



## Careers Education, Information, Advice and Guidance Policy

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Electronic copies of this plan are available from	Armfield Academy website
Hard copies of this policy are available from	Armfield Academy website and GSuite shared drive
Date of next review	September 2021
Person responsible for Policy / review	Samantha Sherwood
Checked by	Headteacher and Academy Council

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## **ARMFIELD ACADEMY**

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

#### **Introduction**

##### **1. Rationale**

A young person's career reflects the progress they make in learning and work. It is part of the vision at Armfield Academy that all students receive a planned programme of activities to help them choose 14-19 pathways that are appropriate for them, and that our students learn the skills required in an ever changing global society to manage their careers, sustain employability and achieve personal and economic wellbeing throughout their lives.

##### **2. Statutory Requirements**

As an all through academy school, we must provide CEIAG to all pupils from year 8 onwards as per the government guidance- [Schools Statutory Guidance CEIAG document](#)

##### **3. Commitment**

Armfield Academy is committed to fulfilling its statutory duty to secure independent and impartial careers guidance for young people in years 7, 8 & 9 (continuing this duty as our students move into year 10 & 11 over the coming academic years) and to provide a planned CEIAG programme designed to meet the needs of all students. The programme is delivered through a combination of curriculum lessons delivered through PSHE lessons and tutor time as well as through a range of other activities appropriate to facilitate the needs of students as they progress through the school.

The governing body recognises that it must ensure that the independent careers guidance provided:

- Is presented in an impartial manner
- Includes information on the range of education or training options, including apprenticeships and vocational pathways
- Is guidance that will promote the best interests of the young person to whom it is given

We endeavour to follow best practice guidance from the careers profession, from other expert bodies such as Ofsted, the Department for Education, the Department for Business Innovation and Skills and other professional bodies.

##### **4. Development**

The policy for CEIAG was written and developed in collaboration with the SLT, pastoral staff and students, parents, governors and other external bodies and key stakeholders.

##### **5. Links with other policies**

This policy for CEIAG supports and is underpinned by a range of key policies within the academy, in particular Teaching & Learning, Assessment, Equality, Safeguarding, Data Protection, Citizenship and RSE.

## **6. Statement of Entitlement**

Students at Armfield Academy are entitled to impartial and confidential IAG which is delivered by trained staff and meets professional standards of practice. The Careers Education programme will raise aspirations, challenge stereotypes and promote equality and diversity.

## **7. Career guidance meetings**

Students are entitled to appropriate guidance to meet their individual needs. All students at school can request to speak to their form tutor regarding their career aspirations. Students can also request to speak to the SLT lead on AIG, Samantha Sherwood.

## **8. Self-referral**

As students in year 9 will be selecting their Options this year (2020/2021) students in this year group will have an opportunity for a 1:1 meeting with SLT or head of year, Mrs Ormond. Students are made aware of the careers lead through assemblies and via form tutors.

## **9. Career information**

Career information is available through displays and noticeboards. Information is cascaded via form tutors and year group assemblies. The Careers Library (located in the library) includes a range of university and college prospectuses, career guides, apprenticeship and employer information, as well as guides on job-search activities.

## **10. Implementation**

The careers coordinator, Mrs S Sherwood, will manage the careers education programme within school, and is responsible for CEIAG.

Armfield Academy adopts a whole school approach to CEIAG implementation planning. All staff contribute to CEIAG through their roles as tutors and curriculum subject teachers. Careers Education lessons are delivered by members of the PSHE teaching team, and all form tutors. These are planned in within the PSHE Curriculum plan. All staff are provided with CEIAG CPD on an on-going basis, and are provided with updates via e-mail, staff briefings and training to support them to understand their role within this.

## **11. Curriculum**

The Careers Programme within the Academy at Armfield Academy includes:

- Careers education sessions within PSHE
- An annual FE/HE/Employers event
- Workshops to introduce vocational education and apprenticeships
- Assemblies
- Visits to FE and HE institutions
- Visits from FE institutions, including at parent's evenings.
- Guest speakers and presentations

## **12. Equal opportunities**

Armfield Academy is keen to promote equal opportunities, challenge stereotypes and address limiting beliefs. All students can access advice and guidance tailored to their needs with support to explore options that suit their preferences, skills and strengths. Staff work on early-identification of students requiring additional support, with no limit placed on how many times a student might see a careers adviser. The careers lead works with the SENDCo to support Education, Health and Care planning and the Inclusion team to support students who may be facing other challenges.

Role models including apprentices and university students are brought in to raise aspirations and demonstrate what is possible after Armfield Academy, while non-traditional routes are supported and encouraged. This will include an Armfield Alumni once our first students complete year 11.

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

The careers programme is planned, monitored and evaluated regularly by the Careers Lead. Learners are actively involved in the planning, delivery and evaluation of activities.

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. The Careers Coordinator and lead SLT member are responsible for the effective deployment of resources.

Staff training needs are identified to ensure we can provide our students with up to date CEIAG. Although there is currently no destination information from Armfield students, local information is analysed and trends identified to inform the development of the programme.

The partnership agreement with Inspira is negotiated and written annually. Links with employers, businesses and other external agencies continue to grow. Current connections include: Blackpool Football Club Community Trust; Electric Sunshine; Robertson Construction.

Approvals Signature of Head Teacher \_\_\_\_\_

Signature of Chair of Governors \_\_\_\_\_

Date of approval \_\_\_\_\_

Date of next review September 2021 \_\_\_\_\_

## **Appendices Appendix 1: Provider Access Policy Statement**

Under Section 42B of the Education Act 1997, as of January 2018, we have a duty to provide students in Years 8 – 11 with access to providers of post-14, post-16 and post-18 education and training. This policy statement sets out how we manage access from these providers and can be found [here](#)