



CEIAG Policy 2023-24

Arbour Academy

Principles Underpinning Impartial Careers Education

- 1. Empowers young people to plan and manage their own future*
- 2. Responds to the needs of each learner*
- 3. Provides comprehensive information and advice*
- 4. Raises aspirations*
- 5. Actively promotes equality of opportunity and challenges stereotypes*
- 6. Helps young people to progress*

Overall Aims

The Careers Education Information Advice and Guidance programme at Arbour Academy aims to make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. It aims to help pupils develop the knowledge and skills to make successful decisions and manage transitions as both learners and workers. It complements the belief that, certainly for our pupils, destinations are as important as qualifications.

Arbour Academy endeavours to follow the guidance in the ACEG Careers Education Framework and the QCA Work Related Learning Guide at Key Stage 4.

Arbour Academy recognises its duty (**Careers Guidance and Inspiration for Young people in Schools. Department for Education. March 2015**) to secure access to independent careers guidance for pupils, to be presented in an impartial manner whilst promoting the best interests of the pupils to whom it is given. Arbour Academy is committed to providing a planned programme of impartial careers education and guidance for all pupils in years 7 - 11 in partnership with Career Connect, Connexions Salford and the Career Connect Careers Adviser.

Arbour Academy recognises that careers guidance must include information on all options available in respect of 14 – 19 education or training, including apprenticeships and other work-based education and training options.

This policy has been developed and will be reviewed annually through discussions with teaching and support staff, pupils, parents, management

committee members, Career Connect, Connexions Salford and the Career Connect Careers Adviser.

This policy is underpinned by the school's policies for teaching and learning, assessment, recording and reporting achievement, enterprise and work-related learning, equal opportunities, health and safety and special needs.

Arbour Academy is a small setting offering every child bespoke support in their learning and well-being – this is at the heart of our work and success. We believe it is every child's entitlement to receive the very best advice, guidance and support so that they can make well informed, realistic decisions both during their time with us and throughout their life. Our Careers Education Information, Advice and Guidance programme plays a key part in ensuring that all of our students leave Arbour Academy with the necessary skills to become responsible and proactive members of society.

Managers and leaders at Arbour Academy are committed to achieving the Inspiring IAG Careers Award.

Management

The Headteacher line- manages the programme.

An identified and experienced member of staff, Claire Cooper, is responsible for co-ordinating the various aspects of the careers programme and particularly at Key Stage 4 she works closely with the school's Connexions personal adviser, post 16 education providers and local businesses.

Staff

All members of staff are expected to contribute to the guidance community delivering up to date, relevant careers education information and advice through their roles as tutors and subject teachers. All staff have attended Tier 1 CEIAG CPD delivered by Careers Solutions. The Headteacher has attended Level 6 CEIAG training. The Headteacher have completed CEL Careers Leadership training.

Use of the CareerPointGM website means that staff are up to date with Labour Market Information meaning that accurate information can be shared with pupils and parents.

Careers education is planned, monitored and evaluated by Claire Cooper and the Headteacher in consultation with the Connexions careers adviser.

The Connexions Salford and Career Connect careers advisor, Brendan Prendergast, provides impartial specialist careers guidance on a weekly basis.

Staff training needs are identified in the centre improvement plan and via the performance management process.

Curriculum

Our main CEG focus for 2019 – 2020 is the development of workplace skills as identified by the CBI.

Our careers also programme includes:

- discrete Careers sessions for all year groups (some lessons and some Rise and Shine time)
- careers guidance activities (group work and individual interviews)
- information and research activities
- work related learning (including one week work experience)
- college taster sessions, including Masterclasses
- Career action planning
- Skilled and Ready programme
- Widening Participation sessions at Salford University

- Activities at Manchester University

Visiting speakers from the local colleges and the Connexions Service are a regular feature of the CEIAG programme.

Years 7, 8 and 9

Bespoke careers provision is provided covering self-development, career-exploration and career-management.

Individual guidance is given to pupils by the Connexions Advisor.

All staff, as a guidance community, support individual students in decision making.

All pupils in Key Stage 3 will cover topics such as career pathways, self assessment of their qualities, skills and attitudes, jobs and the world of work.

In Year 10, pupils will learn about post 16 options, decision making, employability skills, LMI and the changing world of work. There will be college taster days and visits.

In Year 11, pupils plan and prepare for a work experience placement. They will develop skills to write CVs and personal statements and how to prepare for an interview. Mock interviews will take place.

Pupils have the opportunity to attend Skills North West, university taster days, college events and visits to work places.

All pupils can make an appointment to see our careers advisor who provides impartial and up to date information, advice and guidance.

Resources

Careers information is available in the school careers library and on the centre's website.

Careers software package, JED.

Games such as The Real Game, Yaroooh, Game of Life and Turning Points.

The Career Connect, Connexions Salford and the Career Connect Careers advisor works from a room where private 1-1 interviews can take place.

Barclays Life Skills, Step into the NHS Real Life, Your Life and BT Moving On online careers resources are used.

Membership of Reworked.

Assessment, Monitoring and Evaluation

The Headteacher reports at least annually on CEIAG to the Management Committee.

Claire Cooper and the Headteacher conduct an annual audit of CEIAG provision with pupils, parents and staff.

The Partnership Agreement with Career Connect, Connexions Salford and the Career Connect Careers Advisor is reviewed annually.

Parents

Parental/Guardian involvement is encouraged at all stages of the career guidance process. Involvement is promoted via 1:1 meetings with Claire Cooper and Brendan Prendergast plus distribution of literature highlighting key events and also via the centre website. Parents/Guardians are welcome to attend careers interviews.

Reviewed on September 2023 by Donna Hindley

Next review: September 2024