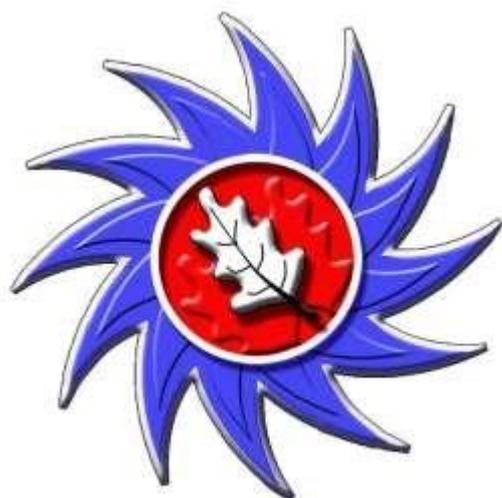


# ACKLAM GRANGE SCHOOL



## CEIAG Policy 2020-2021

Status & Review Cycle	Term	Year
Last Review Date	Autumn	2019
Next Review Date	Autumn	2021
Lead	Mrs S King	

This school is an academy within The Legacy Learning Trust.



## **Introduction:**

Careers education and guidance programmes play a major part in helping young people choose pathways that suit their interests, abilities and individual needs. A robust careers programme helps avoid disengagement, puts school learning into a wider and more relevant context, and helps raise aspirations and in turn achievement

Acklam Grange School offers high quality careers advice and guidance, to support all our students by raising their aspirations and achievement and equipping them with skills that all students need to navigate the 21st century employment market. Our CEIAG programme plays a major role in the student's personal development by preparing them for opportunities, responsibilities and experiences in later life. It helps our students to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational and increases their motivation and resilience. It promotes equality of opportunity, celebrates diversity and challenges stereotypes and develops students' understanding of how the employment market works today and how to make the most of the vast array of opportunities open to them.

## **Context**

From September 2013, The Education Act of 2011 placed schools under a duty to ensure that all registered pupils in Years 8-13 have access to independent, accurate and impartial information advice and guidance.

The School's programme is necessarily dictated by contextual factors including precedent and local and national employment and economic factor.

At each point where we deal with 'leavers' we ensure that appropriate advice and guidance is available, including information and support regarding apprenticeships, training providers or re-commencement of study with another provider.

## **Commitment**

Acklam Grange is committed to delivering careers education of the highest possible standard across the curriculum and to all year groups through a series of activities that are appropriate to students' stages of career learning, planning and development. The programme is guided by the eight Gatsby benchmarks to ensure best practice and to meet the requirements of the Department for Education's statutory guidance 2018.

### **The Gatsby Benchmarks**

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of work places
7. Encounters with further and higher education
8. Personal guidance

## **Careers Programme**

The current careers programme is delivered through a combination of methods. It is delivered to whole classes through an involvement in our PRIDE lessons; assemblies, presentations, employer visits, work experience, seminars, workshops, drop down days and one to one meetings with all of our Year 11 students. Additionally, several special events are held such as the SHINE careers fair and university visits. We aim to continue to give all of our students, up to date, relevant information that will help them to reach their personal aspirations and goals, making the very most of their time spent at Acklam Grange.

To enable students to track their progress and have a record of their skills, achievements and goals, they are given an employability profile, which they fill in with their form tutor and the careers coordinator throughout their time at Acklam Grange. This is done using the online programme, Globalbridge. This document enables students to relate their school experience and factors such as punctuality and subject learning, to the world of work, as well as helping them identify any gaps they have against an employability skill set. It will, only the students turn 16, become 'live' allowing employers to engage with the students.

### **Aims**

To help students develop the skills and confidence to make realistic and informed decisions about their futures and to manage the transitions from one stage of their education, training and work to the next.

