

BIDDICK ACADEMY POLICIES

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY (CEIAG)

UPDATED JUNE
2017

RATIFIED: 20 June 2017

REVIEW: 20 June 2018

CEIAG POLICY

PRINCIPLES & RATIONALE

This policy has been written in accordance with the governments Inspiration Vision Statement and the DFE Document, 'Careers guidance and inspiration in schools' which made changes to the delivery of Careers Guidance in Schools. It is now a statutory duty for all schools, including Biddick Academy to ensure that guidance is:

- Presented in an impartial manner
- Includes information on a range of post 16 education or training options.
- Promotes the best interest of the students.

In addition to adherence to the Department for Education Guidance, Biddick Academy believes that one of the ultimate aims of the academy must be to make it possible for our young people to engage proactively in decisions about their education pathways and their journey to a career.

Careers Education, Information, Advice and Guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A young person's career reflects the progress they make in learning and work. Biddick Academy fully believes that all students need a programme of activities to help them choose options and career pathways that are right for them through our statutory responsibility of supporting students from year 8 through to year 11 but also ensuring that year 7 is also equally supported in terms of introducing the world of work. This will enable Biddick Academy to support students to manage their careers, sustain employability and achieve personal and economic wellbeing throughout their lives. Biddick Academy is supported in these efforts through an SLA agreement with Connexions (See Appendix 2) and a range of employers who work in partnership with each other, the academy and includes and board of students on the management committee.

Biddick Academy endeavours to follow best practice guidance from the careers profession, from other expert bodies such as Ofsted and from other Government departments. In the Academic year 2016-2017, the Academy is working towards Stage 2 of the Inspiring IAG Quality Award in CEIAG and starting the process for the gold standard. This is an award that meets the Quality in Careers Standard.

Effective CEIAG within Biddick Academy will ensure that the academy is:

- Committed to good CEIAG provision and adhere to the Inspiring IAG Code of Practice. (Please see Appendix 1).
- Actively encourages and inspires young people to consider all options, so that they are able to select the best way forward for their interests, motivations, learning styles, abilities and aspirations.
- Actively led by a member of the senior leadership team
- Actively consulting with students, parents and staff on CIAEG provision to inform continuing improvement.

- Providing transparent, impartial and accessible information on:
 - The resources allocated to, and the content and timing of, CEIAG delivered to students at Biddick Academy, and in particular following the guidance found in the CDI framework for careers, employability and enterprise education 7-19
 - Local (and where appropriate National) education pathways and labour market opportunities, for students.
 - Expectations of collaborative partners, including employers, parents other educational or training providers and careers professionals
 - The development of employability skills.

OBJECTIVES

- a. The careers and IAG programme is designed to meet the needs of students at Biddick Academy following the CDI framework for careers and work-related education. Activities are differentiated and personalised to ensure progression in their post 16 progression route as well as the student's own personal development. It is also designed to strengthen our students' motivation, aspirations and attainment within the Academy.
- b. Students are entitled to CEIAG which as far as possible meets professional standards of practice and which is impartial and confidential, within the usual parameters in Education which the young person is in our care. Activities will be embedded in the curriculum and based on a partnership with students and their parents / carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity. The use of specialist talks from professionals, participation in the city wide 'Work Discovery Week', support from Connexions and Employers etc. are targeted at year groups who would most benefit. This is supported by a software package the Academy has subscribed to, and which runs across all points within Careers transitions. We also make use of Connexions, through a comprehensive SLA agreement and advertise their services as well as encouraging students to visit them at their town centre premises.
- c. Biddick Academy is further committed to providing a planned programme of impartial careers education, information, advice and guidance (CEIAG) for all students in Years 7-11 in partnership with Sunderland Connexions Advisors, working with our SEND students and providing additional support as required for any student with additional needs.
- d. Biddick Academy will ensure that students are well prepared for the next stage of their education, training and or/employment. We will ensure that we provide timely independent information, advice and guidance to assist students on their next steps in training, education or employment. Students should have a well-informed understanding of the options and challenges

facing them as they move through the Academy and on to the next stage of their education and training.

CURRICULUM

The CEIAG programme includes careers education sessions, career guidance activities (E.g. group work and talks from professionals, careers fairs etc.), information and research activities through the Citizenship and Tutorial Programme, work-related learning (Including a range of activities during our Curriculum Week and other extended learning days), as well as individual learning planning / portfolio activities. The curriculum is thoroughly supported through Sunderland Connexions and our Employer Working Group which currently includes companies and organisations such as Sainsbury's, Rocket Medical, Barclays Bank and Carillion.

In terms of delivery, all staff have a responsibility to provide Careers Education, Information, Advice and Guidance and whilst delivery will be through a predominantly taught approach within tutorial, all staff will be expected to contribute through roles as tutors and curriculum subject teachers in addition to specific staff responsibilities for CEIAG. There is specific software on the school computer system, such as u-explore (START) which is licensed on an annual basis. Students have access to Careers Information through this specialist software, on-line links to sites such as National Apprenticeship Service and physical documentation within a special area in the school library. The software is reviewed on an annual basis by the Assistant Headteacher with responsibility for CEIAG.

Our taught CEIAG curriculum is linked to The CDI framework for careers and work-related education and our programme includes:

- Self-Awareness
- Self- determination
- Self-improvement as a learner
- Exploring careers and careers development
- Investigating work and working life
- Understanding business and industry
- Investigating jobs and labour market information (LMI)
- Valuing equality, diversity and inclusion
- Learning about safe working practices and environments
- Making the most of careers information, advice and guidance
- Preparing for employability
- Showing initiative and enterprise
- Developing personal financial capability

Other focussed events include a bespoke Careers Fair (Supported by other 40 organisations in 2016/2017) and individual guidance for Year 11 through impartial IAG meetings with Connexions. Guidance is also provided from a range of local specialist FE Colleges including, but not limited to, Sunderland College, Durham New College, Gateshead College and Durham 6th Form Centre. Students are encouraged to participate in any open days

organised by St Robert of Newminster RC School and Sixth Form College which is only 400m from Biddick Academy. We participate in the ASK programme to provide students with factual information on apprenticeships.

Biddick Academy firmly believes in the Work Experience programme as an opportunity to experience the world of work, as well as developing 'work skills' such as punctuality, planning, team work etc. This is currently offered to our Year 10 students and we have an additional SLA with Sunderland Connexions to support this process.

Students are actively involved in the planning, delivery and evaluation of activities.

Appropriate staff will attend relevant CEIAG training opportunities and twilight sessions to update their knowledge and skills and this will be disseminated as appropriate through leadership growth meetings, staff briefings etc.

MONITORING & EVALUATION

Monitoring of CEIAG takes place through

1. The Assistant Headteacher (Curriculum) ensuring that the CEIAG programme is maintained, receiving feedback on the process from all concerned.
2. The Assistant Headteacher (Curriculum) keeping a record of written evaluations
3. The Assistant Headteacher (Curriculum) implementing improvements where necessary.

Evaluation is a key process in that it provides a focus to reflect on how helpful or useful the programme was and gives the Academy the opportunity to feedback successes and ideas for further improvements. It also provides the Assistant Headteacher (Curriculum) with information to improve future planning.

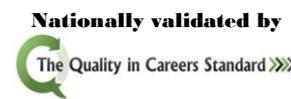
Evaluation of different aspects of CEIAG is undertaken regularly, in terms of Local Market information and the Raising of the Age if Participation (RPA).

The Assistant Headteacher (Curriculum) will report provision activities and evaluation of events to the Head teacher and link Governor for CEIAG.

FUNDING

Funding is met from the General Fund (Curriculum) with any transport costs being met from the Academy's General Transport budget. The Academy still currently buys an SLA from Sunderland Connexions. This also provides us with access to 'a fully qualified' careers and IAG advisor.

APPENDIX 1



Code of Practice

Biddick Academy is working towards the **Inspiring IAG Gold Award**. The aim of the award is to:

1. Ensure young people get the support they need to make well informed, realistic decisions about their future through careers education, information, advice and guidance.
2. Have appropriate, up to date, accurate and impartial information and resources that all young people can access regardless of race, gender, religion, ability, disability, social background or sexual orientation.
3. Ensure the organisational policies relating to careers education, information, advice and guidance (CEIAG) are up to date and regularly reviewed and reflect this code of practice.
4. Empower young people by informing them of how they can access CEIAG to help them plan their future and make well informed, realistic decisions.
5. Provide young people from year 8 onwards access to impartial professionally qualified careers guidance¹ and ensure formal regular assessment arrangements are carried out of the guidance practitioner, by appropriately qualified² senior staff to determine ongoing competency.
6. Offer all young people access to impartial and independent³ careers guidance⁴, at a time and place that suits their needs.
7. Ensure that all staff working with young people are offered and access ongoing training about qualifications/progression pathways and other

¹ "Professionally qualified" means an approved Career Development Institute (CDI) advice and guidance qualification at level 6 or above

² "Appropriately qualified" in this context means careers advice and guidance qualified

³ "Independent" means external to the organisation

⁴ "Career guidance" as defined by the DfE. "Careers Inspiration in Schools" March 2015

relevant subjects and that there is a formal system in place to ensure the competency of all staff in delivering CEIAG.

8. Work in partnership, where appropriate, with opportunity providers including employers, FE and training providers, and youth support services.
9. Working with parents/carers to offer them information, advice and guidance to help them, help their son/daughter.
10. Involve young people in the design, delivery and evaluation of CEIAG programmes.
11. Promote equality of opportunity, celebrating diversity, challenging stereotypes and raising aspirations.

APPENDIX 2

School SLA agreement 2016-17