

# Careers Education Information Advice and Guidance (CEIAG) policy

## East Leake Academy

Edition – October 2024

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# **1 Policy statement**

## **1.1 Vision, mission and values**

We aim 'To inspire. To raise aspiration. To create brighter tomorrows'

## **1.2 Purpose and intent**

The purpose of this statement is to confirm our commitment to meeting all Gatsby benchmarks, providing whole school provision of next step opportunities to widen aspiration and increase social mobility. To meet all statutory guidelines and embed partnership work. To ensure NEETs are zero or below national averages.

## **1.3 Roles and responsibilities**

**Careers Lead** – Phil Renshaw (prenshaw@eastleake-ac.org.uk ): Co-ordinating the transition pathways CEIAG, reporting to and regularly updating the Leadership Team and Governors via the Assistant Principal, Esther Wilson. Coordinating staff responsibility for CEIAG in the curriculum and pastoral areas through SENDCO, Middle Leaders, Heads of Years and Post 16 Leader. Liaising and working with independent careers advisor. Working with the Post 16 Leader to co-ordinate Year 12 work experience.

**Leadership Team** – Vicky Purdy (vpurdy@eastleake-ac.org.uk ): Overseeing and monitoring the Careers Lead and the CEIAG programme.

**All staff:** Contributing to CEIAG through roles as tutors and subject teachers. The CEIAG programme is planned, monitored and evaluated by the Personal Development Lead, Vicky Purdy, and delivered by the Development team consisting of cross-curricular staff; subject to the demands of the timetable.

**Academy Administrative Team:** Providing additional administrative support for the purposes of work experience and event planning.

## **1.4 Benefits**

What are the benefits of following the policy are as follows:

- Ensuring that all students have access to all available next step information
- Recognising that every young person is provided with high-quality career guidance to make informed decisions about their future, through future learning and work.
- All students are prepared for opportunities and challenges in their adult and working lives.
- To be aware of equal opportunities legislation.
- That meticulous data recording is maintained.
- That good working relationships are created and maintained with D2N2 Careers as part of the Employability and Enterprise Advisor network, Universities, Colleges, Sixth Forms and Employers.

## **2 Policy**

### **2.1 Introduction**

As part of Diverse Academies (DA) East Leake Academy shares the DA Mission statement; 'We nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we make a difference in our diverse communities, and in the lives of those who learn with us and work with us'.

### **2.2 Rationale**

A young person's career is their pathway through learning to work. All young people need a planned programme of activities to help them make choices that are right for them, and they need to be able to manage their careers throughout their lives. Careers education, information, advice and guidance plays a key part in helping young people identify, develop and add to their employability and learning skills throughout their school lives and beyond. Good careers education, information, advice and guidance contribute to our vision and underpin our ethos.

To achieve our aim we develop, deliver, review, and improve our programme using the following industry guidance:

- DFE: Careers guidance and access for education and training providers (Updated January 2023)
- The Gatsby Charity Foundation benchmarks
- The Careers and Enterprise Company
- Statutory guidance for governing bodies, school leaders and school staff
- OFSTED guidance and best practice

## **2.3 Commitment**

East Leake Academy is committed to providing its students with a varied programme of Careers activities and events to equip and enable them to make informed decisions and choices at key transition points. The policy will be guided by the statutory requirements as published in January 2023 and also uses the Gatsby Charitable Foundation's benchmarks of good practice:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

At East Leake Academy (ELA), Careers Education, Information, Advice and Guidance (CEIAG) is supported by a Careers Leader with a clear 'ambition' to raise aspirations for all students. Careers education is an essential part of the entitlement curriculum and should be accessible, impartial and focused on the aspirations and needs of individual students.

## **2.4 Objectives**

### **Aims of CEIAG**

The overall aim of CEIAG is to enable all students to make and implement well informed and realistic decisions and successfully manage change and transition. The four main themes of the CEIAG programme are – Planning for change, including career management; decision making; self-awareness and development; and career exploration including researching options for the future.

### **Duty**

East Leake Academy secures independent and impartial careers guidance for Years 7-13 alongside our structure programme for all year groups. We provide unbiased information for all students, high quality careers guidance and opportunities for work encounters. A review and evaluation process will be conducted annually by the ELA review system.

### **Student needs**

CEIAG is differentiated and personalised to ensure progression, through activities that are appropriate to students' stage of career learning, planning and development. We ensure well informed progression at all stages. Impartial advice and guidance sessions to meet individual needs are met through consultation with the pastoral teams, leadership and parents/carers.

## **Entitlement**

Students are entitled to CEIAG that meets standards of practice, is student-centred and impartial. 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 promote equality of opportunity and inclusion. In planning resources and external providers, we actively seek to ensure that the whole school community is represented and supported. Lessons within the main curriculum will also provide exposure to careers-related skills development and employment prospects, as part of the 'wider world' elements of lessons.

## **Student Entitlement**

- Students in years 7-12 will have access to a taught curriculum of careers education as part of their development lessons.
- All students have access to impartial careers advice.
- All students have access to an individual Unifrog account, an online careers and pathways database.
- All students have access to employers, colleges and universities including visits and assemblies.
- Students in year 9 will be given specific guidance in relation to making Key Stage 4 pathways choices.
- Students in Year 10 will have CV writing lessons, interview practise lessons, mock interviews with external employers and a 'careers week' that will include encounters with employers, colleges and universities.
- All year 11 students will have access to careers guidance and support appropriate to their needs, including access to impartial one-to-one guidance on request or by referral, to support their post-16 transition and career decision-making. This is using an outside qualified carers advisor complimented by our own Careers Lead.
- All year 12 students will have access to one week of work experience with support from the Academy with regards to health and safety via the use of Unifrog.
- Students in the sixth form will have access to careers guidance and support appropriate to their needs.
- The school will provide access to up to date, unbiased information via MS Teams (for students) and Weduc (for parents/carers).
- All students will be guided to appropriate online resources.
- In keeping with the Gatsby Benchmarks, all students will participate in at least two meaningful encounters with an employer.

## **2.5 Equality of Opportunity and Raising Aspirations**

The programme will actively promote equality of opportunity and inclusion. CEIAG entitlement is publicised and shared with students and parents/carers via the Academy's dedicated careers webpage.

In addition to the core CEIAG provision, East Leake Academy aims to raise aspirations and promote inclusion for all, by challenging stereotypical views and providing a varied menu of educational visits, careers fairs, employability skills activities, work experience or work placement, information about labour market opportunities, links to further education, university and other higher education providers, aspirational speakers and apprenticeship awareness opportunities.

## **2.6 Parent/carer involvement**

Parents are directed to view entitlement statement on the school website. Regular parent communications are sent to inform parents of events and support. Information about events is publicised using Weduc, email and social media. Specific parents' events will be offered at key times, for example Key Stage 4 progression evening, Post 18 pathways evening.

## **2.7 Partnerships**

The academy will seek to develop active partnership which are mutually beneficial and also promote ELA's place in the community as part of the DAT academy trust. Links include CEC Enterprise Coordinator and CEC Enterprise Advisor, DANCOP, D2N2, Nottingham College, Loughborough College, East Midlands Chamber and all local universities along with a variety of local and national employers. Alumni are invited back to East Leake Academy to share their next steps.

## **2.8 Approval of Policy**

This policy is reviewed at least annually to ensure the monitoring of the application and outcomes of this policy are working effectively.

Policy lead	Vicky Purdy
Policy renewal date	October 2024