



# Beamont Collegiate Academy

## **CAREERS EDUCATION, INFORMATION, ADVICE & GUIDANCE POLICY (CEIAG) INCLUDING PROVIDER ACCESS**

Date approved by the Governing Body	28.11.16
Signature of Chair to the Governing Body	L Waterson
Signature of Executive Principal	G Harris
Date of review	16.11.20
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## **Introduction**

This policy has been written in response to the governments' updated statutory guidance for governing bodies, school leaders and school staff in January 2018.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/748474/181008\\_schools\\_statutory\\_guidance\\_final.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/748474/181008_schools_statutory_guidance_final.pdf)

## **What legislation does this guidance refer to?**

- Sections 42A1, 42B and 45A of the Education Act 1997
- Section 72 of the Education and Skills Act 2008
- Schedule 4 (15) of the School Information (England) Regulations 2008

In order to meet this statutory guidance Beamont Collegiate Academy will use the eight Gatsby benchmarks of Good Career Guidance.

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

The Academy will use the Compass careers benchmark tool to measure its effectiveness against the 8 Gatsby benchmarks

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. Given this environment, it is vital that our students have access to accurate, impartial and objective advice and guidance on the career pathways available to them, so they can make informed choices about their future

## **1.00 Objective**

- 1.1 All students should receive the appropriate level of Careers education, Information, Advice and Guidance to enable them to make well informed aspirational and realistic decisions about future learning and careers and be able to manage the subsequent transition, resulting in a Sustained zero NEET figure.

## **2.0 Vision**

- 2.1 The Academy believes that students should be appropriately prepared for the choices they make during their education and the choices they make in the future. Students should leave the Academy having been prepared appropriately to understand how their education will prepare them for the world of work and life in modern Britain. The students should feel confident in making appropriate decisions about educational and career choices and have a clear understanding of the routes and pathways they can take to achieve their goal.
- 2.2 This preparation should be achieved through a variety of means but principally through a tutorial program, impartial and independent specialist careers resources purchased by the Academy and one to one guidance from suitably qualified independent careers advisor and further education providers.

## **3.0 Aims**

- i. To raise students' aspirations and expectations through appropriate Careers education, Information Advice and Guidance.
- ii. To enable students to set personal objectives and goals in relation to their future choices.
- iii. To engage young people in the design and delivery of Careers Guidance.
- iv. To help students develop employability and key skills.
- v. To promote equal opportunities and tackle gender stereotyping with career choices.
- vi. To promote lifelong learning and education to students.
- vii. To prepare students to independently access Careers Information, Advice and Guidance.
- viii. To enable students to have access to impartial advisors for further support and guidance.
- ix. To ensure that students are inspired to perform well at school and that their aspirations can become a reality.

#### **4.0 Learning Objectives**

- i. Students should be able to plan their future choices and understand how to access further support and IAG.
- ii. Students should understand how educational achievements are linked to maximising their potential future choices.
- iii. Students should be able to identify a range of key employability skills they have gained to help them succeed in the world of work.
- iv. Students should understand gender stereotyping within the workforce and understand how to overcome it.

#### **4.1 In order to meet our students' needs we offer:**

##### **Careers Education**

Beamont Collegiate Academy will provide a range of learning activities and experiences focused on self-development, career exploration and career and financial planning. It is offered to all students through PSHE lessons, the academies RESPECT Programme, in assemblies and at events such as Careers Fairs and through the completion of students Employment and aspirations booklets

#### **4.2 Careers Guidance**

Beamont Collegiate Academy will provide personalised support, tailored to the needs of the individual. This will take place through one to one or small group interviews, the use of self-assessment tools that provide individualised feedback, or referral to nationally recognised services that provide personalised advice via helplines or the web.

#### **4.3 Other Career Activities & Services**

Beamont Collegiate Academy will provide a wide range of additional activities & services that provide an insight to the world of work, such as curriculum links with local employers, colleges and universities, work place visits, career pathways & support with work experience during holiday times

#### **4.4 Up to date, Independent & Impartial Advice**

In order to ensure the CEIAG our students receive is up to date, independent and impartial, Beamont Collegiate Academy commission the specialist careers service, CareerConnect, who are employed for 2 days a week. Any student from Year 7 - 11 can be referred to this service for personalised advice and guidance by student request (via form tutors or Mrs McMillan, parental request, or staff recommendation. All students in key stage 4 will receive this impartial IAG as matter of course on a one to one basis, (prioritising SEND, Pupil Premium and those students requiring additional support in making decisions)

#### 4.5 National Careers Service

In addition to the school based services listed above, students and parents can also access independent and impartial careers advice and guidance via the National Careers Service;

<https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx>

- 4.6 The NCS offers personalised support via a helpline and web chat. There is also more general information available on the website, including detailed profiles of different jobs, guidance on how to build a CV, or prepare for an interview and labour market information telling you which types of job are available in the North West, as well as what industries are growing and which are going to need more staff in the future.

