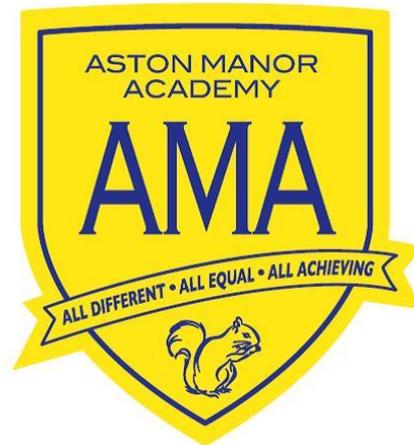


ASTON MANOR ACADEMY



CAREERS EDUCATION INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY

Review Date: July 2019
To be Reviewed: July 2020
Agreed: Policy Lead
Policy Lead: Sally-Ann Hunton

CAREERS EDUCATION INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY

1. RATIONALE FOR CEIAG

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make decisions and plan their careers, both in school and after they leave.

The 1997 Education Act places a duty on schools to give pupils in Years 9 – 13 access to careers education, information advice and guidance. Aston Manor Academy endeavours to follow the guidance in the ACEG National Framework for careers and work related learning education in England for 7– 19 year olds.

2. COMMITMENT

Aston Manor Academy is committed to providing a planned programme of careers education, information, advice and guidance for all pupils in Years 7 – 13 in partnership with Prospects and other providers.

The Academy plans to apply CEIAG standards and to support an entitlement for all pupils.

The Trust aims:

- to broaden the Year 7-13 CEIAG curricula available to pupils
- to make curricula accessible, attractive, and relevant
- to encourage self-development, career exploration, and career management.
- to provide clear progression, coherent programmes and flexible, differentiated learning opportunities.

3. DEVELOPMENT

This policy was developed and is reviewed annually through discussions with the Assistant Head Pastoral and teaching staff, the Academy's Prospects personal advisers, pupils, advisory staff and other external partners. This is to ensure that Aston Manor Academy plans, delivers and reviews the delivery of the CEIAG entitlements for pupils, and to monitor the implementation of the national CEIAG standards.

An annual meeting will be held to review pupil needs, plan timely support and agreed the process for identification of individual needs, referrals and information sharing.

4. PUPIL ENTITLEMENT

Pupils are entitled to careers education and guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with pupils and their parents or carers. The programme will promote equality of opportunity, inclusion and anti-racism and gender equality. It will address the needs of pupils with special educational needs

All students in years 7 to 13 at Aston Manor Academy are entitled to:

Aston Manor Academy

- Find out about technical education qualifications and apprenticeship opportunities, as part of our careers programme which provides information on the full range of education and training options available at each transition point
- Hear from a range of local providers about the opportunities they offer, including technical educational and apprenticeships
- Understand how to make applications for the full range of academic technical courses
- Clear impartial advice and information about all the options available, so that they understand what is involved
- Support and guidance to help them make choices and complete a career plan for the future
- Regular personal support and information on how well they are doing via CEIAG meetings with House Tutors and the Pastoral Team.
- Help to decide what to do when they leave school, including further learning, training or employment
- A programme of careers education helping pupils develop skills and knowledge to make choices and the transition to work and learning
- The opportunity to be involved in making decisions about things that affect their learning
- An opportunity to set out an individual learning plan
- An opportunity to learn about the world of work
- Help and guidance at the appropriate time
- Communication with parents when required e.g pupils at risk of being not in education, employment or training (NEET).
- Appropriate advice and guidance on apprenticeships
- Pupils in Year 10 to have the opportunity to participate in a mock interview day with local employers
- All Year 10 pupils to participate in a 2 week work experience placement in the summer term

4. MANAGEMENT

Within Aston Manor Academy:

- A team of staff is responsible for co-ordinating CEIAG programme from Years 7 – 13
- An Assistant Head of Year is responsible for Work Experience.
- The Assistant Headteacher for Sixth Form and KS4/5 careers co-ordinator's are responsible for co-ordinating the CEIAG programme for Sixth Form.
- All involved work closely with the Trust's Prospects Personal Advisor.
- Sally-Ann Hunton is the Careers Lead and line manager for the Careers and Work experience development team.

5. MANAGEMENT OF PROVIDER ACCESS REQUESTS

External providers and visitors must contact the careers co-ordinator to arrange

- Meetings
- Assemblies
- Workshops
- Visits

A provider wishing to request access should contact E Hughes or L Ajibade (Careers Co-ordinators)

Telephone: 0121 359 8108

Email: ehughes@astonmanoracademy.com / lajibade@astonmanoracademy.com

All visitors are required to adhere to Aston Manor Academy's sign in procedures.

Granting and refusing access

Access to students will only be granted based on appropriate safeguarding checks and procedures having been followed in line with the Academies policies.

Safeguarding

Our safeguarding and child protection policy outlines the Academies procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

Premises and facilities

A range of facilities will be available to enable providers to access students e.g. rooms, specialist equipment such as audio and visual devices via prior arrangement with the careers co-ordinators once a visit has been arranged.

6. STAFFING

All staff are expected to contribute to the CEIAG programme through their roles as tutors and subject teachers.

Careers education is planned, monitored and evaluated by the careers co-ordinator in consultation with the Prospects Personal Advisor.

A member of the CEIAG will regularly attend TITAN pathways meetings

Members of staff to deliver CEIAG programme, including form tutors, delivers the programme via PSHE programme of study.

The Prospects Personal Adviser provides specialist careers guidance including an individual action plan produced for each pupil.

Careers information is available in the school library which is maintained by the Careers co-ordinators and library staff.

7. CURRICULUM

The careers programme includes careers education lessons, careers guidance activities (group work and individual interviews), information and research activities (in the Careers Office), work related learning (including two weeks' work experience), action planning and recording achievement.

Careers lessons are part of the Academy PSHE programme.

Other focused events are provided throughout the academic year.

Work experience preparation and follow-up takes place via assemblies and workshops as well as in PSHE lessons and other appropriate parts of the curriculum.

8. PARTNERSHIPS

An annual Partnership Agreement is negotiated between the Academy and Prospects, identifying the contributions to the programme that each partner will make.

The Careers team will work alongside local employers and organisations to establish links to benefit our pupils.

9. STAFF DEVELOPMENT

Staff training needs for planning and delivering the careers programme will be identified in the CEIAG Action Plan and in the Partnership Agreement with Prospects, and activities will be planned to meet them.

10. MONITORING, REVIEW AND EVALUATION

The programme is reviewed annually by the careers co-ordinator and the personal adviser using Careers Foundations to identify desirable improvements.

An overview of the year's careers related activities are recorded regularly.

Evaluations are carried out from time to time e.g. tutor/student evaluations and focus groups.

This policy will be reviewed annually by the Careers Co-ordinator for the Trust.

Date of next review July 2020