



**Education
Partnership
Trust**

Creating outstanding schools
which transform learning, lives
and communities

CAREERS POLICY



Document Control

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1.0 PRINCIPLE

1.1 The world of work and employment is changing rapidly. Young people face a bewildering range of career opportunities and an equally confusing amount of careers information as they progress within their school career. Given this environment, it is vital that our students have access to accurate, impartial and objective advice and guidance to inform choices about their future. The school must be able to help all individual pupils, irrespective of ability, to make informed decisions at all stages of their experience and development. Our School takes the view that IAG (Information Advice and Guidance) must:

- Empower young people to plan and manage their futures
- Respond to the needs of the learner
- Provide comprehensive information and advice
- Raise aspirations
- Actively promote equality of opportunity and challenges of stereotypes
- Helps young people progress
- Track and monitor all pupils including micro populations to ensure they receive appropriate IAG
- Track and monitor NEET figures to ensure CEIAG procedures are fit for purpose

2.0 DEFINITIONS

2.1 A career is a “course or progress through life, preparing for the next stage and advancing oneself”. Careers education, advice and guidance at school is seen as “whole school” approaches and are key aspects of all pupils’ learning. It is our endeavour to support all pupils at all key stages through this challenge in order to help them to develop into well rounded individuals.

3.0 AIMS AND OBJECTIVES

3.1 Effective IAG will provide opportunities for pupils to:

- Investigate and implement career/post school opportunities
- Have the skills, knowledge and attitude to make well-informed, realistic decisions
- Students should be able to plan their future choices and understand how to access IAG
- Students should also understand how educational achievements are linked to maximising their potential future choices
- To actively engage with employers to ensure that young people get to experience a workplace setting

4.0 IMPLEMENTATION

4.1 In order for the aims of IAG to be implemented, the school will ensure that pupils will:

- Gain an understanding of the world of work and will understand their entitlement to continued learning. This will be supported by our outside agencies and the skills that they can provide to our students through realistic advice and support
- Have the opportunity for individual, impartial careers guidance interviews with the relevant support workers
- Know and understand how to access sources of career/post school information and decision making support
- Use action planning, recording of achievement and progress through a tutor time, super learning day and specific foci within curricula
- All students from Year 10/11 are entitled to access individual information, advice and guidance
- Year 9, students with Special Educational Needs (SEN), those classified as ‘at risk’ and or potentially NEET (Not in Employment, Education or Training) will have access to earlier interviews to assess any who need further intervention
- IAG will also be delivered by outside speakers, taster days and formal assembly time. This information will then be further supported during regular tutor time sessions and meeting with assertive mentors when needed.

- SLT at parents' evenings and option evenings will be provided where future matters can be discussed if there are any concerns.

5.0 MONITORING AND EVALUATION

- 5.1 Evaluation has a crucial role to play in ensuring that the pupil's needs are being met and in determining the extent to which the IAG programme is meeting its declared aims and outcomes
- 5.2 Evaluation of the IAG programme is an on-going and cyclical process and all aspects are regularly reviewed and monitored to inform future policy planning
- 5.3 Evaluation also includes the views of employers, training providers, governors, pupils and parents. Their views are elicited via, discussions, surveys and questionnaires
- 5.4 The IAG provision can review annually with relevant members of the School's Leadership Team and the Careers and IAG Coordinator

6.0 LINKS

- 6.1 The Careers policy should be read in conjunction with 'Careers guidance and inspiration in schools' document [DfE March 2015], 'Careers guidance and access for education and training providers' document [DfE January 2018]. It also relates to the Inspiration vision statement' published by the government in September 2013 and Ofsted's 'Going in the right direction report' 'Every Child Matters', and Statutory Guidance: Impartial Careers Education 2010, Quality, Choice and Aspirations 2009.

7.0 RESPONSIBILITIES

- 7.1 Governing body and specifically careers link governor: To ensure that the school is compliant with legislation and to enable an annual evaluation of careers within the school
- 7.2 Deputy Head Teacher (line manager of careers): To enable an annual evaluation of careers within the school ensuring a clear strategy for advice and guidance, this is appropriately resourced and meets the school's legal requirements
- 7.3 Careers and IAG Coordinator to ensure that the school maintains its high level of IAG provision for all pupils at all times overseeing tutors ensuring the IAG is delivered
- 7.4 Form Tutors: To act as front line support, offer initial IAG and signpost to appropriate support/services
- 7.5 Pastoral Leaders: To oversee the teams they hold responsibility for and ensure appropriate IAG is delivered to all pupils within their managed areas working with the Careers and IAG Coordinator

8.0 POLICY STATEMENT ON PROVIDER ACCESS:

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

Pupil entitlement



- 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, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact Janine Schofield, CEIAG lead, Telephone: 01942 885500; Email: examsofficer@athertonhigh.com

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

	Autumn Term	Spring Term	Summer Term
Year 8	Employer engagement preparation session. CEIAG super learning day opportunity.	Employer engagement preparation session. Assembly and tutor group opportunities	Assembly and tutor group opportunities
Year 9	KS4 options information event. CEIAG super learning day opportunity.	KS4 pathway for options evening event	Assembly and tutor group opportunities
Year 10	Assembly and tutor group opportunities. CEIAG super learning day opportunity.	1:1 careers interviews preparation assemblies	1:1 careers interviews preparation assemblies. Post 16 taster sessions
Year 11	CEIAG super learning day opportunity. Assembly and tutor group opportunities.	CEIAG super learning day opportunity. Assembly and tutor group opportunities. Application support days	

Please speak to our Careers Leader to identify the most suitable opportunity for you.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school 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 Learning Leader and a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception, which will be passed to the CEIAG lead Janine Schofield. This information will then be distributed through the LRC which is available to all students at break, lunchtime and afterschool.

9.0 FACT SHEETS