### 5.0 Entitlement

All students at Beamont Collegiate Academy are entitled to receive unbiased Careers education, Information, Advice and Guidance as they progress through the Academy and gain access to qualified Careers Advisors.

### 6.0 Management of Information, Advice and Guidance

- 6.1 The provision and quality of the Careers education, Information, Advice and Guidance delivered to students is managed by the Assistant Principal for Culture and Ethos who is a member of the Academy's Senior Leadership team.

### 7.0 Careers Education and Information, Advice and Guidance

- 7.1 Students will receive career education and guidance from Year 7 to Year 11 through a range of different mediums, including assemblies, tutorials, one to one and group careers guidance appointments, bespoke careers talks and visits to places of employment via career pathways, access to online careers resources and through additional timetabled events such as career fairs and University fairs

### 8.0 Provision of Careers Information

- 8.1 The provision of Careers information will be primarily offered via electronic software to ensure the most up to date and accurate information is accessed by students. This also enables students to have greater access to information as all software should be accessible via the student network;
- i. Access to career exploration software
  - ii. Access to software and the internet to help students prepare suitable CVs, applications for work, training and education

- iii. Information on the labour market is displayed around the school on classroom walls and on screens around the school.

## **9.0 Design and Delivery of Individual Careers education, Information, Advice and Guidance**

- 9.1 All students from Year 11 are entitled to access individual information, advice and guidance from a suitably qualified Careers Advisor. All year 11 students will be given a copy of their action plan following their careers interview which will also be sent home to parents or carers. From Year 10 students with Special Educational Needs (SEN), those classified as 'at risk' and or potentially NEET will have access to an external Information, Advice and Guidance advisor
- 9.2 Information, Advice and Guidance will also be delivered by tutors and mentors to support individual students with their planning and decision making. Identified students will also be offered Individual Information, Advice and Guidance at Key transition points. These students are:
  - i. All students with a statement of educational need (from Year 10 onwards).
  - ii. Students on an alternative or work related learning curriculum.
  - iii. Students making option choices at the end of year 8
  - iv. All Year 11 students.
- 9.3 Referral procedures are put in place to ensure that any student who is identified across the whole academy needing additional Information, Advice and Guidance are given it. There are also referral procedures in place to enable teachers to refer students for further support. Such as EPP (Education Progression Plan) forms from the Local Authority. These are used to provide additional support from WBC support team.

## **10.0 Careers Convention and Employer engagement**

- 10.1 A careers convention consisting of a range of education, employment and training providers will be organised annually to enable students in Years 7, 8, 9, 10, 11 to gain information to make informed choices about their future.
- 10.2 In addition to the careers convention, students will be offered numerous opportunities to engage with employers, with outside speakers delivering assembly presentations and bespoke meetings with students who have an interest in a specific career. This is achieved via Career pathways
- 10.3 The Academy will offer a number of STEM (Science, Technology, Engineering and Maths) routes and provides students with the regular opportunities to visits STEM industry employers such as; United Utilities, Daresbury Science laboratories,

Solvay, BNFL, and AMEC. As part of this offer students can choose to participate in work experience in their holiday time.

Career pathways have also been created in Sport, Law, Business and Enterprise, The Arts and Art

- 10.4 The Academy will also provide visits to local employment providers via the career pathways.

### **11.0 Access to Further and Higher Education providers**

- 11.1 All students in year 10 will be offered a taster day at one of a range of education or training providers.

- 11.2 A range of educational, FE colleges and HE providers are entitled to attend year 8, 9, 10 & 11 Parents' evenings to offer students and parent's advice. This is also supported by Career connect.

- 11.3 Management of Provider Access requests

Opportunities for providers to speak with students may include school assemblies, employer and provider engagement events or opportunities to speak with students and parents on a one-to-one basis supporting GCSE, post 16 option choices.

Any provider wishing to request access to the academy should contact Mel McMillan, email: [McMillanM@bca.warrington.ac.uk](mailto:McMillanM@bca.warrington.ac.uk)

- 11.4 Student entitlement

Students in years 8 – 11 are entitled:

- i. 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.
- ii. To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- iii. To understand how to make applications for the full range of academic and technical courses.

- 11.5 The Academy will regularly liaise with Parents and carers, FE providers and the LA to monitor students who may have become NEET in an effort to keep NEET figures below both the Local and national average.

### **12.0 Support for Parents**

- 12.1 All parents can access information on supporting their children in making career and educational choices. The support is offered through:



- i. The academy website where numerous links to career and educational choices websites are available to support decision making.
- ii. Access to a Careers Advisor and members of BCA staff including SLT at parents evenings and options evenings.

### **13.0 Equal Opportunities**

13.1 All Information, Advice and Guidance will be provided impartially to students and will be provided free of bias. Students will be encouraged to look at careers and courses outside of the normal gender stereotypes.

*To be reviewed by Academy Careers Advisor annually:*