

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY (CEIAG)

UPDATED NOVEMBER 2017

CEIAG Policy

Principles & Rationale

This policy has been written in accordance with the governments Inspiration Vision Statement and the DFE Document, 'Careers guidance and inspiration in schools' which made changes to the delivery of Careers Guidance in Schools. It is now a statutory duty for all schools, including Berwick Academy to ensure that guidance is:

- Presented in an impartial manner
- Includes information on a range of post 16 education or training options.
- Promotes the best interest of the students.

In addition to adherence to the Department for Education Guidance, Berwick Academy believes that one of the ultimate aims of the academy must be to make it possible for our young people to engage proactively in decisions about their education pathways and their journey to a career.

Berwick Academy has led on the development of Careers Guidance best practice at a national level as a lead school on the Gatsby National Careers Benchmarking Pilot from 2015-2017. Our careers strategy is shaped by the 8 benchmarks outlined in Professor Sir John Holman's report as the key elements of high quality practice:

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

Careers Education, Information, Advice and Guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A young person's career reflects the progress they make in learning and work. Berwick Academy fully believes that all students need a programme of activities to help them choose options and career pathways that are right for them through our statutory responsibility of supporting students from year 9 through to year 13 but also ensuring that our feeder schools are supported in terms of introducing the world of work.

This will enable Berwick Academy to support students to manage their careers, sustain employability and achieve personal and economic wellbeing throughout their lives. Berwick Academy is supported in these efforts through an SLA agreement with the Northumberland County Council Careers Team, the newly established Northumberland Careers Network (Led by Berwick Academy, KEVI, and NCEA), the legacy team from the GATSBY National

Careers Benchmarking Pilot, the North East Local Enterprise Partnership, the Careers and Enterprise Company, the North East Collaborative Outreach Programme, the North East Raising Attainment Partnership, Teach First Futures and a range of employers and Universities who work in partnership with us.

In the Academic year 2017-18, the Academy is working towards Stage 1 of the Inspiring IAG Quality Award in CEIAG and starting the process for the Silver standard. This is an award that meets the new revised Quality in Careers Standard.

Effective CEIAG within Berwick Academy will ensure that the academy is:

- Committed to good CEIAG provision and adhere to the Inspiring IAG Code of Practice. (Please see Appendix 1).
- Actively encourages and inspires young people to consider all options, so that they are able to select the best way forward for their interests, motivations, learning styles, abilities and aspirations.
- Actively led by middle and senior leadership
- Actively consulting with students, parents and staff on CIAEG provision to inform continuing improvement.

- Providing transparent, impartial and accessible information on:
 - o The resources allocated to, and the content and timing of, CEIAG delivered to students at Berwick Academy, and in particular following the guidance found in the CDI framework for careers, employability and enterprise education 7-19
 - o Local (and where appropriate, National) education pathways and labour market opportunities, for students.
 - o Expectations of collaborative partners, including employers, parents other educational or training providers and careers professionals
 - o The development of employability skills.

Objectives

- a. The careers and IAG programme is designed to meet the needs of students at Berwick Academy following the 8 Gatsby Benchmarks and mapped to the CDI framework for careers and work-related education. Activities are differentiated and personalised to ensure progression in their post 16 progression route as well as the student's own personal development. It is also designed to strengthen our students' motivation, aspirations and attainment within the Academy.
- b. Students are entitled to CEIAG which as far as possible meets professional standards of practice and which is impartial and confidential, within the usual parameters in Education which the young person is in our care. Activities will be embedded in the curriculum and based on a partnership with students and their parents / carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity. The use of specialist talks from professionals, participation in 'Work Inspiration Day', support from NCC Careers Service and Employers etc. are targeted at those who would most benefit. This is supported by a software package the Academy has helped develop (Unifrog), and which runs across all points within Careers transitions. We also encourage students to pro-actively research and reflect upon these experiences, recording CEIAG related activities in their personal online record on Unifrog. We actively promote the use of the National Careers Service Contact Centre as a point of contact for impartial advice.
- c. Berwick Academy is further committed to providing a planned programme of impartial careers education, information, advice and guidance (CEIAG) for all students in Years 9-13 in partnership with NCC Careers Team, working with our SEND students and providing additional support as required for any student with additional needs or identified as being at risk of becoming NEET.

- d. Berwick Academy will ensure that students are well prepared for the next stage of their education, training and or/employment. We will ensure that we provide timely independent information, advice and guidance to assist students on their next steps in training, education or employment. Students should have a well-informed understanding of the options and challenges facing them as they move through the Academy and on to the next stage of their education and/or training.

Curriculum

The CEIAG programme includes careers education sessions, career guidance activities (E.g. group work and talks from professionals, careers fairs etc.), information and research activities through the Global Issues and Tutorial Programme, work-related learning, as well as individual learning activities. The curriculum is thoroughly supported through NCC Careers Team, our Enterprise Adviser and our Employer network which currently includes companies and organisations such as RBS, Sage, Newcastle University, EDF Energy, Northumbria University and Barclays Bank.

