

Ormiston Academies Trust

Careers Education Information Advice & Guidance Policy

2018/2020

Date adopted 15/1/18

Date of Review 15/1/20

OSCA our commitment to Careers Education Information Advice & Guidance (CEIAG)

POLICY STATEMENT:

The Academy is committed to Careers education as a vital means of giving all students the skills, knowledge and understanding to manage their own lifelong learning and career development. Careers education will prepare all students for the opportunities, responsibilities and experiences of education, training and employment and also the challenges of adult life. Careers education will both compliment and integrate with the PSHE and Citizenship programme. Emphasis will be upon impartial, confidential and informed advice, delivered within a framework of Equal Opportunities.

OSCA will purchase a professional package of support services from 'Sandwell Connexions Limited' A Locally recognised professional Career Service Company to enable us to fulfil our statutory responsibilities.

The government produced further statutory guidance in March 2015 for schools in relation to their careers guidance offer, key points are highlighted below:

Statutory Duty – Key Points

- The statutory duty requires governing bodies to ensure that all registered students at the Academy are provided with independent careers guidance from year 8 to year 13.
- The governing body must ensure that the independent careers guidance provided:
 - Is presented in an impartial manner
 - Includes information on the range of education or training options, including apprenticeships and other vocational pathways
 - The guidance given will promote the best interests of the students

To further evidence our commitment to raising the standard and quality of CEIAG provision offered to our students we have recently registered with Prospects Limited to achieve a nationally recognised Quality Award. We plan to achieve this by the end of the academic year 2015/16.

We will continue to review, monitor and evaluate our CEIAG offer by speaking and listening to firstly our students the parents/careers, teachers and our external partners.

Connexions Sandwell and Governors will hold ourselves accountable to students and parents through robust monitoring and outcome based evidence such as our annual destination Data and we will report all outcomes through our School Governing Body.

Please find attached our student entitlement statement that further outlines the CEIAG offer the pupils from OSCA can expect to receive from us.

Kind regards

Charlie Cooper
Manager of CEIAG
Signature.....

Governing body representative
Lead for CEIAG.....
Signature.....

Student Entitlement:

Aims and Objectives of the CEIAG program:

1. Self-development – to increase self awareness and gain confidence in making decisions and choices concerning education, training and work. Students need to be able to assess their strengths, limitations and Potential to facilitate sensible decision-making.
2. Career exploration – to access and examine sources of information so that they are aware of the range of courses and progression routes open to them at 16+. This will involve group and individual guidance and Pupils will be encouraged to use a range of websites and use an online psychometric careers assessment tool from the fast tomato website.
3. Career Management – students will create a career action plan with smart targets. This will enable them to negotiate key transition.
4. Transition – students will be effectively supported to deal with the key career decision making transition points such as year 9 to 10, year 11 to post 16, year 13 onwards.

The Careers Education Programme will be delivered as follows in the academic year 2015/16

This programme will be delivered by the following in the Academy:

- Careers/PSHE lead
 - Connexions Sandwell
 - English Department
 - ICT Department
 - Science, Technology & Maths Department (STEM)
 - Form Tutors
 - OSCA six tutors
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- Through PSHE lessons in Years 7, 8, 9, 10, 11 & OSCA six. Emphasis here will be on group work, on aspects of developing self-awareness and decision making especially prior to choice of options in Year 9.
 - Through Literacy. Emphasis here will be on building a CV, practice in writing letters of application and preparing for interviews.
 - Business Enterprise day – whole school focus in partnership with EBP
 - Through ICT. Emphasis here will be on an introduction to ICT Careers programmes such as the Fast Tomato psychometric careers assessment tool.
 - Students will also be able to use ICT in the **Careers Hub** based in the library during lunch and after school. This will also give them the opportunities to research career pathways.
 - Through occasional, stand-alone Careers lessons or during our Careers focus week or particular times of the year such as prior to GCSE Options choices in Year 9 and 16+ in Year 11.
 - Through **tutor time in years 9, 10, 11 & OSCA six**. Emphasis here will be on Planning and developing careers knowledge. Year 11 students will have a 'Next Steps' planner that they will work through.
 - Through individual careers guidance interviews in Years 9, 10, 11 and 16+ with Connexions.
 - Through the introduction to the **Careers Hub – whole school**. Emphasis will be on individual research and careers familiarisation. Regular refreshers on the use of the space will be sent out during tutor time and assemblies.

- Through **Careers Conventions, Opportunity Fair & Offsite trips** in years 10 and 11 and also visits to the school by staff from local sixth forms and colleges, mainly in Year 11. Students will also be encouraged to attend sixth form and college open days, which will be advertised on the careers notice board in the careers hub, school website.

