
Careers Education, Information, Advice & Guidance (CEIAG) Policy

1 The Policy Statement

1.1 Purpose

Careers Education helps young people to develop the knowledge, confidence and skills that they need to make well-informed, thought-through choices and plans that enable them to progress smoothly into further learning and work, now and in the future. As an academy we must ensure that high quality information, advice and guidance enables our pupils to make the best of their talents and achieve their ambitions by choosing the pathway that is right for them.

1.2 Aims

Delta Academies Trust has a statutory requirement when delivering careers education in its Academies, to ensure that information about learning options and careers is presented impartially and that advice promotes the best interests of pupils. We aim to ensure that our programmes:

- Empowers young people to plan and manage their own futures
- Responds to the needs of each learner
- Provides comprehensive information and advice
- Raises aspirations
- Actively promotes equality of opportunity and challenges stereotypes
- Helps young people to progress

2 Entitlement Statements

2.1 Student entitlement

Teachers in the academies and qualified career professionals will support students' career development in a number of ways including:

- Information and discussion in lessons, drop-down days and assemblies to help students make informed decisions about their future.
- Access to careers advisers in a variety of ways including individual meetings,
- Drop-in sessions, enrichment activities and on results days.
- Careers information and I.T based careers programmes.
- Information and updates on notice boards and the academy website.
- The academy uses a tracking system to identify the needs of all students to target students who require early or additional support in their transition. Students, parents/carers and academy staff can refer students for one-to-one careers support. Students can access CEIAG through one-to-one interviews, workshops and enrichment activities.

2.2 Parent/Carer entitlement

Parents can access careers support for their child in a variety of ways including:

- individual meetings
- drop-in sessions, options and parents evenings and on results days
- Careers information and computer-based careers programmes, such as Eclips
- Information and updates on the academy's website and Twitter

2.3 Equality and Diversity

The careers education and guidance delivery satisfies the requirements of the Academy's Equal Opportunities Policy. All students, regardless of their race, class, gender, faith or special educational needs, have the same access to our resources, wherever possible.

3 Delivery of the CEIAG provision

3.1 Place within the Curriculum and Tutorial Support system

The careers curriculum has been devised following the guidance of the Career Development Institute's Framework for Careers, Employability and Enterprise Education, for all year groups in core provision and/or drop-down days. This is supplemented by the following:

- Programme of assemblies, enrichment workshops and external visits.
- Inset for staff includes training and updates on careers information by qualified careers professionals.
- On drop-down days a wide variety of companies and apprenticeship providers may also attend offering advice and guidance.
- Academies may also organise specific events for parents/carers and students to provide specialist support.

3.2 Monitoring and tracking of young people

Delta Academies Trust places a responsibility on its Academies to maintain a full and comprehensive tracking system that gives every student a RAG rating for intervention.

The academy tracks:

- Intended destinations
- Supports the September Guarantee and Activity Survey, (collecting data on sixth form, apprenticeship starters)
- Offering individualised support to those students who are at risk of becoming NEET (Not in Education, Employment or Training) or become NEET.
- The academy maintains records of all CEIAG interventions and interviews.
- Vulnerable students who are at risk of becoming NEET are referred to their Local Authority team for additional support.

4 Management of CEIAG Provision

4.1 Management

The CEIAG Programme and work experience is planned and implemented by the nominated member of SLT and involves working closely with the staff, students, parents and the wider community. This area is supported by a nominated link member on the Education Advisory Board (EAB).

4.2 Staffing

All staff contribute to CEIAG through their roles as Tutors, Subject Teachers, Curriculum Leaders, and Personal Learning Advocates or as a Careers Professional. Staff training is provided on a regular basis and updates are given in briefing or circulated via the VLE. Staff are provided with guidance sheets, handouts and option booklets. All staff have access to the Eclips website which includes specific information and resources.

4.3 Provision of external and Independent careers guidance

Independent and impartial careers advice and guidance is provided via qualified careers professional, a range of CEIAG computer-based programmes and websites in addition to our links with businesses and training providers. Students are also encouraged to access the National Careers Service via a link on the academy website.

