

The Roundhill Academy

Careers Education, Information, Advice and Guidance Policy

- The School recognises that learning is a lifelong process and that CEIAG is integral to this.
- We believe that CEIAG should be of the highest possible quality and relevant to students needs.
- All students are entitled to participate in a planned programme of activities related to CEIAG regardless of gender, disability or cultural background.
- Activities are provided to enable students to review and develop their individual strengths and qualities and thus gain in self esteem. This will impact on all areas of students' progress.
- The CEIAG programme is designed to help prepare students for the opportunities, responsibilities and experiences of adult and working life. This will involve them in gaining knowledge, developing skills and attitudes that will enable them to make independent decisions and choices about their future.
- It is recognised that some students will require additional help from staff and other outside providers in order to achieve this.

Whole school documentation to support: School Prospectus, Teaching and Learning Policy, Equal Opportunities Policy, SEN Policy, Care and Guidance Policy, SEF and Whole School Development Plan.

Rationale

The school policy for CEIAG:

- Ensures consistency of practise for participants involved in CEIAG.
- Provides a comprehensive understanding of provisioning and how it is organised for staff, parents, the wider community and outside agencies.
- Provides opportunity to measure quality of provision.

This will be achieved in the following ways:

- Regular planned CPD for staff (Inset).
- Planned schemes of learning.
- Planned enrichment opportunities.
- Interventions across the academic year for all year groups.
- A dedicated post to co-ordinate careers provision.
- Regular Quality Assurance of CEIAG carried out throughout the year.

Student Entitlement

All students from year 7 to year 11 participate in a planned, co-ordinated programme of CEIAG. Careers Education is an integral part of the PD programme at KS3 and a Life Skills programme at KS4. It aims to equip students with the following concepts which underpin CEIAG:

- Self Development: to understand themselves and the influences on them.
- Career Exploration: to investigate opportunities in learning and work.
- Career Management: to make and adjust plans to manage change and transition.

Careers Guidance

All students are given advice and guidance from relevant adults including form tutors, life skills teachers, subject teachers, careers lead and an independent careers advisor. The independent careers advisor has 1:1 sessions with all year 9 students prior to them selecting their GCSE options. In addition to this the careers advisor is available at year 9, 10 and 11 parents evening and the year 11 careers fair.

Specific and targeted transition support for students who may be vulnerable is also provided. This includes students with a statement of Special Educational Needs.

Key Personnel Involved in CEIAG Programme development and delivery

- Assistant Principal with responsibility for CEIAG.
- Assistant Principal with responsibility for Quality of Education
- Careers Lead
- PD co-ordinator
- Vice Principal with responsibility for Inclusion and SEN.
- Pastoral Team.
- All staff.
- Independent Careers Advisor.
- Students through consultation and joint working.

Resources

Budget – The budget for the CEIAG Provision; Staff are matched to delivering the CEIAG programme through skills, experience or an interest in developing in this area. CPD resourcing is allocated through the whole school CPD budget.

Provider Access

Employers are encouraged to contact the school, through submitting a form on the Business Community page on the school website, to offer their support and knowledge giving students an insight into their industry. Employers and employees will have access to facilities to deliver sessions like the school hall or classrooms all which have ICT.

Responsibilities

- SLT responsible for supporting the CEIAG provision within The Roundhill Academy as appropriate to individual roles and responsibilities.
- Careers Lead responsible for collaborating with PD staff to produce a Career Education scheme of learning, lesson plans and materials. To review and evaluate the provision. To liaise and co-ordinate appropriate work with external providers.
- SEND department to work with appropriate staff to signpost and support identified young people and advise the Careers Lead and, PD staff on appropriate differentiation for identified young people.
- Student services, as part of the Care and Guidance policy, to signpost and support identified young people.
- All staff have responsibility in effective delivery of CEIAG provision, be part of the evaluation and development of the programme.
- Students have a responsibility in contributing to the programme and its effective evaluation.

Monitoring and Evaluation

- To ensure regular QA of the CEIAG provision is carried out and acted upon to maintain high quality provision for all students
- To develop and review policy and practice accordingly
- To ensure staff are updated on any CEIAG developments and relevant CPD is delivered accordingly.

Reviewed September 2019

Charlie Hardy