- To liaise with SLT team **re curriculum time**
 - Connexions power point presentation to Year 9 with supporting motivational/raising aspirations talk by visiting speakers.
 - 1:1 connexions interviews Year 9, 10, 11, 12 and 13 pupils.
 - Outside agencies/post 16 & 18 providers to give talks to identified groups of pupils
 - L4S days - group work delivered by Connexions & teaching staff

- **Connexions will attend GCSE Results Day (August 2016)**

- **Whole Academy assembly by Charlie Cooper and Connexions Advisor**
- **Connexions will produce a hand-out for all year 11 pupils highlighted College/6th form open days/evenings**
- **Connexions deliver a number of Careers events in the community all students from year 11 & OSCA six will be invited.**

Assessment, Recording and reporting - Careers

1. Year 11 students to complete **Next Steps Planners** in the autumn term.
2. Students to keep a record of any meetings with Connexions/prospective Employers or college placements.
3. Students from year 11 & OSCA six will receive written **Action Plans** from Connexions Advisor during their 1:1 meetings and these should be kept with their Action Planner and discussed with parents/carers.
4. **Careers lead** to oversee all Careers Focused lessons which run during L4S which in turn will be used to assess, record and report to Deputy Head/Head.

Monitoring - Careers

1. **Careers Lead & tutors** to monitor delivery of Careers focused lessons and to make sure they are up to date and being filled in effectively by students.
2. The Academy's CEIAG policy and programme will be reviewed on an annual basis, in the second half of the summer term to reflect changing Statutory requirements, curriculum demands, and the progression Opportunities open to young people.
3. Connexions will monitor and review their links with the Academy on a termly basis.
4. Connexions Advisor will arrange suitable interviews with year 11 & OSCA six students and update the spreadsheet available on the T Drive for staff to share and track interviews and monitor progress.
5. Connexions will produce a working arrangement document that states how they will deliver their services to school on a termly basis.
6. Destination figures for School leavers will be produced by Connexions.

Organisation and Management - Careers

1. Careers lead will organise and manage all planning and Resources and report to line manager.
2. Consultation will be with Connexions Advisor termly basis.

Resources - Careers

1. **Connexions Sandwell** provide fully qualified and experienced careers advisors who undertake the following duties in School 1:1 Interviews, assemblies. Presentations, support to parents/carers, group work delivered as part of L4S day, destination reports.
2. **Careers Hub:** The Academy has a space in the new library for a full Careers Library and so some of the most up to date resources will be housed there. Students will have access to the Virtual Careers Library through every computer in the school. The Virtual Careers Library is being built with help from Connexions.

3. **PSHE Programme:** Using tutor time to relate the core theme of the wider world: skills required for the world of work and training.
4. **L4S days/assemblies** – group work, careers fair, guest speakers, guest visitors.
5. **ICT** – Fast tomato careers software package purchased on a yearly subscription.

Parental Links - Whole School

Connexions personal advisors will liaise with parents/carers and provide feedback to them. They will also work in partnership with parents/carers more closely with any pupils that may need targeted support and more intensive careers guidance and enable them to make a successful transition. Connexions advisors will meet with parents/carers in school or undertake Home visits where appropriate.

The important role of parents/carers in the whole process of Careers Guidance is recognised as vital. Parents/carers are therefore invited to make appointments at Year 9, 10, 11 and 6th form Parents' Evenings with the Connexions Careers Officers to discuss careers plans.

Work Experience for all pupils in year 10:

All year 10 pupils will have the opportunity to secure a 1 week work experience placement to experience the world of work for "real".

Equality of Opportunity

All teachers and staff involved in Careers Guidance have a responsibility to promote equality of opportunity, which ensures that all students have an entitlement and appropriate access to Careers Guidance regardless of race, gender, religion, ability, disability, social background or sexual orientation. All advice given will be impartial and confidential. Students will be helped to understand the importance of equal opportunities and be made aware of the risks of stereotyping and discrimination.

Learning Differences and Development

Whole School

Please refer to the following policies:

1. **Gifted and Talented**
2. **PSHE Policy**

3. SEN Policy
4. English as an Additional Language

Safeguarding Whole School

The school has a thorough and comprehensive Safeguarding policy which supports all areas of school life, ensuring that the educational experience of our students is the best it can be.

Key Staff in School – CEIAG

1. Charlie Cooper – Head of Careers
2. Andy Morgan– Vice Principal lead for Inclusion
3. Lee Groucutt – Connexions Sandwell Personal Advisor
4. Alex Kettle – Head of Year 11
5. Julie Yates – Admin for 6th form, year 10 work experience
6. Sue Bowron – Head of Finance
7. Nicola Rixon – Librarian
8. CL in Science, Technology & Maths (STEM)

KEY External Partners for CEIAG

1. Connexions Sandwell careers services
2. Nova Training – Oldbury/Dudley/Netherton branch
3. Juniper training – Wednesbury and Dudley Branch
4. Rathbone Training – Tipton Branch
5. Sandwell community care trust – West Bromwich branch
6. Nacro training – Oldbury Branch
7. EBP – Sally Stone
8. Prospectus – Sue Thacker & Michelle Squire
9. Employability UK – Diane Vernon
10. Black Country STEM Network – Brian Martin

Supporting Documents:

1. Destination reports for year 11 pupils 2013 and 14 leavers
2. Connexions Sandwell Service level Agreement 2014/15 and 2015/16
3. Connexions Sandwell working Arrangement document 2015/16