

September 2020 expedient

WYMONDHAM COLLEGE ACADEMY TRUST
Careers Education and Guidance Policy

General Principles

The College recognises the importance of providing effective careers education, information, advice and guidance to enable students to achieve their full potential and to make informed decisions regarding the opportunities and challenges of adult and working life.

As such, CEIAG is an essential part of student learning and is implicit in the Mission Statement of the School which is: 'to enable young people to become happy, successful and useful citizens, to aim for excellence in all they do and to find fulfilment in life.'

The College achieved the Quality in Careers Standard in May 2017 and revalidation in May 2019.

The College has a specific governor for Careers and Work-related Learning on its Board of Governors.

The College employs an experienced careers practitioner (known as the Careers Leader) and works with a range of external sources and providers including Further and Higher Education providers, employers and local enterprise networks. Students also have access to a Level 6 qualified Careers Advisor for individual appointments.

The Deputy Headteacher oversees the work of the Careers Leader and is involved in the delivery of the Careers Programme within the College.

The College careers programme is assessed against the Government's Careers and Enterprise Company's Compass evaluation tool.

Rationale

The College policy is set in the context of legislation and relevant guidance from the Department of Education. It is informed by the following documents and legislation:

- Wymondham College policies (see Appendix A)
- Government Careers Strategy, making the most of everyone's skills and talents, December 2017
- DfE Careers Guidance and Access for Education and Training Providers: January 2018
- The Gatsby Benchmark Toolkit: September 2017 (see Appendix B)
- Careers and Enterprise Company Compass Tool
- The CDI Framework for career, employability and enterprise education. November 2015
- Ofsted Inspection Framework
- The Education Act 2011 and schools responsibilities to provide independent advice and guidance

Policy Aims

The College aims to help students investigate opportunities and to make choices which are both realistic and ambitious and which will ensure personal satisfaction within and beyond the College in terms of academic study and work. In doing so the College will ensure that students are treated as individuals and will seek to tailor advice in line with individual student's aims and ambitions and interests. The CEIAG policy seeks to promote:

- **Self-Awareness and development** that will enable each student to understand themselves and the influences upon them, developing a positive self-image in relation to future learning and work roles. This should be based on an accurate assessment of their abilities and aptitudes.
- **Decision-making** that will enable each student to be able to make informed decisions about option choices for GCSE, A-level, Further and Higher Education and employment.
- **Career Exploration** that will enable each student to investigate opportunities for learning and work through employer encounters, the provision of up-to-date information on a wide range of careers and Further/Higher education courses and to ensure the students are aware of the resources available.
- **Career Management** that will enable each student to plan for a career which best suits his/her interests and abilities, developing a critical awareness of employment trends and stereotyping.

Policy Objectives

The Policy seeks to give our students the skills to make informed choices and to manage their progression through learning into work. To achieve this we seek:

- To offer a programme which develops their self-awareness and their decision-making skills
- To give students access to impartial and informed career guidance through employer encounters, personal guidance and careers activities
- To facilitate access to information enabling career exploration and to prevent stereotyping in the information, advice and guidance offered.
- To give students opportunities to find out about and to experience the world of work
- To identify vulnerable students who require targeted support to reduce the risk of non-participation in education and training post 16
- To provide students with opportunities to review their progress, for action planning, and for recording achievement, leading to self-awareness and effective career management skills
- To prepare students for the demands of working lives through developing skills and qualities such as self-reliance, resilience, creativity, teamwork and leadership, and a wide range of interpersonal skills, including problem solving, flexibility, speaking in public and listening evaluatively.
- To provide individual, face to face advice and guidance to build confidence and motivation.
- To develop the Student Futures brand so that students are familiar with it and aware of its aims and activities
- To ensure that students develop to become well-rounded, confident, ambitious and open-minded individuals who feel equipped to enter the world beyond the College with optimism and excitement.

Policy Implementation (Subject to change under 2020/2021 Covid 19 restrictions)

The CEIAG policy is supervised by the Deputy Headteacher (Achievement & Progress) and the Deputy Head of Sixth Form (Progression).

CEIAG is delivered by the PSHE department and by the Careers Leader, working with Heads of House, Heads of Department, tutors and teaching staff.

The Careers Programme is published on the school website and information on activities and opportunities is communicated to students and parents by email, regular newsletters, noticeboards and announcements.

Students from Years 7 – 11 receive CEIAG as part of the wider PSHE curriculum. These lessons are supplemented by an annual 'Collapsed Curriculum' Day in November which enables year group careers activities and employer engagement. In addition, careers-related activities are delivered to individual year groups during the Spring and Summer terms.

CEIAG for Years 12 – 13 forms part of the Enrichment programme and the Sixth Form Futures programme.

Careers Information is made available to students via the Careers section in the Library foyer, online resources (including Kudos and the National Careers Service), regular emails from the Careers Leader and via Futures noticeboards in the library, teaching departments, boarding houses and Sixth Form Reading Room. Subject teachers are required to include information about relevant careers in their lessons.

Personal Guidance is offered to students from Years 9 -13 via individual careers appointments with the Level 6 qualified Careers Advisor and at Parents Evenings for Years 8, 11, 12 and 13.

A series of careers events are offered throughout the year, typically including Energise Your Future, Norfolk Skills & Careers Festival and internal careers events and activities.

Partnership Arrangements and Employer Contacts

The College has strong links with:

- Norfolk County Council's careers network and higher education programme, attending regular meetings for both.
- The New Anglia Local Enterprise Partnership
- Further Education providers – who are invited into College to talk to students
- Local business community – the College links with the local Rotary Group and has a spreadsheet of employers and organisations who support careers events, talks and activities
- Alumni and Parents – the College encourages involvement of parents and alumni in relevant activities.

Monitoring, Review and Evaluation

The Policy is reviewed biennially.

Teaching of CEIAG related topics and the learning outcomes are monitored and evaluated by SLT through observation of lessons and checks of folders/books in line with the school monitoring policy.

Student destinations for Year 11 and Year 13 students are monitored to assist in the evaluation of the CEIAG provision and to ensure student outcomes are met by tracking student progress in making well-informed, realistic decisions.

Student participation in CEIAG is monitored by the Careers Leader via the CEC's Tracker tool, Unifrog and a dedicated tab on the Schoolbase management information system.

Spreadsheets are also kept of involvement in careers interviews, trips, events and careers activities.

Each student who attends a careers appointment is emailed an Action Plan which is copied in to the Tutor.

Student feedback is encouraged through online surveys which are analysed by the Careers Leader and the Futures Ambassador group which meets regularly with the Careers Leader.

APPENDIX A

The CEIAG policy relates to other current school policies:

- Assessment, Recording and Reporting policy
- Safeguarding and Child Protection Policy
- Equal Opportunities Policy
- Anti-bullying Policy
- Special Educational Needs
- Gifted and Talented Policy
- Health and Safety Policy
- Work-related learning policy
- Staff development policy
- Teaching and Learning

APPENDIX B

The Gatsby Foundation Benchmarks:

1. A stable careers programme
2. Learning from careers 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 work places
7. Encounters with further and higher education
8. Personal guidance

March 2019 (Sept 2020 expedient)
(To be reviewed in March 2021)