

Ninestiles Academy Trust Mission Statement

Ninestiles Academy Trust will be nationally and internationally acknowledged as a high achieving, innovative and exciting group of schools which recognise and respect the richness and diversity of their communities. The trust will be structured and resourced to meet the needs of 21st century students and pupils. Within a caring environment, we will develop and reinforce the values, skills and attributes which promote good citizenship and lifelong learning. Parents, directors and councillors, and the wider community will work in partnership with our committed, appropriately skilled workforce and our students and pupils, to ensure that high quality learning takes place.

Outcomes will be outstanding.

Policy title	Policy for Careers Education, Information, Advice and Guidance
Rationale	<p>A young person's career is the progress they make in learning and work. All young people need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers, learning and sustain employability throughout their lives. Schools have a statutory duty to provide careers education in Years 7-11 (1997 Education Act, 2003 Education Regulations) and to give students access to careers information and impartial guidance (Statutory Guidance: Impartial Careers Education, DCFS 2009).</p>
Policy statement	<p>Commitment</p> <p>Ninestiles School is committed to providing a high quality, planned programme of careers education and information, advice and guidance (CEIAG) for all students in Years 7-13, in partnership with the local IAG provider for 2012-14 CSWP and Brilliant Careers From November 2014, Birmingham Careers Service may also be involved for an identified group of students..</p> <p>Ninestiles School is committed to the Raising of the Participation Age (RPA) and will ensure all young people can access the full range of 14-19 options and integrated support.</p> <p>Ninestiles School follows the National Framework for CEG 11-19 in England (DfES, 2003) the Young People's IAG Quality Standards (DCFS, 2007) The IAG Strategy 'Quality, Choice and Aspiration' (DCFS, October 2009), The Statutory Principles for Impartial Careers Education (DCSF 2009) and other relevant guidance from DCSF, QCDA and OFSTED.</p> <p>Ninestiles School is committed to investigating the possibility of gaining a CEIAG AWARD and the Quality Standard for Work Experience (DCSF).</p> <p>Development</p>

This policy was developed and is reviewed regularly in discussion with teaching and pastoral staff; the schools IAG Adviser, students, parents, governors, advisory staff and other external partners (e.g. Network East Partnership).

This policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for SMSC, teaching and learning, assessment, recording and reporting achievement, citizenship, Citizenship Education, work related learning and enterprise, school trips and visits/learning outside the classroom equal opportunities and diversity , gifted and talented, looked after children and special needs.

Objectives

The careers programme is designed to meet the needs of all the students at Ninestiles School it is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and is based on a partnership with students and their parents /carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

Implementation

Jayne Talbot co-ordinates the careers programme working closely with the Futures Team, SMT and Achievement Leaders and other Key Members of staff and is responsible to the Principal. This area is supported by a linked governor and a member of the Senior Leadership Team with responsibility for CEIAG. Work experience, work related learning and learning outside the classroom is an integral part of the CEIAG programme and is implemented by Jayne Talbot who works closely with CAPS, subject leaders and individual members of staff.

All staff contributes to CEIAG through their roles as subject teachers/personal tutors. The CEIAG programme is planned, monitored and evaluated by Jayne Talbot.in consultation with CSWP/Brilliant Careers, South and City College and Birmingham Careers Service.

Careers information is available in the Work Related Learning centre which is maintained by CEIAG Co-ordinator. The Centre is open every break, lunch and after school. Subject staff can request delivery of specific topics in the centre and in other locations in the school (e.g. workshop on researching college courses)

Ninestiles Schools careers education programme is underpinned by the Careers Education Framework 7-19, Statutory Guidance: Impartial Careers Education which has defined learning outcomes that reflect the three aims of Careers Education from Careers Education and Guidance in England – A National Framework 11-19 (DfES, 2003). Ninestiles Schools Careers Education programme includes;

- Careers education lessons are planned and delivered through the Aspire Programme and delivered by Form Tutors, in tutor groups, year groups or break out groups.
- Careers guidance activities include:
 - Subject based talks that link in the specific subject specifications
 - Curriculum days
 - Career tasters
 - Information and research activities (in tutor time and after school each Tuesday and Thursday on the school intranet – CLOUD9)
 - An annual careers convention (Futures Evening)
 - Seminars and presentations from local employers
 - Practice interviews
 - Visits to and by local post 16 providers
 - Subject choice parents' evenings
 - Work related learning (including work experience) & visits by employers
 - The school website offers a work related learning section
 - Work experience preparation and follow-up take place in assemblies, Tutor Groups and

suspended timetable days.

