

SAMWORTH
CHURCH
ACADEMY



DIOCESE OF SOUTHWELL
& NOTTINGHAM
MULTI ACADEMY TRUST

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG)

Policy:	Careers Education, Information, Advice and Guidance (CEIAG)
Reviewers:	PASAG/Local Governing Body
Approved by:	Local Governing Body
Date:	19 th May 2021
Review cycle:	2 years

VERSION CONTROL		
DATE	AUTHOR	CHANGES
April 2021	Chris Vallance	2.1 updated to include ongoing support. 3.2 addition of records '(these are then shared with students/parents and carers)'. 4 Removal of work experience and addition of 'strategic lead for careers (nominated member of the Executive Team), the operational lead for careers (seconded staff member)'. 4.6 typing correction. 4.7 addition of 'strategic/operational careers lead and'. 4.8 replaced with 'Destination data will be placed on the careers area of the academy website for review. This will be done by the end of October following an academic year. This will detail the NEET figures for students in year 11 and 13. It will also give an overview of both the level and types of destination of students'. Appendix A updates to names and titles.
Jan 2022	Chris Vallance	Staff names and titles updated. Careers Inc name changed to Progress Careers.

1 Introduction

1.1 Rationale for CEIAG

“Academies have a role to play in supporting their pupils to make well informed and realistic decisions by providing access to impartial and independent information and guidance about the range of education and training options that are most likely to help young people achieve their ambitions.”

The Education Act 2011

Careers Education helps young people to develop the knowledge, confidence and skills that they need to make well-informed, thought- through choices and plans that enable them to progress smoothly into further learning and work, now and in the future. As an academy we must ensure that high quality information, advice and guidance enables our pupils to make the best of their talents and achieve their ambitions by choosing the pathway that is right for them. The academy has a contract with CareersInc Ltd, a matrix accredited organisation, whose careers advisers provide independent and impartial careers guidance to our students.

This policy also recognizes the importance of the Gatsby Benchmarks for Quality Careers Education as outlined in the Gatsby ‘Good Career Guidance’ Report (2014). These are:

- i. A stable careers programme
- ii. Learning from career and labour market information
- iii. Addressing the needs of each pupil
- iv. Linking curriculum learning to careers
- v. Encounters with employers and employees
- vi. Experiences of workplaces
- vii. Encounters with further and higher education
- viii. Personal guidance

1.2 The Samworth Church Academy has a statutory requirement when delivering careers education in its Academies, to ensure that information about learning options and careers is presented impartially and that advice promotes the best interests of pupils. We aim to ensure that our programmes:

- Empower young people to plan and manage their own futures
- Respond to the needs of each learner
- Provide comprehensive information and advice
- Raise aspirations
- Actively promote equality of opportunity and challenges stereotypes
- Help young people to progress

1.3 Links with other policies.

The policy for CEIAG supports and is itself underpinned by a range of key Academy policies such as:

- Equality and Diversity
- Vision Statement

2 Entitlement Statements

2.1 Student entitlement

Teachers in the academy and qualified career professionals will support students' career development in a number of ways including:

- Information and discussion in lessons, drop-down days and assemblies to help students make decisions about their future.
- Access to careers advisers in a variety of ways including individual meetings, drop-in sessions, enrichment activities and results days.
- Careers information and I.T based careers programmes.
- Information and updates on notice boards, and the academy websites.
- The academy uses a tracking system to identify the needs of all students to target students who require early, ongoing or additional support in their transition.
- Students, parents/carers and academy staff can refer students for one-to-one careers support.
- Students can access CEIAG through one-to-one interviews, workshops and enrichment activities.

2.2 Parent/Carer Entitlement

Parents have access to careers advisers in a variety of ways including:

- Individual meetings
- Drop-in sessions, options and parents evening and results service
- Careers information and computer based careers programmes, such as Unifrog
- Information and updates on the academy's website

2.3 Equality and Diversity

The careers education and guidance delivery satisfies the requirements of the Academy's Equal Opportunities Policy. All students, regardless of their race, class, gender, faith or special educational needs, have the same access to our resources, wherever possible.

