

# **The Halifax Academy Careers Guidance Policy**

# The Halifax Academy Careers, Information, Education and Guidance (CEIAG) Policy

## Contents

1. School Aim & Policy Statement
2. Aims and Learning Outcomes of CEIAG
3. Careers, Information, Education and Guidance
4. Staffing
5. Professional Development
6. CEIAG across the Year Groups
7. Careers interview
8. Information and Resources
9. Accreditation
10. Monitoring Review and Evaluation
11. Equal Opportunities
12. Recording Assessment and Reporting
13. Entitlement
14. Links with the Community, Other Outside Agencies and Businesses
15. Raising Achievement Plans

# The Halifax Academy School

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

### 1. Introduction

Careers Education and Guidance is statutory from Y7. At The Halifax Academy we are committed to provide outstanding Careers Education Information and Guidance (CEIAG) for all students. We are committed to enabling all of our students to become happy, resilient and successful citizens and that they are exceptionally well prepared for the next stage in their education, training or employment.

#### **Policy Statement**

Careers Education and Guidance at The Halifax Academy is an integral part of the preparation of all students for the opportunities, responsibilities and experiences of life in modern society. All CEIAG should be impartial and unbiased.

### 2. Aims of CEIAG

#### **Self Development**

Young people should be enabled to understand more about themselves, take responsibility and have high aspirations through careers interviews, interview skills day, post 16 events, visits and delivery of the CEIAG programme.

#### **Career Exploration**

Young people should be able to investigate opportunities in learning and work, through a range of activities including voluntary work and interview skills.

#### **Career Management**

Young people should be able to make and adjust plans to manage change and transition.

#### **Learning Outcomes**

##### **Self-Development, students should be able to:**

- assess their achievements, qualities and skills.
- present this information as appropriate
- use this information for personal development
- set career and learning targets
- recognise and deal accordingly with influences on their attitudes, values and behaviour in relation to work

##### **Career Exploration, students should be able to:**

- understand the nature of work and people's attitudes to it
- use a variety of sources of careers information
- use work experience to improve chances
- understand employment trends

## **Career Management, students should be able to:**

- use decision-making techniques
- understand and use sources of help
- make informed and appropriate choices at key stage 4
- make and manage changes as appropriate
- understand job / learning applications and the requirements of interviews
- understand rights and responsibilities in the workplace

The Halifax Academy underpins its CEIAG programme around the 8 Benchmarks produced by the Gatsby Charitable Foundation which were devised from their international careers survey 2014 as what good, quality, impartial CEIAG should look like.

### **Gatsby Benchmarks:**

1. A Stable Careers Programme known by all school stakeholders
2. Learning from career and labour market information
3. Addressing the needs of every student
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

For the 8 bench marks to be realised The Halifax Academy aims to follow the 10 recommendations designed by the Gatsby Survey 2014 to ensure our CEIAG programme is fit for purpose in delivering outstanding CEIAG to all students to enable them to be work ready.

### **Gatsby Recommendations:**

1. Use the 8 Benchmarks
2. Have a school careers plan
3. Publish destination data
4. Interact with The National Careers Service
5. Utilise career and labour market information
6. Link curriculum learning and careers - especially STEM
7. A review of encounters with employers and the workplace
8. Have a Link Governor for employers/careers
9. Use encounters with young ambassadors
10. Utilize appropriately (level 6) qualified impartial (external) career advisers

We are working towards these recommendations through the following initiatives:

- We have an appointed Careers Leader, Hilary Fletcher, who is responsible for taking the strategic lead and direction for careers work in school. Martin Booth is our appointed Governor with responsibility for careers and employer engagement.
- Work towards achieving the Quality in Careers Standard Award - this award is assessed against Gatsby Benchmarks. We also use the Compass Assessment tool as a working document to evaluate our performance against the benchmarks and utilise this tool to help inform areas for development.
- We review and update our career plan annually to ensure it is meeting the needs of our learners and look at new developments and ways of working.

- We want our learners to progress onto positive destinations and continue to monitor and track our students after they have left Year 11 and sixth form. C&K Careers whom we work closely with provides ongoing support to our leavers if they require this assistance. Destination data is published on our website.
- C&K Careers, who have excellent knowledge of education and training provision and labour market trends, provide support to all students and to further reduce our NEET figures and raise participation levels of those progressing onto positive further education and training destinations. Raising our students aspirations and awareness of routes to gain higher education qualifications, such as university and degree/higher led apprenticeships. We also interact with the National Careers Service to utilise their resources in our careers programme.
- We are working with the Enterprise Co-ordinator from the Leeds City Region Enterprise Partnership (LEP) to further develop our employer engagement and have an appointed Enterprise Adviser, from Covéa Insurance.
- Within our CEIAG Programme students are given opportunities to access employers, training providers and HE and FE providers, at events and visits students will meet young ambassadors from these organisations. Participating in these activities helps to raise our students' aspirations and inform them about the pathways and options available.
- Students have access to, and learn how to use, careers and labour market information. Links to labour market information are also published on our website and we encourage both students and parents/carers to look at this information to help inform decisions.
- Careers learning is linked to our curriculum, for example in English students learn how to plan a presentation and present with confidence, in maths they will look at financial capability.

### **3. Careers, Information, Education and Guidance**

#### **Careers Education**

Careers Education helps individuals to develop the skills, knowledge and understanding required to make appropriate choices, to manage transitions in learning and to move successfully into work. Careers Education takes place mainly through work in lessons.

