



## GUILSBOROUGH ACADEMY CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY INCLUDING WORK RELATED LEARNING

Policy Name	Careers Education, Information, Advice and Guidance
Committee	Curriculum and Student Welfare
Owner	Assistant Principal
Statutory	No

Date Ratified	Review Date
February 2018	February 2019

GUILSBOROUGH is an 11-18 Converter Academy, situated in a village to the north west of Northampton. The school is highly regarded in the local community and has a history of links with industry, both local and in the surrounding towns.

### Purpose

This policy sets out the nature and aims of Careers Education at GUILSBOROUGH Academy. Careers education, information and guidance (CEIAG) programmes make a significant contribution to preparing young people for the opportunities, responsibilities and experiences of adult life. The programmes are designed to be progressive from Year 7 to Year 13 and support students in making 14-19 choices.

At GUILSBOROUGH Academy, we aim to raise aspirations, challenge stereotypes and encourage pupils to consider a wide range of careers. Through CEIAG pupils will be encouraged to make the most of their skills, abilities and interests in order to go on to jobs or courses which are best suited to them as individuals. Students can only fulfil their potential if they understand themselves, their abilities and the possibilities available to them. The aims of good quality, impartial careers education may be summarised as follows and are based around the principles of developing employability skills and the “Gatsby Benchmarks” (See Appendix 1)

- To enable all students to develop the self- knowledge and skills that they need to empower them to plan and manage their own futures
- To be an integral part of the curriculum and to contribute to the ongoing drive to raise aspirations, develop key employability skills and illustrate the relevance of subject studies to later life.
- To provide comprehensive information and high quality, independent careers guidance (advice) so that students, assisted by their parents / carers, can make informed decisions at key transition points.
- To actively promote equality of opportunity and to challenge stereotypes
- To support the progress of students, including helping them to overcome any overt and hidden barriers to progress that they may encounter.

### Management

The Assistant Principal oversees the work of the PSHE subject coordinator who in turn coordinates the delivery of the careers programme within PSHE. The Assistant Principal also oversees CEIAG and the work of the Careers Advisor who holds independent careers advice and guidance



appointments for all year 11 students and other students who have been referred. In addition, the careers advisor supports Work Related Learning Events.

Careers guidance is supported through the PSHE curriculum and by the work form tutors do in tutorial time. All staff are involved in guidance to an extent e.g. support during selection of KS4 options and UCAS Progress and UCAS applications. In addition, all year 12 students complete a period of Work Experience to support their Career Education.

In addition, Guilborough Academy is committed to providing Work Related Learning opportunities and we have strong links with a key partner, Highgate House (Sundial Group), with a wide range of work and business related activities. We also work closely with our catering supplier Chartwells to provide students with access to workplace visits and work experience placements. Key Stage 3 students also benefit from whole day activities organised by Proactive.

Work Related Learning is designed to:

- Increase the commitment to learning, motivation and self-confidence of students
- Develop career awareness and the ability to benefit from impartial and informed information and guidance
- Support active citizenship
- Improve understanding of the economy, enterprise, personal finance and the structure of business organisations and how they work.
- Encourage positive attitudes to lifelong learning.

## Resources

The school has accessible careers resources on display as well as access to a private office for careers interviews. Our careers adviser is fully qualified and part of a quality awarded careers organisation called All Together. This means that advice students get is impartial. The current post holder is based at the school three days a week and available for one to one advice and guidance through teacher / tutor / pastoral referral, parental/carer request, self-referral. Drop in sessions are available each lunchtime for 20 mins. The careers adviser works closely with the local authority SEMLEP to provide students with meaningful employer engagement through assemblies, classes and work experience (KS5). The school works in partnership with an external career events specialist to hold major employer and HE / FE events across the different key stages.

## Impact

The careers programme is regularly monitored and evaluated through-

- Analysis of the destinations of students after they have left the school and, where available, information about their progress in further or higher education, training and employment.
- Surveys of students in the school and through exit surveys towards the end of Year 11 and Year 13 as well as feedback from events/experiences throughout the year.
- Feedback from students who have used the services of the independent careers adviser
- Feedback from employers
- Feedback from career events
- Monitoring and reporting to SLT and the governors termly.

## Equal opportunities

Guilborough Academy is keen to promote equal opportunities and try to use every opportunity to challenge stereotypes and to raise aspirations. 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 students are provided with the same opportunities and diversity is celebrated.



## **Parents and Carers**

Parental/carer involvement is encouraged at all stages. Online resources have been specifically chosen to help parents/carers become more involved. All online resources are accessed through links on the school website. Parents/carers are kept up to date with careers related information through letters, newsletters and at open evenings. Parents/carers are welcome at careers interviews and where appropriate they are invited.

## **Links to other policies**

The policy for CEIAG supports and is itself underpinned by a range of key school policies, including:

- Curriculum
- Teaching and Learning
- Safeguarding
- SEND
- Equal Opportunities Evaluation



## **Appendix 1**

The Gatsby Benchmarks:

### **1 A stable careers programme**

An embedded programme of careers education and guidance that is known and understood by pupils, parents/carers, teachers, governors and employers.

### **2 Learning from career and labour market information**

Every student, and their parents/carers, should have access to good quality information about future study options and labour market opportunities. They will have the support of an informed adviser to make the best use of the available information.

### **3 Addressing the needs of each pupil**

Students have different career guidance needs at different stages. Opportunities for advice and support should be tailored to the needs of each pupil. The careers programme should embed equality and diversity considerations throughout.

### **4 Linking curriculum learning to careers**

All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.

### **5 Encounters with employers and employees**

Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This could be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.

### **6 Experiences of workplaces**

Every student should have first-hand experiences of the workplace through work visits, work shadowing and / or work experience to help their exploration of career opportunities and to expand their networks.

### **7 Encounters with further and higher education**

All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.

### **8 Personal guidance**

Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of staff) or external, provided they are trained to an appropriate level. These opportunities should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs.