

Careers, Education, Advice and Guidance (CEIAG) and Employability Policy

- a) This policy applies to all Trusts managed by Wootton Academy Trust (WAT)
- b) This policy was adopted by WAT in March 2018
- c) This policy was reviewed in **January 2018**
- d) The next review is July 2018

1. Introduction

The following policy has been developed to underpin and support the Wootton Academy Trust's CEIAG Strategic Plan in response to the DfE statutory guidance 'Careers guidance and access for education and training providers' January 2018.

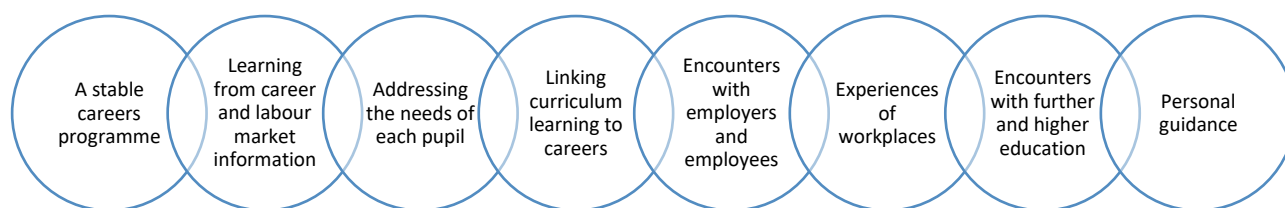
The aim of this policy is to ensure that standards and resources are well-defined and in place. In turn this will provide a secure platform from which outstanding CEIAG is delivered to all students.

We are committed to meeting national and local expectations in relation to careers by:

- Securing independent and impartial careers guidance for students in Year 9 – Year 13 as required by the 2011 Education Act. In implementing this duty, we will pay particular regard to the Gatsby Benchmark regarding person guidance and Ofsted's inspection criteria for evaluating careers provision in schools (September 2015).
- Fulfilling our duties under the Equality Act 2010 to promote equality of opportunity, foster good relations across all people, eliminate harassment and discriminatory practices and support children with protected characteristics.
- Committing to gaining a nationally recognised careers Quality Award, to demonstrate excellence in CEIAG which is a recommendation of the statutory guidance.
- Ensure the trust's CEIAG is aligned with the South East Midlands Local Enterprise Partnership (SEMLEP) 'Growing People' skills plan with Careers and Enterprise Company support through focus on employer engagement, relevant labour market information and provision

The policy for CEIAG supports and is itself underpinned by a range of key priorities and best practice, including the eight Gatsby benchmarks which were devised from their international careers survey 2014 as what good, quality, impartial CEIAG should look like.

The eight Gatsby benchmarks are:



The trust's planned CEIAG provision reflects the CDI Framework for Careers, Employability and Enterprise Education, as well as the National Curriculum programme of study for PSHE and citizenship.

2. Rationale

Careers Education, Information, Advice and Guidance across the Wootton Academy Trust should provide a foundation for pupils to move not only in to further education, vocational training or employment, but to the next stage of their development at citizens. We wish our students to move onto their 'Next Steps' having developed the key employability and enterprise skills which are highly valued by employers, colleges and universities.

By working with key stakeholders our aim is for every child to fulfil their potential and be inspired to achieve a successful future, develop high aspirations and be ambitious. It is with this objective that our CEIAG policy has been developed.

We are committed to providing a planned programme of high quality Careers Education, Information, Advice and Guidance (CEIAG) to all students and recognise the important role that careers education / work-related learning plays in:

- preparing and supporting young people to sustain employability and achieve personal and economic wellbeing throughout their lives
- empowering young people to plan and manage their own futures
- contributing to strategies for raising achievement, especially by increasing motivation
- raising aspirations and inspiring young people to achieve their full potential
- developing core competencies, such as communication, resilience, team working, problem solving and personal management
- promoting equality, diversity, social mobility and challenging stereotypes

3. Aims & Objectives

Our Mission - “The Pursuit of Excellence” supporting all students to achieve their personal best regardless of background

Wootton Academy Trust seeks to provide a planned programme of CEIAG for students in partnership with Bedford Borough Council, training and HE providers, businesses, parents, alumni and other external agencies.