#### **Careers Guidance**

Careers Guidance is a means of enabling individuals to apply the skills, knowledge and understanding they have learned to make appropriate decisions about learning and moving into work. It should be impartial, student centred and confidential. Careers Guidance takes place mainly through individual support.

### **4. Staffing- 2018 onwards**

**Glynn Eastwood (Assistant Head) – Careers Co-ordinator**  
**Hilary Fletcher – Careers advisor (C&K Careers)**

All staff are involved in preparing students for personal and working life, both as a young person and as an adult. All tutors take a role in CEIAG, e.g. preparation of sixth form application and support during selection of KS4 options.

### **5. Professional development**

Staff will be provided with training to delivering Careers, Information, Education and Guidance to their year group/tutees. All staff will be provided with up to date careers guidance. This will be delivered through staff CPD and staff meetings.

## **6. CEIAG across both key stages.**

All tutors deliver a half term of Careers Education in both key stages. Please see the tables below when Careers, Information, Education and Guidance will be delivered. Please see Careers Calendar and Plan.

### **Year 7**

<b>Term 3</b>	<b>Careers Education</b>
---------------	--------------------------

### **Year 8**

<b>Term 2</b>	<b>Careers Education</b>
---------------	--------------------------

### **Year 9**

<b>Term 2</b>	<b>Careers Education</b>
---------------	--------------------------

### **Year 10**

<b>Term 3</b>	<b>Careers Education</b>
---------------	--------------------------

### **Year 11**

<b>Term 1</b>	<b>Careers Education</b>
---------------	--------------------------

## **7. Careers Interviews**

Careers interviews are conducted by Hilary Fletcher in a private room and information from these are kept confidential. All year 11 students are guaranteed at least one interview. Vulnerable students are prioritised. After this student interviews are allocated on a needs basis, either through direct referral from a member of staff e.g. House Achievement Leader or from a need assessed during a careers lesson. Students are free to request an interview at any time and one will be allocated as soon as possible.

## **8. Information and Resources**

The Careers Co-ordinator is responsible for the resources and displays.

- Careers Information and Resources are located in the Careers Library.
- The Careers Library will be updated on a regular basis to incorporate any new or additional information.
- In the Careers Library, there will be IT facilities connected to the school network for programmes such as JED and access to the Internet.
- The Careers Library will be available to students at break and lunchtimes. All pupils will get at least one visit to the careers library during a tutor time.
- Materials are available on short-term loan to students and staff.
- Careers page on the VLE
- Copies of books that are up-dated annually are renewed each year. Other bought resources are up-dated as often as appropriate. College and universities prospectuses are current. Displays are kept up to date both in the Careers Library and Post 16 area.

## **9. Accreditation**

At present The Halifax Academy does not have any accreditation for Careers, Information, Education and Guidance; however we are working towards getting the C&K Careers Quality Standard, which is nationally validated by the quality in Careers Standards.

## **10. Monitoring, Review and Evaluation**

This takes place through normal Quality Assurance procedures, e.g. Evaluation takes place through

- Lesson Observations and Learning Walks
- Student voice
- C&K Questionnaires
- Students complete questionnaires of Interview Skills



## **11. Equal Opportunities**

We recognise that courses and employment are available and suitable for people of varying skills, abilities and personal qualities. We encourage students to consider these aspects when choosing work placements, Further Education courses and employment. If a student does not have the academic ability for the career/course she/he has in mind, we try to help them to identify this and plan accordingly. We emphasise what they can do and the skills they do have.

The Careers Department supports the school Equal Opportunities Policy and endeavours to implement it in the following ways:

- Equal Opportunities lessons.
- Careful selection of posters and display material.
- By encouraging all students to prepare to support themselves financially.
- By encouraging students to consider all options including non-traditional careers/roles.
- By avoiding the use of one gender and gender specific job titles.
- By making every effort to give girls and boys equal opportunities to speak, offer opinions and answer questions in lessons.
- Equal access to information for all students of all abilities.

## **12. Recording, Assessment and Reporting**

The work is individual and personal to the student and therefore marks are not often given. Some work is checked for spelling and to monitor students' progress.

Careers Action Plans are produced and monitored yearly by the Careers Advisor and Careers Co-ordinator following interview.

## **13. Entitlement**

In the CEIAG Department, students from Y7 to Y11 should:

- learn about themselves and the influences on them
- develop decision-making skills
- develop skills to help them manage transition
- develop skills to use and research careers information
- have access to up-to-date information about opportunities in learning and work
- have impartial, confidential and up-to-date guidance
- learn about the world of work
- experience the world of work where appropriate

### **Parents are entitled:**

- to have the opportunity to speak to C & K Careers and or the Careers Coordinator by telephone, by appointment or events held at The Halifax Academy.
- to have access to information on Options at the end of key stage 3 and key stage 4.
- to access Careers information at all Parents Evenings

#### **14. Links with the Community, Outside Agencies and Businesses**

The Halifax Academy has a vast bank of links with businesses, colleges and universities in the local area and beyond in Leeds and Bradford.

Speakers from colleges, sixth form and other training providers are invited into school as appropriate. Students are actively encouraged to visit sixth forms, college departments and attend Open Days where appropriate. In addition, information is available in the Careers Library.

#### **15. Raising Achievement Plans**

To be reviewed yearly by the Careers Co-ordinator, Careers advisor and line manager.

By the end of year:

- The Halifax Academy will be accredited with the C&K Gold Award.
- All staff to have been trained, on how to deliver effective Careers, Information, Education Guidance.
- All targets to be met which are set by C&K Careers (see action plan)