3. Delivery of the CEIAG Provision

3.1 Place within the Curriculum and Tutorial Support system

The careers curriculum has been devised following the guidance of the Career Development Institute's Framework for Careers, Employability and Enterprise Education, for all year groups in core provision and/or drop-down days. This is supplemented by the following;

- Programme of assemblies, enrichment workshops and external visits.
- Inset for staff includes training and updates on careers information by qualified careers professionals.
- On drop-down days a wide variety of companies and apprenticeship providers may also attend offering advice and guidance.
- Academies may also organise specific events for parents/carers and students to provide specialist support.

3.2 Monitoring and tracking of young people

The Samworth Church Academy places a responsibility on maintaining a full and comprehensive tracking system that gives every student a RAG rating for intervention.

The academy tracks:

- Intended destinations
- Supports the September Guarantee and Activity Survey, (collecting data on sixth form, apprenticeship starters)
- Offering individualised support to those students who are at risk of becoming NEET (Not in Education, Employment or Training) or become NEET.
- The academy maintains records of all CEIAG interventions and interviews (these are then shared with students/parents and carers).
- Vulnerable students who are at risk of becoming NEET are referred to their Local Authority team for additional support.

4 Management of CEIAG Provision

4.1 The CEIAG Programme is planned and implemented by the strategic lead for careers (nominated member of the Executive Team), the operational lead for careers (seconded staff member) and involves working closely with the staff, students, parents and the wider community. This area is supported by a nominated enterprise advisor.

4.2 Staffing

All staff contribute to CEIAG through their roles as tutors, subject teachers, curriculum leaders and/or as a careers professional. Staff training is provided on a regular basis and updates are given in briefing or circulated via the staff intranet. Staff are provided with guidance sheets, handouts and option booklets. All staff have access to the Progress Careers website which includes specific staff information and resources.

4.3 Provision of external and Independent careers guidance

Independent and impartial careers advice and guidance is provided via qualified careers professionals, a range of CEIAG computer-based programmes and websites in addition to our links with businesses and training providers.

Students are also encouraged to access the National Careers Service via a link on the academy website and National Apprenticeship sites via the academy website.

4.4 Other formal and informal partnerships

The academy has a range of formal and informal partnership arrangements including with post 16 providers, colleges, employers, higher education and training providers.

4.5 Information resources

A range of careers information, in a variety of formats, is provided in the Careers Room and the Learning Resource Centre so that it is accessible to all students. Resources are

managed in the academy to ensure that they are up to date and meet the needs of all students.

4.6 Budget

Funding is allocated in the academy to a careers annual budget, maximum use will be made of quality assured free resources and currency/longevity of careers materials is taken into consideration when purchasing priced materials.

4.7 Staff development

All staff should have access to a minimum of 1 hour per year through CPD (Continuing Professional Development) time to update themselves in relation to current developments in careers pathways. Specific needs are identified in conjunction with the strategic/operational careers lead and academy CPD co-ordinator and reviewed on an annual basis.

4.8 Monitoring, review and evaluation

Destination data will be placed on the careers area of the academy website for review. This will be done by the end of October following an academic year. This will detail the NEET figures for students in year 11 and 13. It will also give an overview of both the level and types of destination of students.

Appendix A: Leadership & Management

Organisation	Name	Title
Enterprise Advisor	Nick Linney	Enterprise Advisor
Academy Leader of Careers	Chris Vallance	Strategic Director/Strategic Careers Lead
Operational Leader of Careers	Sarah Turner Ashleigh Walker	Science Teacher/Operational Careers Lead Year 9 Learning Manager and Operational Careers Lead

Appendix B: Staffing

Position	Name	Title
Learning Managers	Louise Bailey Hannah Goodwin/Cathrine Severn Ashleigh Taylor Lucas Bingham Mandy Reeks Alison Pass	Year 7 Learning Manager Year 8 Learning Manager (s) Year 9 Learning Manager Year 10 Learning Manager Year 11 Learning Manager Post 16 Learning Manager
Curriculum Leaders/Lead Teachers	Nick Dilkes Chelsey Hardwick Laura Jones Carly Stendall Kirsty Price Becky Jephson Jonathan Walsh Kayla Gontarz Scott Allott Stuart McDade Emma Ridgeway Kirsty Price James Wilson	Music History Art English Vocational Business Studies ICT Science Geography Maths PE Social Sciences Technology
Teachers	All Teachers	All tutors/teachers will deliver
Tutors	All TSCA Tutors	Through the curriculum plan

