

Careers Policy

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Version	Date	Comments	Author
1.0	Jan 21	New Policy	SSL
2.0	Mar 22	Annual Review – no changes	SSL
3.0	Mar 23	Annual Review – no changes	SSL
4.0	Mar 24	Annual Review – new sections added:- • Equal Opportunities & Equal Access • Management and Co-ordination • Delivery of Programme	SSL
5.0	Sept 25	Annual Review – sections updates • Provision • Partnerships • Delivery of Programme	KLO



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Introduction

Central Academy is legally responsible for independent and impartial careers guidance for all students in Years 7 – 13. In the context of this duty, careers guidance consists of services and programmes intended to assist students to make and implement education, training and occupation choices and to learn how to manage their career choices and pathways.

Careers guidance secured under the new duty must include information on all 16 to 18 education or training options, including Apprenticeships and Traineeships. In October 2018, the Department for Education published the statutory ‘Careers guidance and access for education and training providers.’

Central Academy endeavours to follow best practice guidance from the careers profession, from other expert bodies such as Ofsted, Government Departments and The Careers and Enterprise Company.

Aims

The aim of CEIAG is to raise our students’ aspirations, broaden their horizons and empower them to make informed realistic autonomous decisions at all key transition points in learning and work.

The role of the Careers Team at Central Academy is to assist young people’s career learning, planning and development by leading and managing the implementation and development of Careers Education, Information, Advice and Guidance (CEIAG) in school. The Careers Team advises and facilitates the contribution of colleagues, students and external partners, develops the careers programme, organises resources and ensures that students have access to impartial IAG within school and independently.

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

The eight Gatsby benchmarks are:

- A stable careers programme
- Learning from career and labour market information
- Addressing the needs of each pupil
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces
- Encounters with further and higher education
- Personal guidance.

Provision

IAG is offered in an age appropriate way from Years 7-13. For Years 7-11 students will be provided with information about careers, leadership, employment and communication skills which are vital to successful employment. The options documentation also has careers information contextualised in the world of work and LMI information for our area.



Central Academy is developing links with outside agencies including universities, colleges and training providers, local businesses and local community groups who will contribute to:

- Raising aspirations and increasing motivation – helping young people to identify educational and occupational goals – ensuring our students are not restricted by circumstances, location or gender.
- Demonstrating the relevance of the knowledge and skills learnt in subjects to future opportunities in learning and work.
- Developing the skills for effective learning – reviewing achievements, setting targets, planning and taking action.
- Demonstrating the links between living, learning and earning.
- Improving literacy – developing information and communication skills.

Careers work also supports strategies for personal learning and thinking skills by:

- Building self-confidence, self-reliance and resilience.
- Promoting positive and informed attitudes to learning.
- Improving progression.
- Reducing disengagement.
- Opening new pathways and opportunities.

Currently Central Academy delivers careers education by a combination of methods:

- In Years 10 and 11 students have access to a series of careers based presentations and engagement sessions delivered by a variety of organisations throughout the year, for example, University of Cumbria, Gen2, NHS, Carlisle College, National Citizen Service, Inspira and Systems People.
- External work experience placements
- One to one Careers interviews delivered by a Careers Advisor
- A “drop-in” careers area with up to date information about opportunities in education, training and employment
- Assemblies
- Links shared to virtual College talks and tours
- University taster days and open evenings
- Inspira advisors
- All students in year 7-10 will have a weekly tutor time session dedicated to careers; in which they will look at a variety of jobs and careers, they will consider linked professions, possible routes into these fields, employment opportunities locally and nationally in these areas, and likely recompensation for these roles. Students will complete a character reflection about what personal skills and attributes would be beneficial in these roles, as well as a personal reflection about whether this would be a career path of interest to them and why/why not.
- Unifrog – for all students from years 7-13, a complete destinations platform where students can compare and research every university course, apprenticeship and FE courses in the UK and beyond, advice on careers and subjects for all routes, alongside up to date labour market information as well as access to and tracking of university and apprenticeship applications
- East Learning Aspirations platform
- Support for the processes of preparing effective CV's, learning interview presentation skills and individual action planning



- Notice boards to ensure students are aware of education, training and employment opportunities both locally and nationally, open day information and apprenticeship opportunities information
- Results day support
- Destination tracking
- Personal statement writing and support
- Application form support
- Access to the National Careers website and the National Apprenticeship Service

Central Academy aims to provide students with a consistent careers programme building the best possible foundations for their FE, HE and careers choices.

Equal Opportunities and Equal Access

Central Academy will ensure that all students are able to benefit from CEIAG by supporting and enabling them to participate in all of the activities included in the programme. Students recognised as having special or additional needs will be identified by the SEND team and as a result of close co-operation with the Careers Leader, will set plans in place to ensure all can benefit from the provision.

Management and Co-ordination

The Careers Co-ordinator will work under the supervision of a member of the Senior Leadership Team and will report directly to that person.

The Careers Co-ordinator will have responsibility for the delivery of the Careers Programme and will work closely with the PSHE lead and the pastoral teams ▪

The Careers Co-ordinator will ensure that the Compass Tool is used at the beginning of each academic year to evaluate the programme and to make any necessary amendments.

Partnerships

Extensive links have been developed with the University of Cumbria, Carlisle College as well as other local training providers and employers, such as Hello Futures, Gen 2, Inspira, NHS, BAE systems, Armstrong Watson, Burnetts, Northumbria Uni. We will continue to strive to expand and improve our links with employers and other local organisations to benefit our students throughout their time in education and beyond.

Evaluation and Review

The CEIAG programme will be reviewed annually by the Careers Co-ordinator and adapted as necessary. Any alterations will take into account feedback from staff, students or external providers linked to the current year's activities.

Delivery of Programme

Careers activities may be delivered during PSHE, as part of drop-down days, with the Day of Ambition which takes place each year being a dedicated day to raising the ambitions of all our students fully supported by our local partners in employment and further education routes, assemblies or form part of tutor time. Some events may take place off site, including work experiences and employment visits/workshops.