- Support accessing the area wide prospectus and on line sources of CEIAG
- Visits to Universities, for Aim Higher Events.

Assessment

The intended career learning outcomes for students are based on the Career related learning outcomes within the Careers Education Framework which supports the Statutory principles for Impartial Careers Education and are assessed through;

- Student questionnaires at key stages
- Feedback in class, tutorials and focus groups
- Discussion at college meetings
- Feedback at internal CEIAG Network
- Local post 16 providers and parents.
- Reports on student performance are made after mock interviews
- Work experience monitoring and evaluation & work experience Certificates of Achievement are promoted amongst students.
- Student Progress File or CEIAG portfolio, produced by some students.
- Impact measure assessments
- Visitor and employer feedback forms

Partnerships

An annual Partnership Agreement is negotiated between the school and external providers including CSWP/Brilliant Careers and South and City College which identifies the contributions to the programme that each will make. Further links are always being developed with local post 16 providers and employers to strengthen progression opportunities and the offer for apprenticeships, employment opportunities, work experience and voluntary work placements.

Ninestiles links with Education and Skills Strategy Team to meet regularly to discuss CEIAG and WRL.

Jayne Talbot attends regular meetings with Aim Higher, Stemnet and Birmingham and Solihull Chamber of Commerce to develop links and identify areas where education can work together with outside partners.

Resources

Funding is allocated in the annual school budget planning round in the context of whole school priorities and particular needs within CEIAG. The Principal Finance Officer is responsible for identifying the budget and for the effective deployment of resources. Sources of external funding are actively sought.

Staff Development

Staff training and CPD needs in relation to CEIAG are identified as part of the Partnership Agreement process with the CSWP and in conjunction with the school INSET co-ordinator/manager.

Staff training and CPD needs will be met through INSET, staff team briefings, the intranet/VLE, newsletters/journal, internal and external meetings, memos, mentoring and coaching activities, twilight training, conferences and workshops etc.

Jayne Talbot attends at least one CEIAG briefing each half term and the National Careers Show every March.

Monitoring, review and evaluation

A variety of methods are used when appropriate or as required

- External evaluation e.g. DCSF IGEN audits/Ofsted thematic reviews or inspections/IAG Provider etc

	<ul style="list-style-type: none"> • Internal evaluation of provision through mapping Quality Standards/Statutory principles against school SEF • Quality Awards for CEIAG e.g. 'Inspiring IAG Award', Career Mark, Investors in Careers, Matrix • Partnership Agreement with the IAG provider (currently CSWP) is negotiated and written annually, with an interim review • Ninestiles School Careers Education Programme is reviewed annually by Ninestiles School careers lead and the Personal Adviser/Connexions Adviser using the 12 Quality IAG Standards, the statutory principles for Impartial Careers Education and The 14-19 Area Delivery Plan for IAG to identify areas for improvement.
Monitoring and review	Jayne Talbot, Academy Councillor with responsibility for CEIAG
Links	<p>Curriculum policy</p> <p>UNICEF Article 17 (access to information from the media) <i>"Every child has the right to reliable information from a variety of sources, and governments should encourage the media to provide information that children can understand. Governments must help protect children from materials that could harm them."</i></p>
Staff responsible	Jayne Talbot, Assistant Principal with responsibility for Client and Stakeholder Engagement
Committee responsible	Ninestiles Academy Council
Date approved	July 2015
Review date*	July 2017

**Please note that should any further national guidance be issued by external agencies that are relevant to this policy, it will be updated accordingly prior to the review date shown above and referred to the next academy council meeting*