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# Careers Education & Guidance

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<b>Date of next review</b>	Sep 2022
<b>Approved/reviewed by</b>	Headteacher



## Purpose

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned programme of activities supports them in choosing options and pathways that suit their interests and skills and inspires them to consider a range of career pathways to help ensure sustained employability throughout their working lives. Careers information, advice and guidance is a central part of the school ethos of achieving excellence together.

## Aims

This Careers Education and Guidance policy and practice have the following aims:-

- contribute to strategies for raising achievement, especially by increasing motivation and aspiration
- support inclusion, challenge stereotyping and promote equality of opportunity
- encourage participation in continued learning including higher education; further education
- improve awareness of apprenticeships and opportunities across all levels, from intermediate to degree level
- develop enterprise, employment and citizenship skills
- reduce drop out from and course switching in education and training
- contribute to the economic prosperity of individuals and communities
- meet the needs of all our students through appropriate differentiation
- focus students on their future aspirations
- provide an insight into the skills, qualities and attitudes required by particular sectors and employers
- provide opportunities for personal development – including self-confidence, time management, personal organisation and resilience
- improve attainment by making learning more relevant

## Commitment

The Oaks Academy is committed to providing our students with a programme of careers education, information, advice and guidance (CEIAG) for all students directly, through our PSHCE programme and indirectly, through all our work with young people. The Academy has adopted the Gatsby Career Benchmark guidelines as the framework for best practice in careers. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated. We have our own dedicated Careers & IAG Coordinator and in addition, we commission independent advice and guidance via the Pledge team, MPloy Solutions and through the Careers and Enterprise Company. CEIAG is offered at most parents' evenings including our Year 9 Options evening. Parents can also arrange to speak with our Careers Adviser in school or by phone.

## **Roles / Responsibilities and Accountability**

All staff contribute to careers education and guidance through their roles as tutors or subject teachers. Other sessions are delivered by our career's advisor, or by outside agencies. The Assistant Headteacher for Teaching has an overall responsibility for the provision of careers education with the day to day running of the provision managed by our Careers IAG coordinator and Heads of Year.

## **Student Entitlement**

By the end of KS4 (14-16) students will:

- Have produced a personal careers action plan
- Completed a CV
- Undertaken at least one week based with an employer
- 'Be aware of all their post 16 options' and be able to effectively apply for the next stage of their education/employment
- Be able to access a variety of sources of information about careers and labour market opportunities, including attending the careers fair
- Had access to at least one careers interview

## **Monitoring and Evaluating**

Tutors in Years 7-11 will monitor the progress of their students in the PSHCE course and will advise as necessary in conjunction with Careers staff, what options are available to them at each transition point.

- Careers Audit carried out annually with reference to the Gatsby benchmarks.
- Learning Walks e.g. learning environment
- Tracking of all students in Year 11 to ensure NEETs are minimized
- Employers provide feedback on student progress during work experience placements. Visits and phone calls support this.

## **Links with other Policies and resources:**

- Careers curriculum document. This outlines CEIAG planning & delivery. The document is available on the careers page of the academy website
- Access Provider Policy. This outlines access arrangements for education and training providers This policy supports and is underpinned by key school policies including those for Assessment, PSHCE and SMSC.
- Through our ethos and learning both within and beyond the classroom, we provide opportunities for students to develop the skills, knowledge, understanding, characteristics and attitudes they need to be active and employable citizens.
- Careers Education is delivered during PSHCE lessons, through specific assemblies, and collapsed timetable sessions where appropriate.

- We also have a careers page on the Academy website for all students and parents to access
- There is a careers section based in the Academy building and students are encouraged to research the type of careers they aspire to and the qualifications needed using this, and online resources such as Start Profile and eCLIPS.
- Year 11 and post-16 students are encouraged to participate in the National Citizens Service to enable them to develop their employability skills, self-confidence and social enterprise skills.