

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

Date revised by Ninestiles, An Academy:

September 2020

Next review date:

September 2021

<p><b>Rationale</b></p>	<p>Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. At Ninestiles, An Academy, a planned progressive skills programme of activities supports them from year 7 – 11 to develop an awareness of employability skills and understanding of opportunities in the working world that suit their interests and abilities and help them to follow a sustainable career path.</p> <p>The Academy's careers programme strives to reference and reflect the eight points of the Gatsby benchmarks:</p> <ol style="list-style-type: none"> <li>1 A stable Careers Programme</li> <li>2 Learning from career and labour market information</li> <li>3 Addressing the needs of each pupil</li> <li>4 Linking curriculum learning to careers</li> <li>5 Encounters with employers and employees</li> <li>6 Experiences of work</li> <li>7 Encounters with further and higher education</li> <li>8 Personal guidance</li> </ol>
<p><b>Commitment</b></p>	<p>Ninestiles, An Academy is committed to providing students with a programme of careers education and guidance year 7 – 11, and endeavours to follow the DfEs 2017 – Careers Strategy: making the most of everyone's skills  <a href="https://www.gov.uk/government/publications/careers-strategy-making-the-most-of-everyones-skills-and-talents">https://www.gov.uk/government/publications/careers-strategy-making-the-most-of-everyones-skills-and-talents</a></p>
<p><b>Aims</b></p>	<p>Ninestiles, An Academy's CEIAG Policy has the following aims:</p> <ul style="list-style-type: none"> <li>○ To contribute to strategies for raising attainment and increasing motivation</li> </ul>

	<ul style="list-style-type: none"> <li>○ To support inclusion</li> <li>○ To link curriculum learning to careers</li> <li>○ To encourage participation in continued learning beyond 16</li> <li>○ To develop enterprise and employment skills</li> <li>○ To reduce drop out from course switching in education and training</li> <li>○ To contribute to the economic prosperity of individuals and communities</li> <li>○ To meet the needs of students through appropriate differentiation</li> <li>○ To focus students on their future aspirations</li> <li>○ To involve parents and carers</li> </ul>
<b>Outcomes</b>	<p>As a result of the above objectives the proposed outcomes of Ninestiles, An Academy's Careers Education and Guidance policy are:</p> <ul style="list-style-type: none"> <li>○ To contribute to strategies for raising achievement, especially by increasing motivation to support inclusion, challenge stereotyping and promote equality of opportunity.</li> <li>○ To encourage participation in continued learning including higher education and technical qualifications.</li> <li>○ To develop enterprising and employability skills in students</li> <li>○ To significantly reduce the likelihood of any students leaving our educational establishment as NEET (not in education, employment or training).</li> <li>○ To involve all school stakeholders in the careers education of students, including parents and carers.</li> </ul>
<b>Student Entitlement</b>	<p>Careers education and guidance (CEG) is an important component of our curriculum and we fully support and resource the statutory requirement for a Careers Curriculum in Years 7 -11.</p>
<b>Development</b>	<p>The policy will be reviewed biennially by the school careers advisor in discussion with Academy staff, students, parents, governors and other relevant external partners.</p>
<b>Links with other Policies</b>	<p>The Policy for CEIAG supports and is underpinned by a range of school policies including those for teaching and learning, assessment, PSHE, equal opportunities and diversity, CiC and SEND, Work Related Learning and Enterprise and recording and reporting achievement.</p>
<b>Implementation of Careers Education</b>	<p>Careers Education is delivered during Tutor time in KS3 and KS4, Study Skills sessions at KS4 by Careers Leads and DoY, supported by tutors, at key appropriate points throughout year 7 – 11.</p>
<b>Equality and Diversity</b>	<p>Careers Education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All</p>

	students are provided with the same opportunities and diversity is celebrated.
<b>Key Stage 3</b>	<p>A careers and enterprise programme will be delivered through tutor sessions. At KS3 students investigate employability skills, interests and work preferences to match against suitable occupations. Students to use GroFar to support activities and document their careers journey from 7 – 11.</p> <p>At year 9 students explore KS4 and KS5 future options with a focus on individual career paths. They will visit a university as part of our Aim Higher Programme.</p>
<b>Key Stage 4</b>	<p>Students in year 10 will have exposure to employers and employees to provide impartial careers advice and guidance. Students will attend a careers event and be required to complete a Cover letter with accompanying CV in preparation of their Practice Interviews and one week of Work Experience.</p> <p>Students in year 11 will focus on Post 16 personal statements and applications. Individual action plans and interviews with Brilliant Careers Advisor Debbie Perry is offered to all students. Mock interviews are also available for different pathways and institutions for those who require it. Grammar School Application support sessions are offered after school along with Personal Statement guidance during Tutor sessions and Study Skills lessons.</p> <p>Financial modules are also delivered at KS4.</p>
<b>Implementation of Careers Guidance</b>	<ul style="list-style-type: none"> <li>➤ Independent Careers Advice - External Careers Advisor works in partnership with Ninestiles, providing independent and impartial Careers advice and guidance. This service is primarily available for year 11 students in the form of Careers Interviews and College Application support.</li> <li>➤ Careers Lessons – Careers lessons involve access to relevant labour market information, skills for working life and financial wellbeing.</li> <li>➤ GroFar – Tutor groups from KS3 upwards are provided with an online Careers programme which is a digital platform to guide and support the Careers Curriculum and update them on a variety of Careers and Enterprise opportunities. Helping students to build a comprehensive careers and work experience passport and access the resources and opportunities they need.</li> </ul>
<b>Parents and Carers</b>	<p>Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved. All online resources are easily accessed through the links on the school website. Parents are kept up to date with careers related information through letters, newsletters and events. Parents are welcome at careers interviews and where necessary are invited.</p>

<b>Management</b>	NSUT and FF co-ordinate the Careers Curriculum with input from year specific DoY and Phase APs. They are responsible to KO AS Senior Line Manager.
<b>Staffing</b>	<p>All staff contribute to CEG through their roles as tutors and subject teachers. Administrative staff are assigned to support Careers Leads.</p> <p>The Careers curriculum is planned, monitored and evaluated by Careers Leads and Line Manager.</p> <p>Careers Leads are responsible for maintaining all Careers resources, support and provision, including work with external agencies.</p>
<b>Curriculum</b>	<p>The Careers curriculum includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work related learning and individual learning activities, including GroFar.</p> <p>Careers lessons are part of the Tutor Programme at KS3 and Study Skills Programme at KS4. Other events such as Futures Evening are planned and organised separately throughout the year.</p>
<b>Partnerships</b>	A partnership agreement is ongoing with Brilliant Careers, detailing the contributions to the programme that each will make.
<b>Resources</b>	Funding is allocated in the annual budget. Both Careers Leads and Line Manager are responsible for the effective deployment of resources.
<b>Staff Development</b>	Staff training needs are identified during regular planning meetings between Careers Leads and Line Manager.
<b>Monitoring Review and Evaluation</b>	<p>Careers Education is monitored and evaluated annually. Careers Guidance is monitored and evaluated annually through discussion with key staff members and students. Appropriate observations of activities are made by LM/ SLT.</p> <p>External agencies (Brilliant Careers) are reviewed annually.</p> <p>The programme is reviewed annually by Careers Leads, DoY, Phase Leads and Line Manager. Changes and improvements to the programme are identified and entered into development plans along with timescales for improvement.</p> <p>When reviewing the programme, the School Improvement Plan (SIP) is used to ensure that the Careers Faculty is fully supporting whole school aims.</p>