The trust’s ambition is to ensure that all students leave equipped with the relevant skills and knowledge required to successfully support their entry to the next stage of their development. To this end, the trust’s CEIAG programme has three main aims:

- Self-Development – enabling students to understand themselves, their strengths and the influences on them, acquiring the core competencies and skills necessary to enable them to access range of opportunities
- Career Exploration – investigation of opportunities in learning and work, understanding the changing world of work and labour market information
- Career Management – developing skills enabling them to make and adjust plans and to manage change and transitions.

Careers education forms an integral part of the curriculum at Wootton Academy Trust. The taught curriculum is supported by a comprehensive programme of organised activities. Careers guidance focuses on the specific needs of individual students to promote self-awareness and personal development. The trust’s aim is to provide current and relevant information, in an impartial, confidential and differentiated manner, to enable each student to make well-informed decisions about their future.

4. Leadership and Management

The trust’s CEIAG is planned, delivered, monitored and evaluated by the CEIAG and Employer Engagement Co-ordinator, who is a qualified Careers Adviser in consultation with relevant staff, including:

- Vice Principal (Pastoral and Inclusion) - Wootton
- Assistant Principal (Curriculum) with overall responsibility for CEIAG – Wootton
- Assistant Principal (Safeguarding Lead/Pupil Premium) – Wootton
- PSHCE Co-ordinator – Wootton
- More-Able Co-ordinator – Wootton
- SENDCO – Wootton
- Principal (Teaching and Learning) – Kimberley College
- Pastoral Leader/Safeguarding Lead – Kimberley College
- Higher Education Co-ordinator – Kimberley College
- CEIAG Link Governors

- Form tutors and subject teachers
- Personal tutors and learning mentors

5. Provision

The CEIAG programme is designed to meet the needs of students at different stages of their learning journey through school and college. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. Consideration for SEN learners is taken into account and activities are differentiated to ensure an inclusive approach and equality of access.

Key Stage 3 provision:

- Year 9 Careers Education programme delivered through PSHE in the Guidance programme – Spring Term 2, 1 hour per week.
- Year 9 CTD 'World of Work' supported by employers.
- Year 9 options discussions with form tutors.
- University visits.
- Opportunity for all students to request a 1:1 interview with an external Careers Adviser.
- Guaranteed offer of a 1:1 interview with an external Careers Adviser for identified, targeted students (SEN, Pupil Premium, EAL).

By the end of Key Stage 3 all students will have:

- A better understanding of the full range of 14-19 opportunities for progression.
- A better understanding of their strengths and areas for development, and support to evaluate how these might inform future choices in learning and work.
- An understanding of some of the qualities, attitudes and skills needed for employability.
- Used online careers resources to research information about opportunities and apply their findings to help to make informed choices for Key Stage 4 Options.
- Received appropriate advice and guidance on Key Stage 4 options, and prepared an individual learning plan that sets broad learning goals for the 14-19 phase.

Key Stage 4 provision:

- Careers Education programme delivered through PSHE in the Guidance programme – 1 hour per week. Year 10 – Summer term, Year 11 – Autumn term.
- Year 10 CTD x 2 'Your Future, Your Choice' supported by employers and other external providers and a taster day at Kimberley College.
- Year 10 careers lectures series – delivered throughout Spring term.
- Year 11 CTD 'Next Steps' supported by Kimberley College
- 'Next Steps' Careers Fair supported by employers, local training providers, universities, Bedford Borough Council and other external agencies.
- Visits to employers and the National Apprenticeship Show
- Opportunity for all students to request a 1:1 interview with an external Careers Adviser.
- Guaranteed offer of a 1:1 interview with an external Careers Adviser for identified, targeted students (SEN, Pupil Premium, EAL).

By the end of Key Stage 4, all students will have:

- Enhanced their self-knowledge, career management and employability skills.
- Used online resources and other sources to investigate and explore future choices and progression routes.
- Experienced the world of work through visiting a local employer.
- Been given direct access to employers, colleges, training providers and universities.
- Been given guidance to help identify a range of post-16 options and support networks that they can use to plan and negotiate their career pathways.
- Been provided with the resources to complete the post-16 application procedures, including CVs, personal statements, and preparation for interview.
- Produced a challenging but realistic plan for their future learning and work, by relating their abilities, attributes and achievements to the goals they have set themselves.
- Been offered a 1:1 careers interview with an external Careers Adviser during either KS3/4.

