



# Hinckley

## ACADEMY

# Careers Education, Information, Advice and Guidance (CEIAG) Policy

<b>Date of last review:</b>	June 2021
<b>Reviewed by:</b>	Dawn Guzzetta, Vice Principal
<b>Approved by Governors on:</b>	October 2021
<b>Frequency of review:</b>	Annually
<b>Date of next review:</b>	July 2022

## **Rationale**

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned programme of activities supports them in choosing 14 – 19 pathways that suit their interests and skills and inspires them consider a range of career pathways to help ensure sustained employability throughout their working lives. The aim of this programme is to ensure that the Gatsby Benchmarks are achieved.

Hinckley Academy and John Cleveland Sixth Form Centre is committed to providing all its students with a programme of careers education, information, advice and guidance (IAG) for all students. This includes PSE lessons, visits and visitors, mock interviews, Open Evenings and assemblies.

## **Aims**

This Careers Education and Guidance policy has the following aims:-

- to contribute to strategies for raising achievement, especially by increasing motivation and aspiration.
- to support inclusion, challenge stereotyping and promote equality of opportunity.
- to encourage participation in continued learning including higher education and further education.
- to develop enterprise, employment and citizenship skills.
- to reduce drop out from and course switching in education and training.
- to contribute to the economic prosperity of individuals and communities.
- to meet the needs of all our students through appropriate differentiation.
- to focus students on their future aspirations.

The main aims of careers provision at Hinckley Academy are to:

- Prepare pupils for the next stage of their education.
- Develop an understanding of different career paths.
- Develop an understanding of the world of work.
- Inspire pupils to chase and achieve their dreams.
- Offer targeted support for vulnerable and disadvantaged young people.
- Instil a healthy attitude towards work.

## **Roles / Responsibilities and Accountability**

All staff contribute to careers education and guidance through their roles as tutors or subject teachers. Specific sessions are delivered by tutors in PSE lessons or by outside speakers/agencies (some of which are supported by local businesses). The Head Teacher has an overall responsibility for the provision of careers education with the day to day running or the provision managed by the CEIAG Co-ordinator and Assistant Head of Sixth

Form (Guidance and Progression). Specialist careers advice is provided by the Careers Adviser who also manages the Work Experience provision.

### **Student Entitlement**

Throughout KS3, KS4 and KS5 students will:

- Have produced a personal careers action plan.
- Completed a CV.
- Completed a Personal Statement.
- Be able to effectively apply for the next stage of their education/employment.
- Be able to access a variety of sources of information about careers.
- Visit a university.
- Hear speakers (or attend a workshop) from specific job sectors.
- Have had at least two mock interviews with members of the local business community (years 8 and 11).
- Have had the opportunity to participate in a week of Work Experience.
- Have visited a national careers event.
- In Year 12 Oxbridge candidates are given the opportunity to practise their interview skills.
- Understand the options open to them Post-16 and be able to decide upon a course of action and rationally justify their choices.
- Understand their rights and responsibilities at work including Health and Safety and Equality.

### **Opportunities**

Hinckley Academy provides a range of opportunities to raise student aspirations of individual academic achievement and personal development. These are promoted whilst identifying and overcoming any barriers to wider participation (differentiation of resources; financial limitations; language).

- Promote an awareness of the world of work and employability skills.
- Promote especially any opportunities and provisions that assist in raising aspirations and achievement, - including those that are socially and culturally gendered (for example: nursing, engineering, careers in STEM industries).
- Opportunities to help students explore and identify how their existing skills, attitudes and knowledge learned in school can be applied to, and developed further in, the world of work.
- Provide access for all students to impartial careers guidance through the considered selection and use of teaching resources and visitors to the school. This should enable all students to make considered decisions with regard to future choices of employment and/or education.
- As an integral part of the above, promote independent reflection and enquiry by students into their academic strengths and needs, as well as the qualifications/skills required for their desired careers. As such, students can make informed and wise decisions about education and employment post-14.

- Provide assistance for all students in basic career management such as CV writing, job searches and job interviews.
- Visit open days at further and higher education institutions.
- Visit to the World Skills show at least once.
- Access to Enterprise & Employment activities supported by national organisations and businesses.

### **Monitoring and Evaluating:**

- Dedicate year team of tutors monitor progress of student applications for their tutor group. Overview of applications monitored by the CEIAG coordinator and the post 16 team.
- Evaluation of the PSE programme and tutor support to be done via NEET figures and student and staff voice.
- Work with the LLEP (regular meetings).
- Careers Audit and review carried out annually using the Compass Audit and Tracker (LLEP).
- Learning Walks
- Monitoring of UCAS application data and tracking of all students in Year 11, 12 and 13 to ensure NEETs are minimized.

### **Links with other Policies and resources:**

- It supports and is underpinned by key academy policies including those for Teaching and Learning and SMSC.
- Implementation of Careers Education
- Through our academy ethos and learning both within and beyond the classroom, we provide opportunities for students to develop the skills, knowledge, understanding, characteristics and attitudes they need to be active and employable citizens.
- Careers Education is delivered during PSE lessons, through specific assemblies, and collapsed timetable sessions where appropriate, e.g. practice interviews in Year 11.
- There is a careers section within the college intranet and students are encouraged to research the type of careers they aspire to and the qualifications needed using this. Students also have access to online resources such as Fast-Tomato.
- Year 11 and post-16 students are encouraged to participate in the National Citizens Service to enable them to develop their employability skills, self-confidence and social enterprise skills.

**Equality and Diversity** Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities.



The **Baker Clause** can be found on our website.

**Key Staff:**

Ms L Hickman – Head of School

Mr M Stock – CEIAG Lead

Mrs H Thompson – Careers Adviser and Work Experience Co-ordinator

*Monitoring, Evaluation and Impact evidence all held in CEIAG QA file*