

# CHARLES READ ACADEMY POLICY STATEMENT

## Careers Education, Information, Advice and Guidance Policy (CEIAG) 2018 – 2019

### *Inspire, Engage and Motivate*

Careers Education, Information, Advice and Guidance (CEIAG) at CRA is designed to broaden the horizons of students and prepare them for life in modern Britain. It aims to give students the opportunity to be the best they can be, in all aspects of life, by providing good quality impartial information, advice and guidance for their Post 16 and GCSE options. We recognise the importance of good CEIAG and giving our students the skills to manage their choices when they leave us.

### AIMS

- 1. We will inspire and engage our students in planning their own career path and increase their motivation to aim high**
  - preconceived ideas will be challenged and students will be encouraged to think beyond their immediate circumstances
  - students will see case studies of interesting and inspiring stories, including those who are non-stereotypical of traditional careers
  - enterprise will be included to show students a different pathway and develop entrepreneurial and employability skills
  - students will encounter a range of different and exciting activities including visits to and from colleges/universities, and various employers and visitors into school
  - students will have access to information for all occupational areas
- 2. We will engage with employers and other organisations in a range of ways to give students real life experiences of the world of work**
  - we will work in partnership with a range of employers to give students examples of how careers develop from a diverse range of occupational areas
  - students will have time with employers in assemblies and workshops, for motivation and understanding of different sectors including apprenticeships
  - support will be given to students in their CV writing and interview skills, especially in preparation for Rotary Mock Interviews in Year 11
  - students will have a clear view of labour market information in relation to different careers locally to help them make informed decisions
  - Careers adviser will provide impartial careers advice to Year 10 & 11 students
  - Vulnerable students will have targeted additional support and advice
- 3. We will inspire students to achieve their maximum potential in order to give them the opportunities they aspire to both academically, personally and in relation to their future**
  - students will understand different levels of academic study to support different routes into a range of

diverse careers

- students will understand the qualifications framework and how accessing different levels of this will enable more choices for their chosen career
- encourage all students to have a minimum of two FE applications to maintain 100% destinations for the Academy
- advice, assistance and submission of FE applications for all Year 11 students
- encourage participation in continued learning, higher education and professional development – to university and beyond

## **COMMITMENT**

Charles Read Academy employs a dedicated Level 3 qualified part time Careers Leader, Mrs Airey. This is a non-teaching part-time post.

The Governing body and staff team are committed to:-

- The provision of resources to support the development of this policy and see CEIAG as an integral part of the curriculum
- Encouraging our students to think about their future and inspire them to make informed choices
- Involve parents/carers in the further development of CEIAG

A member of the Governing body, currently Alan Hancock (Chair), is the link person to CEIAG and his role is to work with the CEIAG lead to implement provision.

## **STUDENT ENTITLEMENT - opportunities alter on an annual basis but will include:-**

### **Year 7 – Inspire**

Raising Aspirations for University, Apprenticeships, University visit

**Curriculum** – Self Awareness – who am I? Lifeskills, What do my family do for a living?

### **Year 8 – Inspire and Engage**

Raising Aspirations for University, STEM Eon Energise, Apprenticeships, University visit, World of Work, Options Evening

**Curriculum** – What does my future look like? What are my strengths? The World of Work, Planning the next stage of my education - Options

### **Year 9 – Engage**

STEM G&T BGU, Red Arrows, Feeding Britain's Future, Apprenticeships, University Visit

**Curriculum** – What is a career? My career and career development, Employability skills including interview skills and applications

## **Year 10 – Engage and Motivate**

Construction Day, STEM Food Tech, Big Bang, Apprenticeships, RAF/Army

**Curriculum** –Post 16 options – what is available to me? Academic v Vocational, Higher Education, Challenge stereotypical careers, Labour market information, Planning the next steps after Year 11

## **Year 11 – Motivate**

College & 6<sup>th</sup> Form visits, Construction day, Apprenticeships, Rotary mock interviews

**Curriculum** - CV's & Letters of application; Apprenticeships; 1:1 Careers Guidance Interviews to investigate, review and reflect on choices, experiences and activities; FE applications; FE back up plans.

In addition to this entitlement students can expect:-

- Help to understand their choices and skills development. Current labour market and careers information and support in making realistic and ambitious choices about their future.
- Their confidence to improve and how by linking it to academic achievement progress will improve.
- Unlimited, impartial one to one advice and/or guidance interviews in Year 11.
- To be treated equally, as an individual

## **RESOURCES & PARTNERSHIPS**

The Academy works with a number of organisations to embed its vision for CEIAG across the school. These include employers, training providers, Post 16 providers including colleges and 6<sup>th</sup> forms for further guidance, universities and charities. We also develop and nurture new partnerships to continue to offer our students an enhanced provision. We employ these people in a range of ways including delivering assemblies, interviewing students, taking part in interactive days and supporting trips and visits.

We have a part time Careers Leader to offer our students individual impartial interviews with referral for guidance when appropriate. The Careers Leader also provides us with detailed destination data for our Year 11 leavers.

## **QUALITY ASSURANCE & MONITORING**

Detailed destination data is analysed to enable us to communicate with Lincolnshire Local Authority to ascertain who may be NEET (Not in Education, Employment or Training), and shared with the Trust. Destinations for 2017-2018 was 100%. Student feedback following interaction days, work experience and careers interviews is critical and will always form a key part of the plan for future provision. We will make use of 'Compass' to assess our CEIAG provision against the Gatsby benchmarks in order to meet these by the end of 2020.

## **DOCUMENTS**

## **Careers Education, Information Advice and Guidance Policy Statement**

## Suggested Careers Information Resources

The resources listed here are a “starter for ten” to give you an idea of resources that our learners can access and/or to support their career decision making. It isn't a definitive list! Publishers' websites/catalogues will tell you about current resources and cost. They will also provide information on alternative and additional resources. Remember websites may close down, rebrand or setup so some may no longer be current and others may be available and more appropriate.

### TWITTER

Follow our Twitter page:- @CRA\_Careers

For up to date information and who to follow for Careers related advice and stories!

## 10 Websites That Everyone Interested In Careers Should Know About!

**National Careers Service – <https://nationalcareersservice.direct.gov.uk>**

The National Careers Service has an information section specifically for young people aged 13-16. They can also use the site to access various careers tools including a CV builder and an area that contains hundreds of alphabetically listed job profiles.

**Careers Wales – <https://www.careerswales.com> - English site**

Excellent site to search for numerous careers and jobs

**Plotr – <https://www.plotr.co.uk>**

A careers platform for 11 to 24 year olds. It aims to inspire young people about the world of work through tailored articles, expert advice, employer profiles and an interactive careers world. It houses a large amount of occupational information which is presented in an interactive and engaging way. Play the 'Game' to find out the type of future careers you may be interested in.

**Apprenticeships – <https://www.gov.uk/apprenticeships-guide>**

This is the one stop shop for information on apprenticeships. It has separate information sections for young people, parents, employers and partners. Mainly written information but there are some video clips. Young people can use the vacancy section of the site to search, and apply for live opportunities.

**Parental Guidance - <https://www.parentalguidance.org.uk>**

Careers information and advice for parents and carers from the Careers Writers Association.

**Careersbox - <https://www.careersbox.co.uk>**

A free online library of careers related film, news and information. It contains lots of careers and learning information including a library of video clips about different occupations. The “Interview Technique TV” section is definitely worth looking at.

**icould - <https://www.icould.com>**

Features films of real people talking about their career, the route they took into it and their future career plans. The idea is to inspire young people to make the most of their potential and talent, by showing how others have used theirs. The site also has a comprehensive section on making successful job applications and useful personality tests.

### **UCAStv – [https:// www.ucas.tv](https://www.ucas.tv)**

Young people can use this site to watch and share video guides to help them apply for higher education courses. The advisers section contains video advice about writing reference, using Adviser Tracker and preparing for results day, as well as relevant student guides. Should be used in conjunction with the main UCAS website ([www.ucas.co.uk](http://www.ucas.co.uk))

### **Whatuni – <https://www.whatuni.com>**

Website comparing the best university and degree courses for free.

### **Notgoingtouni – <https://www.notgoingtouni.co.uk>**

Aims to help young people make informed decisions about their future by showing the opportunities that exist outside of traditional university such as apprenticeships, sponsored degrees, gap years, distance learning and jobs. It hosts hundreds of video case studies, up-to-date careers news and downloadable lesson plans.

## **Local/regional websites - Lincolnshire East midlands**

### **The range of careers and opportunities for working in Greater Lincolnshire – <https://www.theworldofwork.co.uk>**

The World of Work was set up by the Greater Lincolnshire LEP – the voice of the local business community- to promote employment opportunities in Greater Lincolnshire. There are free resources to help you find more information on a particular career path, industry or employer.

### **Children’s Services Young People’s website - <https://www.teeninfoincs.co.uk>**

This website has up-to-date, local information on a wide range of topics including careers and the world of work. It contains video clips, downloadable publications, news items and much, much more.

## **Volunteering**

### **Websites**

<https://www.discovervolunteering.org>

<https://www.do-it.org.uk>

<https://www.gov.uk> (volunteering section)

<https://www.volunteering.org.uk>

### **For more information please contact:-**

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