



## Co-op Academy North Manchester

<b>Name</b>	<b>Careers Education Information Advice and Guidance Policy</b>
<b>Approved by</b>	<b>Governors – Community Committee</b>
<b>Policy Created</b>	<b>March 2015</b>
<b>Review</b>	<b>3 years</b>
<b>Update Approved</b>	<b>September 2018</b>
<b>All policies are available to stakeholders either on the Academy website or upon request from the Academy's Main office.</b>	

### Careers Education Information Advice and Guidance Policy

#### PRINCIPLES

##### Statutory Duty for Schools & Academies

Since 2012, Schools & Academies have been under a duty to secure access to independent and impartial careers guidance for their pupils in years 9-11 on the full range of post-16 options, including Apprenticeships. In September 2013, this was extended to pupils in Years 8-13 and the academy has followed these principles since this point. However, from January 2018, it became a requirement for the school to work towards achieving the Gatsby Benchmarks for careers, as set out in the DFE document, and as a result, the academy now maps its provision against this.

##### **Rationale for Careers Education Information Advice and Guidance (CEIAG)**

Careers Education, Information Advice and Guidance makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life, in order to help them make a successful transition to adulthood:

- Preparing students for the opportunities, responsibilities and experiences of life
- Supporting young people to achieve their full potential
- Empowering young people to plan and manage their own futures
- Providing comprehensive information on all options, including apprenticeships
- Raising aspirations
- Promoting equality, diversity, social mobility and challenges stereotypes
- Enabling young people to sustain employability and achieve personal and economic wellbeing throughout their lives
- Developing an understanding of labour market information

#### **Purpose**

The Academy is committed to career learning and development and it intends to fulfil its statutory obligations. It supports the Academy's overall vision to ensure that students can go on to lead both 'happy and successful lives' and is linked to the Academy Development Plan. Governors and senior leaders have a key role in developing and approving the policy and this process ensures a high profile and a secure place for CEIAG within the school curriculum. All CEIAG activities adhere to the principles of equality and health & safety policies.

## **Commitment**

The Academy is committed to providing all its students with a planned programme of careers education activities throughout their school career, with opportunities at key transition points to access impartial information and expert advice and guidance. It is also committed to maximise the benefits for students by using a whole school approach involving parents/carers, external IAG providers, employers and other local agencies and The Trust. It is committed to providing a planned programme of impartial careers education and information, advice and guidance (CEIAG) for all learners in year 7-11.

We also follow best practice guidance from the careers' professional, and other expert bodies. The Academy is also committed to working towards IAG Awards and also follows the Gatsby Benchmarks;

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

<b>1.</b>	<b>Management</b> CEIAG is overseen strategically by the Assistant Vice Principal, who works in collaboration with the Head of CEIAG to ensure that the necessary outcomes are delivered. They review and evaluate the provision with all stakeholders including young people and the external services, taking into account the academy's destination measures.
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<b>2.</b>	<b>Pupil needs and entitlement</b>
2.1	There is a planned programme of learning experiences with learning outcomes for Year 7 to Year 11 which enable young people to: <ul style="list-style-type: none"><li>• Develop themselves through career and personal development education.</li><li>• Learn about careers and the world of work, undertake a work experience placement in Year 10</li><li>• Develop career management and employability skills</li><li>• Participate in Enterprise sessions and STEM activities</li><li>• Have a one to one careers interview to plan and identify next steps of their futures</li><li>• Understand different post-16 offers including apprenticeships</li></ul>
2.2	The careers programme is designed to meet the needs of pupils. Activities are differentiated and personalised to ensure progression in their career. Learning and development to strengthen their motivation, aspirations and attainment at school. Activities are mainly embedded through assemblies, form time, visits and drop down days.
2.3	Elements of the above will require access to individual information advice and guidance through, internal staff, external visitors and mentors to help engage, aspire and motivate students.
2.4	Careers information is available in the main careers room located where the Head of Careers is able to offer advice and guidance, school website and in the library, the resources are maintained by the Head of Careers and through accessing other

	external professionals.
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<b>3.</b>	<b>CEIAG Objectives</b>
3.1	<p><u>By the end of Key Stage 3 students will have had an opportunity to:</u></p> <ul style="list-style-type: none"> <li>• Consider their skills, interests and academic strengths</li> <li>• Understand options choices available at Key Stage 4 and begin to explore those beyond post 16</li> <li>• Had the opportunity to discuss options individually with staff</li> <li>• Understand the importance of making well informed realistic decisions</li> <li>• Access careers information in the careers room and using Kudos</li> <li>• STEM</li> <li>• Enterprise</li> <li>• External Visits</li> </ul> <p><u>By the end of Key Stage 4 students will have had the opportunity to:</u></p> <ul style="list-style-type: none"> <li>• Consider their skills, interests, qualities and academic strengths</li> <li>• Had the opportunity to take part in work experience</li> <li>• Participate in a Mock Interview</li> <li>• Attend careers fairs and employ</li> <li>• Get information on higher education and apprenticeships</li> <li>• Understand post 16 options</li> <li>• Get independent an impartial information, advice and guidance</li> <li>• Enterprise Activities</li> <li>• STEM</li> <li>• External Visits</li> </ul> <p>The academy will adopt the Gatsby Benchmarks (see DFE guidance paper)</p>
3.2	<p>The academy will provide resources for the success of this policy through securing:</p> <ul style="list-style-type: none"> <li>• Student, parent/carer and staff access to information</li> <li>• Designated space for individual, group and research sessions</li> <li>• Materials from employers, colleges and training</li> <li>• Dedicated link Governor</li> <li>• Parents Evenings</li> <li>• Careers Fairs</li> <li>• External Speakers</li> <li>• Work Experience</li> <li>• Enterprise Activities</li> </ul>
3.3	<p>Funding is allocated in the annual budget planning round in the context of the whole school priorities and particular needs in the CEIAG and enterprise areas. The AVP and Head of Careers are responsible for the effective deployment of resources.</p>
3.4	<p>Staff training needs are identified in conjunction with the AVP responsible for CPD</p>

<b>4.</b>	<p><b>Partnerships</b></p> <p>The policy recognises the range of partners that support the CEIAG offer within our school/academy. These include:</p> <ul style="list-style-type: none"> <li>• formal arrangements with our external provider of careers guidance and others</li> <li>• liaison with post 16 providers and higher education institutions, such as the</li> </ul>
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	<p>excellent partnership with The Manchester Metropolitan University</p> <ul style="list-style-type: none"> <li>• Governors (a local authority and a MMU Governor)</li> <li>• employers and training providers</li> <li>• parents and carers</li> <li>• others specific to our school/academy</li> <li>• Local authority (Destination Measures and 'Curriculum for Life')</li> <li>• Greater Manchester Higher</li> <li>• The Academy Trust and its Sponsor, the Co-op Group</li> </ul>
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<b>5.</b>	<b>Approvals and review</b>
5.1	This procedure is reviewed in discussion with staff and external partners and key priorities for action are identified and included in the school improvement plan.
5.2	The Partnership agreement with the external professional providers are reviewed termly by the AVP and Head of Careers. The programme

<b>Responsibility</b>	
Responsible staff	Ms L Parkinson
Policy Adjustment	Assistant Vice Principal
Approving Body	SSC committee