

Rationale

Careers Information, Advice and Guidance is a vital part of the curriculum offered at Castle View Academy and makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of adult life. A planned, progressive programme of activities supports students in choosing 14-19 pathways that suit their interests and abilities.

Commitment

The academy is committed to providing a planned programme of Careers Information, Advice and Guidance for all students in Key Stages 3 and 4 at a level that is appropriate to their individual needs. Section 29 of the Education Act 2011 places school under a duty to secure access to independent careers guidance for their students in years 8-11 which must:

- Be presented in an impartial manner
- Include information on the full range of post-16 education or training options
- Promote the best interests of the students to whom it is given.

Aims

The aims of this policy are:

- To provide impartial careers guidance
- To develop students' understanding of themselves and the influences on them (Self Development)
- To encourage students to investigate the opportunities available in learning and work (Career Exploration)
- To help students to acquire the skills to make and adjust plans to manage change and transition (Career Management).

Entitlement

Students are entitled to Careers Information, Advice and Guidance that is impartial. It will be integrated into their experiences of the whole curriculum based on partnership with students, their parents or carers.

Equality and Diversity

Careers Information, Advice and Guidance will help to promote the Academy's policy on equal opportunities by providing a range of resources, which match individual needs, helping students to recognise the importance of equal opportunities and diversity in working life and by monitoring resources to ensure the absence of stereotypes.

Responsibilities

It is the responsibility of the Principal and ALT to establish an impartial framework for Careers Education Information, Advice and Guidance and to ensure that it develops in the academy to monitor and review its effectiveness and to report regularly to governors on the application and outcomes of the policy.

The Careers Leader is responsible for Careers and Work Related Learning (WRL) and for the practical implementation of the policy in to order to develop the Careers Information, Advice and Guidance and WRL.

It is the responsibility of governors to establish and review the policy on careers information, advice and guidance; to monitor the application of the policy and in particular to ensure that activities undertaken by students are safe; and to review outcomes of the policy regularly and to up-date it as appropriate.

Curriculum

The CEIAG programme is delivered through career guidance activities, Form time activities, Employer contact through visits and 1:1 support from the school's Careers Advisor.

At Key Stage 3, pupils are introduced to careers and preparing to make choices. In year 9, they will choose the options they want to study at Key Stage 4. Students in Year 9 will also have 1:1 support from the school's Careers Advisor.

At Key Stage 4 pupils cover employability skills; stereotyping and careers; me and my future. The school's PSHE Teacher as well the Careers Leader with responsibility for Careers will deliver some sessions. Students will have the opportunity to find out about courses that are available when they leave school through organised events and through college taster-day experiences. Students will also have 1:1 support from the school's Careers Advisor.

Partnerships

- PCC Careers Advisor – careers information, advice and guidance, transition planning, support with college applications
- Business Partners – Employability, Enterprise and interview skills
- Health Services
- Social Services
- Family Support Workers
- Local employers who support careers events and visits
- Local and National Universities
- Local Colleges and Sixth Forms – visits and taster days
- Parents and carers are recognised as vital to the Careers Information, Advice and Guidance process to exchange information and prepare students for provision after school.

Monitoring and Review

The effectiveness and appropriateness of the Careers Education Information, Advice and Guidance policy will be kept under regular review.

Policy completed: September 2018

Policy review: September 2019

Governor ratification: