

CHARLES READ ACADEMY POLICY STATEMENT

Careers Education, Information, Advice and Guidance Policy (CEIAG) 2017 – 2018

Inspire, Engage and Motivate

Following a change in guidance issued by Government in April 2013, CRA created this policy to support the careers education, information, advice and guidance for its students. CRA aims to broaden the horizons of its students and give them the opportunity to be the best they can be, in all aspects of their life, including their future career progression when they leave the Academy in Year 11. 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 and a taste of what they can expect

- 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
- 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 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 ensure 100% destinations for the Academy
- advice, assistance and submission of FE applications
- encourage participation in continued learning, higher education and professional development – to university and beyond

COMMITMENT

Charles Read Academy employ a dedicated part time impartial Careers Adviser.

The Charles Read Academy 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 in the further development of CEIAG

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

STUDENT ENTITLEMENT - opportunities alter on a yearly basis but will include:-

Year 7 – Inspire

Raising Aspirations for University, Apprenticeships, World of Work, University visit

Curriculum - Bank Accounts; Volunteering for Work Experience; Who am I? – This is me! Personalities and Jobs.

Year 8 – Inspire and Engage

Raising Aspirations for University, STEM Eon Energise, Apprenticeships, University visit

Curriculum - My career personality, Part time jobs; Which subjects? My achievements and personal qualities; Money skills; Changing Labour market (LMI).

Year 9 – Engage

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

Curriculum - Personal Support Networks – Who can help with my career? Target setting and career plan; Bias? Jobs in future city; My influences and challenging stereotyping; What do employers want? My employability skills and qualities; What car should I buy; What can I do next? Budgeting.

Year 10 – Engage and Motivate

Construction Day, STEM Food Tech, Big Bang, Apprenticeships, RAF/Army, H&S in workplace, Park Farm

Curriculum -Work experience preparation; Money skills; CV's; H&S for Work Experience and in workplace; Work Experience placement with a local employer

Year 11 – Motivate

College & 6th Form visits, Construction day, Apprenticeships, Rotary mock interviews, Park Farm

Curriculum - W/E presentation; CV's & Letters of application; Aspirations LMI; Apprenticeships; Individual interviews by Careers Adviser to investigate, review and reflect on choices, experiences and activities; FE applications; FE back up plans.

In addition to this student entitlement students can expect:-

1. Help to understand their choices and skills development. Up to date and current labour market and careers information and support in making realistic and ambitious choices about their future.
2. Their confidence to improve and how it is linked to academic achievement, their progress will improve.
3. Unlimited, impartial, independent one to one advice and/or guidance interviews in year 11.
4. 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, post 16 providers including colleges, 6th forms and training providers for guidance, universities, local authorities 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 Adviser to offer our students individual impartial interviews with referral for guidance when appropriate. She also provides us with detailed destination data for our year 11 leavers.

QUALITY ASSURANCE & MONITORING

Detailed destination data is looked at to enable us to communicate with Lincolnshire Education Authority to ascertain who may be NEET (Not in Education, Employment or Training). Student feedback following interaction days, work experience and careers interviews is critical and will form a key part of the plan for future provision.

An 'Audit and Toolkit' for development of best practice with Careers Service is undertaken regularly for overview of provision.