Appendix C: Provision of External and Independent Careers Guidance

Organisation	Name	Title
Progress Careers	Sean Panting Kath Payne	Careers Adviser Careers Adviser

Appendix D: Other Formal and Informal Partnerships

Organisation	Name	Title
Progress Careers	Paula Thompson	Director

Appendix E: Information Resources

Organisation	Resource	Location
Progress Careers	Progress Careers Website	Academy Website

Organisation	Resource	Location
Progress Careers	Progress Careers Website	Academy Website
Careers Room Library	Books, handouts, prospectus, leaflets	Noticeboards
Noticeboards	Displays on apprenticeships, different careers and local training opportunities.	Academy Reception
TV Screens	Presentations on careers, pathways and local opportunities.	

Appendix F: Careers Education Plan – See academy website

Appendix G: Student Entitlement

Investing in your Future

The careers education and guidance programme at The Samworth Church Academy seeks to positively support you to acquire the educational, social and employability skills necessary for lifelong success in a diverse and changing world of work.

We will support you to aim high in your career goals and aspirations.

As a pupil at The Samworth Church Academy you are entitled to a careers education and guidance programme which:

- is personal to you and always puts your interests first
- motivates and inspires you to consider all opportunities open to you within and The Samworth Church Academy
- helps you to gain the skills you need to make your career ambitions a reality
- provides the support you need to be successful
- helps you access any additional support you might need
- is delivered by trained and qualified teachers and advisers, with up-to-date knowledge and understanding of career pathways and local labour market information
- protects and respects your personal information and shares it only with your consent
- always puts your interests first

Together with a range of career professionals, businesses and training providers we will support your career development in a number of ways including:

- Information and discussion in lessons and assemblies to help you make decisions about your future
- Activities and events such as employability days

- Access to careers advisers in a variety of ways including individual meetings, drop-in sessions, enrichment activities and on results days
- Careers information and computer-based careers programmes
- Information and updates on notice boards and plasma screens
- The Samworth Church Academy website

Appendix H: Parents Entitlement.

Investing in your Son/ Daughter's Future

Research has consistently shown that parents and carers are *the* most influential factor in students' decisions about the future. Your support and encouragement influences their choices, and the guidance you provide will be invaluable to their eventual achievements and career pathways. This might feel a little daunting...the jobs of the future may be very different from your own experiences and choices. In fact, they may not even be invented yet!

There are some very simple and practical steps you can take to support your child.

- Talk to them about their current educational attainment and estimated grades and encourage them to aim high (the skills shortages of the future will be in higher level jobs)
- Discuss where they want to be and research how to get there (lots of great resources in the Academy and on the internet)
- Use the links on the academy website.
- Encourage them to seek out the advice and experiences they need to help them achieve their goals
- Help them with the steps they need to take

Together with a range of career professionals, businesses and training providers we will support your son's/daughter's career development in a number of ways including:

- Information and discussion in lessons and assemblies to help them make decisions about your future
- Activities and events such as employability days
- Access to careers advisers in a variety of ways including individual meetings, drop-in sessions, enrichment activities, parents and option evenings and on results days
- Careers information and computer-based careers programmes
- Information and updates on notice boards, plasma screens and websites

You are welcome to attend your child's careers meeting and we encourage you to contact The Samworth Church Academy if you need any more help or information.

Appendix I: Provider Entitlement.

This appendix sets out the Academy's arrangements for managing the access of providers to pupils at the Academy for the purpose of giving them information about the provider's education or training offer. This complies with the Academy's legal obligations under Section 42B of the Education Act 1997 the Baker Clause which is part of the Technical and FE Education Act 2017.

Management of provider access requests

Procedure

A provider wishing to request access should contact:

Name: Chris Vallance

Job title: Strategic Director of Student Experience
Telephone: 01623 663450 **Email:** cvallance@tscacademy.org.uk

Opportunities for access

There are a number of opportunities for providers to come into the Academy to speak to pupils and their parent/carers, for example, the Academy has regular drop-down days as part of the next step planning and setting the aspirations of students.

Premises and facilities

The Academy will make space available for discussions between the provider and students, as appropriate to the activity. The Academy will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers Room, which is managed by our Careers Professionals.