Key Stage 5 provision:

- Year 12 Careers Education programme delivered through PSHE in the guidance programme
- Year 12 one-week long work experience placement in the Summer Term.
- Year 12 CTD x 2 focusing on UCAS/Apprenticeships.
- Assemblies on work experience and other topics.
- Visit to UCAS Convention and National Apprenticeship Show.
- Careers lectures series – delivered throughout Spring Term.
- Early entry (Medicine/Dentistry/Veterinary/Oxbridge) support programme
- Opportunity for all students to request a 1:1 interview with an external Careers Adviser.
- Guaranteed offer of a 1:1 interview with an external Careers Adviser for identified, targeted students (SEN, Pupil Premium, EAL)

By the end of Stage 5 all students will have:

- Enhanced their self-knowledge, career management and employability skills.
- Used ICT software and other sources to investigate and explore future choices and progression routes.
- Received guidance through the UCAS application procedure.
- Been given direct access to employers and universities.
- Been given guidance to help identify a range of Post-18 options.
- Been provided with the resources to develop their CVs, personal statements, and interview preparation.

5. Resources

A careers library is available at both Wootton Upper School and Kimberley College sites, located in the Careers Hub it is easily accessible to both students and staff. Materials are audited annually and replaced when necessary.

Funding is allocated in the annual budget planning round. Funding for developments in the trust's CEIAG and Employability improvement plan is considered in the context of whole school priorities. Sources of external funding are actively sought. Physical resources are updated annually as well as new digital resources purchased as and when needed.

6. Staff Development and CPD

Staff training needs for planning and delivering the CEIAG programme are identified through staff appraisal and activities planned to meet them. Funding is accessed from the INSET budget held by the Assistant Principle with responsibility for staff development. The CEIAG & Employer Engagement Co-ordinator regularly attends careers meetings / networking events as well as industry specific events in order to ensure they are up to date with all industry and labour market information.

7. Monitoring, review and evaluation

The CEIAG and Employer Engagement Coordinator and Assistant Principal with responsibility for CEIAG are responsible for the monitoring, review and evaluation of the programme. Activities that form part of the CEIAG programme are evaluated and information is used to inform planning for the next year. Evaluation focuses on how effective the event/activity has been in helping students to achieve the intended learning outcomes. Our annual report for CEIAG draws information from a number of sources including:

- Student, parents and staff surveys
- Student focus groups
- Regular meetings with the external Careers Adviser
- Evaluation of activities as and when they happen for one off activities
- Evaluation of on-going activities at the end of the academic year
- Student feedback e.g. Careers day evaluations
- Information on intended destinations for year 11, 12 and 13 learners
- NEET and destination data

This is then turned into a detailed improvement plan, which will be linked to the overall School Improvement Plan. The CEIAG and Employer Engagement Co-ordinator reports annually to the SLT and Local Governing Bodies.

8. Partnerships and Service Level Agreements

The CEIAG programme is greatly enhanced through our links with a number of partners. We constantly strive to expand and improve our links with employers and other local organisations. CEIAG is delivered in partnership with the Bedford Borough external Careers Adviser, SEMLEP, local employers, Develop EBP and Form the Future. Partnerships agreements and Service Level Agreements are reviewed annually.

9. Business Links

The trust is a member of the Careers and Enterprise Programme. Our Careers and Enterprise Company Enterprise Advisers, Paul Thompson, SEMLEP (Wootton) and Rob Batterham, Nissan Technical Centre (Kimberley) work with us to build employer engagement and to create lasting connections between the trust and local businesses.

The trust has relationships with a wide range of business from different industries; these relationships are used to ensure CEIAG is relevant and where possible delivered by those in industry. These relationships are reviewed annually and new partnerships are constantly being sought.

