



Careers, Education, Information, Advice & Guidance 2018 - 2020

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Person responsible for Policy / review	Marc Height
Checked by	Simon Brennand

UNITY ACADEMY BLACKPOOL

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

Introduction

Rationale

A young person's career reflects the progress they make in learning and work. It is part of the vision at Unity Academy Blackpool 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.

Commitment

Unity Academy Blackpool is committed to fulfilling its statutory duty to secure independent and impartial careers guidance for young people in years 8 - 11 (Careers Strategy published Jan 2018) and to provide a planned CEIAG programme designed to meet the needs of all students in years 8-11. The programme is delivered through a combination of curriculum lessons delivered through PD 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.

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.

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, PD AEN, PHSE and MAT.

Statement of Entitlement.

Students at Unity Academy Blackpool 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.

Career guidance meetings

Students are entitled to appropriate guidance to meet their individual needs. All students at school can request an appointment with the careers adviser, Phil Palphrey.

Self-referral

Students may refer themselves for a careers meeting at any point, directly via a form tutor, Mr Wood or Head of Year. An appointment with the adviser will then be arranged. Students are made aware of the careers adviser through assemblies and via form tutors.

Career information

Career information is available through displays and noticeboards. Information is cascaded via form tutors and year group assemblies. The Careers Room (located on the corridor next to Rm. 207 Music) includes a range of university and college prospectuses, career guides, apprenticeship and employer information, as well as guides on job-search activities.

Implementation

The careers coordinator, Mr A Galbraith, will manage the careers education programme within school, and is responsible to Senior Vice Principal with responsibility for CEIAG, Mr Simon Brennand. Administrative work is carried out by Mr A Wood.

Unity Academy Blackpool 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 PD teaching team, and all form tutors. These are planned in consultation with the SLT. 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.

Curriculum

The Careers Programme within the Academy at Unity Academy Blackpool includes:

- Careers education sessions within PD
- Individual Careers Guidance Interviews through Careers North/Blackpool EBP
- 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

Equal opportunities

Unity 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 Advisers work 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 alumni, current apprentices and university students are brought in to raise aspirations and demonstrate what is possible after Unity Academy, while non-traditional routes are supported and encouraged.

Monitoring, Review and Evaluation

The careers programme is planned, monitored and evaluated regularly by the Careers Coordinator. 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. Destination information is analysed and trends identified within school alongside feedback from students and parents/carers to inform the development of the programme.

The partnership agreement with Phil Palphrey is negotiated and written annually. Links with employers, businesses and other external agencies continue to grow. Current connections include: Blackpool Transport Services; Radio Wave; ASK apprenticeships; as well as through the support of the school's alumni programme, Future First officer.

Approvals

Signature of Head Teacher _____

Signature of Chair of Governors _____

Date of approval _____

Date of next review _____

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.

What are students entitled to?

Students must be allowed to:

- Learn more about technical education qualifications and apprenticeship opportunities, as part of a careers programme which informs students of the full range of education and training options available to them at each transition point.
- Hear from a range of local providers about the opportunities on offer, e.g. technical education and apprenticeships – this can be achieved through options evenings, assemblies, group discussions, and taster events.
- Understand how to apply to the full range of academic and technical courses available to them.

Who handles our access requests?

Any provider wishing to request access should contact our careers administrator, **Mr A Wood**, on **01253 355493** or via e-mail on: a.wood@unity.fcat.org.uk

What opportunities are provided to allow access to students?

Via our school careers programme, we offer providers numerous opportunities throughout the school year to speak to students and/or their parents. Our annual schedule of events is as follows:

	AUTUMN	SPRING	SUMMER
Year 5			
Year 6		Winter Gardens – Raising Aspirations Event	
Year 7	Tutor group opportunities/ Assembly	Tutor group opportunities/ Assembly	Tutor group opportunities/ Assembly
Year 8	Tutor group opportunities/ Assembly Year 8 Parents' Evening	Tutor group opportunities/ Assembly Yr8 Progression KS4 options evening Yr8&9 Careers Event	Tutor group opportunities/assembly
Year 9	Tutor group opportunities/ Assembly	Tutor group opportunities/assembly Year 9 Parents' evening Yr8&9 Careers Event	Tutor group opportunities/assembly INSPIRE Project - Lancaster University

	AUTUMN	SPRING	SUMMER
Year 10	Upper School Aspirations apprenticeships/HE/FE fair Assembly about opportunities at 16	Tutor group opportunities/ Assembly Weekly external notices to year group Year 10 Parents' Evening	Assembly and Tutor Group opportunities Weekly external notices to year group
Year 11	Yr11 Steps to Success Year 11 Parents' Evening World of Work Event Applying for Jobs Event	Year 11 Parents' Evening	

What can providers expect once a request has been accepted?

Once we have approved a provider, we will work with them to identify the best method for providing access to our students.

We will make the school hall, classrooms and private meeting rooms available to host discussions between providers and students. We will also make presentation equipment, such as projectors and televisions, available to providers.

Arrangements will be discussed in advance between our careers leader and a nominated member of the provider's team.

Can providers leave prospectuses for students to read?

Providers are welcome to leave a copy of their prospectus and other relevant course literature for display in the Careers room.