4.4 Other formal and informal partnerships

The academy has a range of formal and informal partnership arrangements including with post-16 providers, colleges, employers, higher education and training providers.

4.5 Information resources

A range of careers information, in a variety of formats, is provided in the Careers Room and the Learning Resource Centre so that it is accessible to all students. Resources are managed in the academy to ensure that they are up to date and meet the needs of all students.

4.6 Budget

Funding is allocated in the academy to a careers annual budget, maximum use will be made of quality assured free resources and currency/longevity of careers materials is taken into consideration when purchased priced materials.

4.7 Staff development

All staff should have access to a minimum of 1 hour per year through CPD (Continuing Professional Development) time to update themselves in relation to current developments in careers pathways. Specific needs are identified in conjunction with the academy CPD co-ordinator and reviewed on an annual basis.

4.8 Monitoring, review and evaluation

A report will be submitted to the Educational Advisory Board on an annual basis, including an account of activities, a review of progress and an evaluation of pupil and parental response to provision.

Appendix A: Leadership & Management

Position	Name	Title
EAB Member	Tony Long	EAB Chairperson
Academy Leader of Careers	Ryan Land	Associate Assistant Principal
Operational Leader of Careers	Ryan Land	Associate Assistant Principal

Appendix B: Staffing

Position	Name	Title
Learning Managers	Mrs A Cadman	Learning Manager Year 7
	Mrs J Clark	Learning Manager Year 8
	Mr K Wallace	Learning Manager Year 9
	Mrs N McMahan	Learning Manager Year 11
	Mr S Preston	Learning Manager Year 10
Curriculum Leaders/Lead Teachers	Miss J Bellas	Music
	Miss M Bond	History
	Mrs L Caine	Art
	Mr M Ford	English

	Miss S Hanquinioux Miss T Heptinstall Mr R Land Mr M Lister Mr A Mahoney Mrs E Quinn Mrs S Masters Miss J Nicholls Mr J Clark	Sociology Business Studies ICT Science Geography Maths PE SMSC/Social Sciences Technology
Teachers	All teachers	All teachers will deliver CEIAG through the curriculum plan
Tutors	All VMG Tutors	All teachers will deliver CEIAG through the curriculum plan

Appendix C: Provision of External and Independent Careers Guidance

Organisation	Name	Title
Delta Academies Trust	Helen Green	Guidance Professional

Appendix D: Other Formal & Informal Partnerships

Organisation	Name	Title
Oracle DCLT Engage Training RNN Group of Colleges	Ms C Watson Ms T Illman Mr G Burgess Mr N Dale & Mr G Lastra	Training Manager Quality and Training Manager Training Manager 14-16 School Provision Officer and 14-16 School Liaison Officer

Appendix E: Information Resources

Organisation	Resource	Location
Adviza	Eclips Online	Academy Website/VLE
Careers room / Library	Books, handouts, prospectuses and leaflets	Careers Hub (LRC/Sixth Form) Careers Room
Noticeboards	Displays on apprenticeships, different careers and local training opportunities	Noticeboard on corridor near Careers Room
TV Screens	Presentations on careers, pathways and local opportunities	Careers Hub

Appendix F: Careers Education Plan

Year Group	The Big Question	Learning Outcomes (CDI Framework)
7	What makes me unique?	Students will consider what makes them unique and will develop their self-awareness. They will consider what their potential future might look like, explore future careers and set targets to achieve their goals.
8	Decisions	Students will: <ul style="list-style-type: none"> • be enabled to make choices effectively; • have the opportunity to talk to employers; and • explore their own careers ideas by using the Careers Hub and online resources
9	World of Work	Students will: <ul style="list-style-type: none"> • have the opportunity to talk to employers about their pathways in to work; • explore different qualifications and routes into careers; • understand their own skills and abilities; and • have the knowledge and skills needed to successfully manage money.
10	Personal Brand	Students will: <ul style="list-style-type: none"> • explore the different options available to them at the end of Year 11 – including information about the best progression pathways for them through to setting goals and specific action; • investigate the different selection processes employers use, what employability skills employers are looking for and have a mock interview; • find relevant job and labour market information (LMI) and know how to use it in their career planning; and • produce their own timeline for applications and creating their own Career Action Plan.
11	What Next?	<ul style="list-style-type: none"> • All students have access to a full range of independent, impartial careers information, advice and guidance and will be guided through a decision making process. • They will have the opportunity to find out about local opportunities through the Academies Careers and Aspirations Event.
Year 12 & 13	Aiming Higher	Students will: <ul style="list-style-type: none"> • Explore the different pathways open to them at the end of Year 13. They will be supported through their choices by providing impartial, information, advice and guidance. They will have the opportunity to visit events and providers to raise their aspirations. • Develop their personal financial capability to support them in making decisions that affect their everyday living, further study and work.

Appendix G: Student Entitlement

Investing in your Future

The careers education and guidance programme at Don Valley Academy seeks to positively support you to acquire the educational, social and employability skills necessary for lifelong success in a diverse and changing world of work.

We will support you to aim high in your career goals and aspirations.

As a pupil at Don Valley Academy you are entitled to a careers education and guidance programme which:

- is personal to you and always puts your interests first
- motivates and inspires you to consider all opportunities open to you within and outside Don Valley Academy
- helps you to gain the skills you need to make your career ambitions a reality
- provides the support you need to be successful
- helps you access any additional support you might need
- is delivered by trained and qualified teachers and advisers, with up-to-date knowledge and understanding of career pathways and local labour market information
- protects and respects your personal information and shares it only with your consent
- always puts your interests first

Together with a range of career professionals, businesses and training providers we will support your career development in a number of ways including:

- Information and discussion in lessons and assemblies to help you make decisions about your future
- Activities and events such as employability days
- Access to careers advisers in a variety of ways including individual meetings, drop-in sessions, enrichment activities and on results days
- Careers information and computer-based careers programmes
- Information and updates on notice boards and plasma screens
- The Don Valley Academy website

Appendix H: Parents Entitlement.

Investing in your Son/ Daughter's Future

Research has consistently shown that parents and carers are **the** most influential factor in students' decisions about the future. Your support and encouragement influences their choices, and the guidance you provide will be invaluable to their eventual achievements and career pathways. This might feel a little daunting...the jobs of the future may be very different from your own experiences and choices. In fact, they may not even be invented yet!

There are some very simple and practical steps you can take to support your child.

- Talk to them about their current educational attainment and estimated grades and encourage them to aim high (the skills shortages of the future will be in higher level jobs)
- Discuss where they want to be and research how to get there (lots of great resources in the Academy and on the internet)
- Use the links on the academy website.
- Encourage them to seek out the advice and experiences they need to help them achieve their goals

- Help them with the steps they need to take

Together with a range of career professionals, businesses and training providers we will support your son's/daughter's career development in a number of ways including:

- Information and discussion in lessons and assemblies to help them make decisions about your future
- Activities and events such as employability days
- Access to careers advisers in a variety of ways including individual meetings, drop-in sessions, enrichment activities, parents and option evenings and on results days
- Careers information and computer-based careers programmes
- Information and updates on notice boards, plasma screens and websites

You are welcome to attend your child's careers meeting and we encourage you to contact Don Valley Academy if you need any more help or information.

Appendix I: Provider Entitlement.

This appendix sets out the Academy's arrangements for managing the access of providers to pupils at the Academy for the purpose of giving them information about the provider's education or training offer. This complies with the Academy's legal obligations under Section 42B of the Education Act 1997.

Management of provider access requests

Procedure

A provider wishing to request access should contact: **Name:** Ryan Land **Job title:** Associate Assistant Principal
Telephone: 01302 651035 Email: careers@donvalleyacademy.org.uk

Opportunities for access

There are a number of opportunities for providers to come into the academy to speak to pupils and their parent/carers, for example, the Academy has a Careers and Aspirations Day in the first term (September – December) as part of the next step planning and setting the aspirations of students.

Premises and facilities

The Academy will make space available for discussions between the provider and students, as appropriate to the activity. The Academy will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers Hub, which is managed by our Careers Professionals. The Careers Hub is available to all students at lunch, break times and after school.

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Next due for renewal	September 2019