### **Objectives**

- To ensure that students develop the skills and attitudes necessary for success in modern Britain
- To make students aware of the range of opportunities which are realistically available to them in continued education and training at 16+ and 18+;
- To equip students with the necessary decision-making skills to manage those same transitions;
- To develop in students an awareness of the wide variety of education, training and careers opportunities both locally and nationally;
- To encourage students to make good use of the paper-based, virtual and staff resources available to them, in order that they can make informed and appropriate choices throughout their school journey;
- To foster links between the school, local businesses and further/higher education establishments;
- To enable students to experience the world of work and develop transferable skills;
- To ensure that wherever possible, all young people leave the school to enter employment, further education or training;
- To maintain a culture of high aspirations;
- To promote equality of opportunity, celebrate diversity, challenge stereotypes and ensure all students who require any extra assistance and guidance to reach their potential, receive it.

### **Learning Outcomes**

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;
- Recognise the value and impact their activities at school can have on their future.

### **Implementation**

Acklam Grange School guarantees impartial and independent advice. Promotion of independent websites relevant to all career needs from choosing a college, training provider or university to pursuing a career via PRIDE, Shine and one to one meetings. Access to a variety of external speakers offering independent sources of information including several local and national employers, representatives from professional bodies and training providers.

All staff have a part to play in the implementation of this policy through their role as tutors and as subject specialists.

The Careers Hub is located in the LRC and up-to-date, impartial information presented in a variety of media. It is reviewed and renewed on a regular basis by the Careers Coordinator, Miss Winter. College and University prospectuses are current, and available in the Careers Hub and also on line. The timetabled Yr 11 career interviews are held in the Careers Hub or Careers Office. The Careers Hub can be accessed by students before school, during break and lunch times and after school. During break and lunch times and after school, one to one meeting or small group session can be arranged with Miss Winter at either the request of the students or staff.

Lesson plans and resources are provided by the careers leader to use during form time and designated PRIDE sessions.

### **Monitoring, Review and Evaluation**

This policy will be reviewed annually as part of the whole-school self-assessment process and will be reviewed by the governors when any additions or amendments are made. Parents are welcome to give feedback on any aspect of the CEIAG programme to the Careers Lead and / or the Careers Coordinator.

The Careers Coordinator's work is assessed at least annually through the already established school QA. (Quality Assurance cycle)

Student voice activities are conducted with students from various year groups at least once a year, with a separate survey used to collect feedback on the SHINE careers fair.

Recording, Assessment and Reporting Students' progress is to be monitored via their employability profile hosted by Globalbridge. This online profile remains with them throughout their education at Acklam Grange and the passed onto the post 16 provider for two years after they have left school. Students will then be given full ownership of the profile. The work is individual and personal to the student and is a log of activities completed and employability skills gained. All profiles must be approved by a member of Acklam Grange staff before going live on the Globalbridge platform.

Form tutors use this to be kept informed of their tutees progress and it can be referred to in meetings with parents. A report on the careers programme is presented to the Local Council members annually. A Council member (Mr Wright) is also linked to CEIAG

## **Parental involvement**

Parental involvement is encouraged at all stages. Acklam Grange recognises that parents/carers remain the biggest influence on a young person's career choices and as such we offer parents help and guidance at critical stages in the students' time with us. Guardians have the opportunity to speak to the Careers Leader or Coordinator by phone, by appointment or at any Year 9 to 11 parental consultation event.

## **Links with the local authority**

The local authority has a duty under section 68 of the Education and Skills Act 2008 to encourage, enable and assist the participation of young people in education or training. In addition, the Education and Skills Act 2008 placed two new duties on local authorities from June 2013 in respect of 16-18 year olds in relation to the raising of the participation age:

- To promote the effective participation in education and training of young people covered by the duty to participate
- To have in place arrangements to identify those who are not participating.

Acklam Grange will work with the Local Authority and MAP, including sharing information, to support the above.

All changes to the careers policy are approved by MAT Trustees and they are regularly informed about the progress of the careers programme via visits to the school and reports/presentations delivered by the Careers Leader and Coordinator

## **Access**

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents.

A provider wishing to request access should contact Suzanne Winter CEIAG Co-ordinator.  
Telephone: 01642 277700 Email: [winter.s@acklamgrange.org.uk](mailto:winter.s@acklamgrange.org.uk)

The full policy regarding this can be found on the school website.

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