



## CAREERS GUIDANCE POLICY

This is a Category 1 Policy (Full Delegation)

This policy is in force until further notice from:	Summer 2023
This policy must be reviewed by no later than*: <i>*This refers to the term in which the Policy must be reviewed by the appropriate Committee for recommendation to the Board.</i>	Spring 2025
Policy Author(s):	Mike Ion
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Location of publication of policy:	Governor Hub/ AST Website/ Internal Records & Intranet

## **CAREERS GUIDANCE POLICY**

### **1. Introduction**

The Trust believes that pupils should be appropriately prepared for the choices they make during their education and the choices they make in the future. Pupils should leave with an understanding of how their education will prepare them for the world of work. Pupils should feel confident in making key decisions about educational and career choices and have a clear understanding of the routes and pathways they can take to achieve their goals.

This preparation will be achieved through a variety of means but principally through a tutor programme, independent specialist careers resources, PSHE lessons, working in partnership with employers and apprenticeship providers and further/higher education providers. Access to one to one career guidance from a suitably qualified careers adviser will also be available.

### **2. Aims and Learning Objectives**

Careers Education, Information, Advice and Guidance is an important element of education provision across the Trust and aims to ensure every pupil is able to progress to a positive destination in the future:

- To raise pupils' aspirations and expectations.
- To enable pupils to set personal objectives and goals in relation to their future choices.
- To ensure pupils are aware of all the options available to them including; further education, higher education and apprenticeships.
- To promote lifelong learning and education of pupils.
- To promote equal opportunities and tackle gender stereotyping with career choices and the world of work.

### **3. Legislation and Guidance**

This policy meets the requirements of;

- Department for Education (DfE) Statutory Careers Guidance and Access and for Education and Training Providers January 2018.
- Careers strategy: Making the most of everyone's skills and talents December 2017.
- The Careers & Enterprise Company - GATSBY Benchmarks

### **4. Eligibility**

The Trust aims to provide all pupils with a comprehensive Careers Education, Information, Advice and Guidance (CEIAG) programme that is inclusive and provides opportunities for all. The CEIAG curriculum will be delivered across the tutor/PSHE programme as well as embedded into the broader curriculum to ensure pupils see the relevance between their academic subjects and their future career options. In

addition, pupils will have access to one to one individual careers guidance appointments, at an appropriate time in their education at the Trust.

### Pupils

Pupils are entitled to:

- Individual and impartial careers guidance from a suitably qualified professional
- To attend a confidential careers interviews and be treated with respect (inline with confidentiality and safeguarding policies).
- The opportunity to gain the skills that enable positive progression to either further study or employment
- Access to up-to- date careers information that is suitable to their needs.
- Information about all the options available to them in years 9, 11, 12 and 13.
- A careers action plan to outline the next steps to achieve their chosen career.
- Be referred for extra support, if needed, to other agencies where appropriate.
- Support to complete appropriate applications at key stages e.g. post 16 options and apprenticeships.
- To produce a CV and gain relevant and informative feedback.
- To be prepared for the 'world of work' by being able to access work experience placements as well as completing mock interviews and application forms.
- Access to online careers resources and relevant websites/programmes.
- Access to up-to-date local and national Labour Market Information.

### Parents/carers

- Speak to a trained member of staff about their child's career and education plans.
- A copy of the careers action plan if appropriate
- Impartial and up to date information on a range of topics including: options at 14, 16, and 18
- Attend events and parents' evenings designed to offer information and advice and guidance on the options available in the future.

## **5. Careers Education, Information, Advice and Guidance (CEIAG)**

The CEIAG programme is delivered from years 7 – 13 and consists broadly of the following activities:

- Support at key stages such as options, Year 11 and Year 13 transition.
- Careers programme delivered through tutor time/PSHE.
- Careers conventions.
- Face to face/one to one Careers, Information, Advice and Guidance (IAG) appointments.
- Target and intensive support for vulnerable pupils and those at risk of being

NEET (Not in Employment, Education or Training).

- Support for pupils undertaking Alternative provision/Early College Transfer(ECT) programmes.
- Opportunities through Careers week to focus on individual subjects
- Apprenticeship weeks/Fairs and STEM Focus events.
- Access to careers related materials both paper based and electronic software.

## **6. Partnerships & Referral Agencies**

The Trust will work in partnership with the following agencies and refer on pupils where appropriate to support progression and access to relevant and appropriate information, advice and guidance including:

- Local Connexions Service Providers to refer pupils for target and online careers information, advice and guidance and support.
- The National Careers and Apprenticeship Service.
- Further & Higher Education Providers.
- Employers & Apprenticeships providers to support pupil progression/destinations.

## **7. Monitoring, Evaluation & Data Sharing**

The CEIAG provision will be monitored regularly through the following process:

- Pupil evaluation.
- Event evaluations.
- The GATSBY Benchmarks (as set out in the DfE January 2018 Guidance).

Data sharing will take place with various LAs and the DfE under the statutory requirements for reporting progression data to prevent pupils becoming NEET (Not in Education, Employment or Training) in the future.

## **8. Roles and Responsibilities - The Board of Trustees**

Section 42A of the Education Act 1997 requires the Trust to ensure that all registered pupils in schools are provided with independent careers guidance from year 8 (12-13 year olds) to year 13 (17-18 year olds).

The Board of Trustees must ensure that independent careers guidance provided:

- Is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option.
- Includes information on the range of education or training options,including apprenticeships and technical education routes.

- Is guidance that the person giving it considers will promote the best interests of the pupils to whom it is being given.

## **9. Training**

All staff who provide one to one Information, Advice and Guidance are Level 6 qualified, in line with DfE guidance. Staff follow a programme of CPD and adhere to the Career Development Institute (CDI) Code of Ethics.