10. Engaging Parents / Carers / Alumni

The school seeks to actively engage parents / carers in the formulation and development of careers provision. Regular careers updates together with requests for assistance with careers events are provided through the school newsletter and other social media. A database of parents / carers / alumni able and willing to support with events and other planned activities such as work experience is maintained and updated by the CEIAG and Employer Engagement Coordinator.

Parents/carers are vital to students understanding of career choices and the decisions they make. We provide all parents/guardians with up-to-date information on choices at 14+, 16+ and 18+ and arrange parents' information sessions. They are also encouraged to make appointments to talk to teachers or our external Careers Adviser to discuss individual concerns.

11. Links to other policies

The CEIAG policy also supports and is underpinned by the following Wootton Academy Trust policies:

Education Visits Policy
PSHE & Citizenship Policy
Teaching and Learning Policy

12. Supporting documents

Other supporting documents are as follows:

Internal	External
CEIAG Strategy and Implementation Plan	Careers strategy: making the most of everyone's skills and talents – January 2018
CEIAG & Employability Student Survey	Careers guidance and access for education and training providers – January 2018
CEIAG & Employability Staff Survey	Careers guidance - Guidance for further education colleges and sixth form colleges – February 2018
	Ofsted – Careers guidance in schools: Going in the right direction? (Sept 2013)
	Ofsted - The common inspection framework: education, skills and early years (September 2015)
	CDI – Careers Framework (November 2015)
	SEMLEP Skills Plan, 'Growing People'
	Gatsby – Good Career Guidance
	Education Act (2011)
	Technical and Further Education Act 2017
	PSHE Education Programme of Study (Key stage 1-5) January 2017

13. Glossary

DfE	Department for Education
CDI	Career Development Institute
HE	Higher Education
CEIAG	Careers Information, Advice and Guidance
PSHCE	Personal, Social, Health and Citizenship Education
SENDSCO	Special Educational Needs Co-ordinator
SEN	Special Educational Needs
CTD	Collapsed Timetable Day
EAL	English as an additional language
SEMLEP	South East Midlands Local Enterprise Partnership

Appendix A

Wootton Academy Trust [WAT]: Provider Access Policy Statement

Introduction

This policy statement sets out WAT's arrangements for managing the access of providers to pupils at WAT schools for the purpose of giving them information about the provider's education or training offer. This complies with WAT's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

All pupils in Years 9-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- To hear from a range of local providers about the opportunities they offer regarding technical education and apprenticeships – through options events, assemblies, careers workshops and taster events.
- To understand how to make applications for technical courses and apprenticeships.

Management of provider access requests

Procedure

A provider wishing to request access should contact Mrs Yvonne Ashby, Careers Education, Information, Advice and Guidance & Employer Engagement Coordinator. Telephone: 01234 767123 / 01234 762890 or by email: yashby@wootton.beds.sch.uk

For any enquires to request access as an apprenticeship/employment provider, please contact our CEIAG and Employer Engagement Coordinator as above.

The contact for any enquiries regarding Year 9/Year 11 Options events is Mr Gareth Freemantle, Assistant Principal. Telephone: 01234 767123 or by email: gfreemantle@wootton.beds.sch.uk.

Opportunities for access

A range of events, which are integrated into the WAT careers programme, will offer providers an opportunity to come into school and college to speak to pupils and/or their parents. The calendar of events varies from year to year; therefore, providers need to contact the appropriate staff member named above to identify the most suitable opportunity. These events are usually calendared well in advance, so it is essential that providers contact us early in the academic year to be involved in our planning. Access to pupils will be granted on the understanding that the information and guidance offered by providers is related to technical courses and apprenticeship opportunities only.

WATs policy on safeguarding sets out the Trust's approach to allowing providers into its schools as visitors to talk to our pupils.

Premises and facilities

WAT will make available the main hall or classrooms for discussions between the provider and pupils, as appropriate to the activity. WAT schools will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the CEIAG and Employer Engagement Coordinator.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Hub, which is managed by the CEIAG and Employer Engagement Coordinator. The Careers Hub is available to all pupils.

Approval and review

Approved *[date]* by Governors at Curriculum and Standards Committee

Next review: *[date]*

Signed: *[name]* Chair of Governors *[name]* Executive Principal on behalf of the Trust