events such as games and competitions
- Careers fairs and career networking events
- Access to open days at further and specialist education institutions
- Help with basic career management skills like CV writing, CV building, job searches and job interviews

Assessment

The assessment of CEIAG and of work-related learning will be reflected in the Academy’s policy for Assessment and Recording.

Individual students will be encouraged to record (with appropriate support) their own achievements which will be retained within a Progress File or as evidence for internal assessment or externally accredited schemes. Pupils and students will follow an accredited curriculum leading to a personal progress qualification.

Monitoring and evaluation

The delivery of CEIAG and of work-related learning will be by class teachers, monitored by the subject leader.

The monitoring will include:

- Observation of activities
- Discussion with staff, pupils/students and parents
- Discussion with work place providers
- Meetings with the Careers Adviser including termly review of the Agreement.
- Scrutiny of pupils’ and students’ work
- Scrutiny of accredited modules and other related schemes
- Maintaining a comprehensive data-base of destinations of students.

The school will be working towards achieving an externally-assessed CEIAG Quality Award which is nationally validated by the overarching national kite-mark which is the Quality in Careers Standard.

This policy is reviewed annually

Date of policy review: September 2019

Next Policy review date: **Autumn 2020**

References

- CDI (2013) The ACEG Framework for Careers and Work-related Education: A practical guide
<http://www.cegnet.co.uk/uploads/resources/ACEG-Framework-final.pdf>
- DfE (2014b) Careers guidance and inspiration in schools: Statutory guidance for governing bodies, school leaders and school staff
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/302422/Careers_Statutory_Guidance_-_9_April_2014.pdf
- DfE (2014c) Careers guidance and inspiration in schools: Non-statutory departmental advice for governing bodies, school leaders and school staff.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/302424/Careers_Non-Statutory_Departmental_Advice_-_9_April_2014.pdf
- DfE (2013a) The Equality Act 2010: Departmental advice for school leaders, school staff and governing bodies in maintained schools and academies
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269341/Equality_Act_2010_-_advice.pdf
- Ofsted (2013) Going in the Right Direction? Careers guidance in schools from September 2012
<http://www.ofsted.gov.uk/resources/going-right-direction-careers-guidance-schools-september-2012>
- www.careersengland.org.uk Quality in Careers Standard
- www.cegnet.co.uk The Careers Education Support Programme
- www.aceg.org.uk The Association of Careers and Guidance Teachers
- www.ofsted.gov.uk Office for Standards in Education
- www.qca.org.uk Qualifications and Curriculum Authority

Approved by Cedars Academy Governing Body: September 2019

Review Date: Autumn 2020

Person responsible: J Vincent