



# Careers Education Information and Guidance Policy

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1.0	GMM	22-11-16	Minor Changes

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Aldridge School An Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff, students and volunteers to share in this commitment.

## **Careers Education and Guidance**

Aldridge School – An Academy is committed to providing its pupils with a varied programme of Careers Education and Guidance activities to equip and enable them to make informed decisions and choices at key transition points both during school, post 16 and post 18.

### **Context**

From September 2013 the Education Act 2001 placed schools under a duty to secure access to independent and impartial Careers guidance for their pupils in years 9 to 11. The *Careers Guidance in Schools Regulations 2013* extended the age range to include pupils in year 8 and in years 12 and 13.

These changes supported information and advice from an earlier age, enabling better informed decisions at ages 13 and 14 and assisted with the raising of the participation age, requiring young people to participate in education or training up until the end of the academic year in which they turn 18.

Careers Education is assessed within the *Common Inspection Framework* with key descriptors focussing on the provision in school of high quality impartial Careers guidance. This guidance should: enable learners to develop clear ambitious and realistic plans for the future; support preparation for their next stage, whether it will be education, training, self-employment, or employment; help pupils be informed about local and national skills.

### **Implementation of Careers Education and Guidance**

Careers Education will be delivered throughout the academic year during designated Work Related Learning days when the timetable is collapsed across a year group and during weekly PSHCE programmes delivered by form teachers.

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It will also take place during Parents' Consultation Evenings and on days when there are Careers events, workshops or when there are employers visiting school.

The Careers Education programme will be organised by the Careers Team which consists of:-

Nominated SLT person as Line Manager

Careers Leader/s

Independent Careers Advisor

WRL/Enterprise Co-ordinator

Work Experience Co-ordinator

Head of VI Form

The programme of activities will be delivered by employers, Further and Higher Education representatives, training providers, training organisations, form teachers, teaching staff and the Careers team.

### **Entitlement to Careers Guidance and Education**

All pupils are entitled to and will receive impartial and independent Careers Education and guidance support during their time at Aldridge School. The key features of this include:-

#### **Guidance:**

- Access to impartial and independent individual advice and guidance from the school Careers Advisor, open to years 7 to 13
- All year 11 pupils will receive a 1:1 Careers interview and a summary of the meeting which focusses on post 16 progression options. Parents and guardians are invited to attend these interviews. Pupils in years 9 and 10 are also invited for 1:1 Careers interviews with the Careers Advisor/Team as appropriate. Meetings are conducted by the Careers Advisor/Team in a private room and information is kept confidential. Students are free to request an interview at any time and one will be allocated as soon as possible.
- Targeted support for identified pupils in years 10 and 11
- Consideration for bespoke Work Experience placements in Year 10 to support considerations for next steps
- Students will have access to mock interviews with business supporters

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- 1:1 guidance is available to support year 13 students applying to university and/or apprenticeships. Practice interviews are held with Year 12 students and year 13 taking part on request.
- The Careers Advisor undertakes tracking of all Year 11 and follows up each case. He also contributes to tracking and destination data for the year 11 and 13 cohort.

### **Careers Education:**

- There is a programme of Careers Education covering: Employability Skills and preparation for work; Options at Year 9, Enterprise and Work Related Learning activities, links between subjects and Careers, preparation for work experience, introducing Higher Education, progression options post 16 which includes Sixth Form, Apprenticeships, Further Education, Options at 18, including employment, apprenticeships, GAP year, CV Preparation and completing applications forms, preparation and mini workshops for popular degree subjects and bespoke packages of support for a variety of careers.
- Organising visits by Employers to the school, organising visits to workshops, Careers related shows (Skills Show) Careers and Higher Education fairs and conferences, University visits for students to raise aspirations and their Careers knowledge and awareness.
- All year 12 pupils undertake a week's work experience and there are bespoke Work Experience opportunities for year 10 students. The UNIFROG programme contains a wealth of help, suggestions and information, not just on University applications but on apprenticeships etc.
- All of Years 11 and 13 have the opportunity of a practice interview with an employer.
- Access to careers information resources, prospectuses and useful website in the careers area/library and sixth form area.
- Use of social media to access careers news, job/apprenticeship/course information or ask the Careers Advisor a careers related question or enquiry.

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The Careers Advisor will arrange to attend visits to employers, Further and higher Education institutions, training providers and related Careers Conferences and workshops to support LMI knowledge and keep up-to-date with Careers Information.

### **Quality**

The school commissions Education Business Services Ltd to deliver independent and impartial Careers Education and Guidance from years 8 - 13. CEIAG is delivered through the school's PSHCE programme and through Education Business Services Ltd which gained the accredited National Matrix Award for Careers Guidance and Advice in 2012; this has been renewed in November 2016 for a further 3 years. Similarly, the Careers Advisor has carried out a benchmarking exercise in terms of CEIAG and this will lead to develop further actions to ensure quality of provision.

### **Evaluation and Review**

The Careers Advisor meets regularly with his line-manager to discuss and review the careers work in school. He will seek evaluation from pupils of 1:1 interviews and group sessions. Feedback is used to make any changes or revise any aspects of the Careers delivery in school.

The Policy will be reviewed along with Careers Education annually.