In terms of delivery, all staff have a responsibility to provide Careers Education, Information, Advice and Guidance and whilst delivery will be through a predominantly taught approach within tutorial and GI lessons, all staff will be expected to contribute through roles as tutors and curriculum subject teachers in addition to specific staff responsibilities for CEIAG. There is specific software on the school computer system, such as Unifrog which is licensed on an annual basis. Students have access to Careers Information through this specialist software, on-lines links to sites such as National Apprenticeship Service and physical documentation issued by the Academy. The software is reviewed on an annual basis by The Head of Sixth Form/Careers Lead.

Our taught CEIAG curriculum is linked to The CDI framework for careers and work-related education and our programme includes:

- Self-Awareness
- Self- determination
- Self-improvement as a learner
- Exploring careers and careers development
- Investigating work and working life
- Understanding business and industry
- Investigating jobs and labour market information (LMI)
- Valuing equality, diversity and inclusion
- Learning about safe working practices and environments
- Making the most of careers information, advice and guidance
- Preparing for employability
- Showing initiative and enterprise

- Developing personal financial capability

Other focussed events include a bespoke Work Inspiration Day (Supported by over 40 organisations in 2016/2017) and individual guidance for Years 10 to 13 through impartial IAG meetings with NCC. Guidance is also provided from a range of local specialist FE Colleges including, but not limited to, Dilston College, Kirkley Hall College, and Northumberland College. Students are encouraged to participate in any open days.

The academy has well established partnerships with a range of Universities, including Durham, Newcastle, Northumbria, Dundee, Stirling, Lancaster, UEA, Oxford and Cambridge. We actively participate in supported progression schemes from Durham, Newcastle, Northumbria, and Dundee aimed at supporting first in family students to access Higher Education. We also fund mini scholarships to access summer schools at Lancaster, Nottingham, York and UEA amongst others. We have partnered with Teach First over the last few years to allow year 12 students to benefit from the Futures mentoring scheme. We have recently begun to work closely with Lady Margaret Hall, Oxford University to promote the FY scheme.

Berwick Academy firmly believes in the Work Experience programme as an opportunity to experience the world of work, as well as developing 'work skills' such as punctuality, planning, team work etc. This is currently offered to our Year 10 and 12 students and we have an additional SLA with FutureWork to support this process.

Students are actively involved in the planning, delivery and evaluation of activities. Appropriate staff will attend relevant CEIAG training opportunities and twilight sessions to update their knowledge and skills and this will be disseminated as appropriate through leadership growth meetings, staff briefings etc.

Monitoring & Evaluation

Monitoring of CEIAG takes place through

1. The Head of Sixth Form/Careers Lead ensuring that the CEIAG programme is audited internally against Gatsby benchmarks and re-drawn on the basis of weaknesses identified using the CEC Compass tool, taking into feedback on the process from all stakeholders.
2. Participation in an external audit process, led by the Centre for International Careers Guidance at Derby University and funded by the Gatsby Foundation (this runs until 2019).

3. The Head of Sixth Form/Careers Lead implementing improvements where necessary.

The Head of Sixth Form/Careers Lead will report provision activities and evaluation of events to the Head teacher and link Governor for CEIAG.

Funding

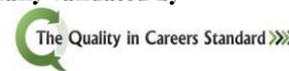
Funding is met from the Careers and Enterprise Budget, Sixth Form Budget and GATE Budget. In 2017/18, the Academy will receive a further sum for participating in the pilot of the North East Collaborative Outreach Programme. The Academy currently buys an SLA from NCC Careers Team. This also provides us with access to 'a fully qualified' careers and IAG advisor.

Revision Record of Issued Versions				
Author	Approved date	Committee	Version	Status
Sarah Flanagan	22/11/2017	FGPC	1.0	Final Version
	Review Date			

APPENDIX 1



Nationally validated by



Code of Practice

Berwick Academy is working towards the **Inspiring IA Award**. The aim of the award is to:

1. Ensure young people get the support they need to make well informed, realistic decisions about their future through careers education, information, advice and guidance.
2. Have appropriate, up to date, accurate and impartial information and resources that all young people can access regardless of race, gender, religion, ability, disability, social background or sexual orientation.
3. Ensure the organisational policies relating to careers education, information, advice and guidance (CEIAG) are up to date and regularly reviewed and reflect this code of practice.
4. Empower young people by informing them of how they can access CEIAG to help them plan their future and make well informed, realistic decisions.
5. Provide young people from year 8 onwards access to impartial professionally qualified careers guidance¹ and ensure formal regular assessment arrangements are carried out of the guidance practitioner, by appropriately qualified² senior staff to determine ongoing competency.
6. Offer all young people access to impartial and independent³ careers guidance⁴, at a time and place that suits their needs.
7. Ensure that all staff working with young people are offered and access ongoing training about qualifications/progression pathways and other

¹ "Professionally qualified" means an approved Career Development Institute (CDI) advice and guidance qualification at level 6 or above

² "Appropriately qualified" in this context means careers advice and guidance qualified

³ "Independent" means external to the organisation

⁴ "Career guidance" as defined by the DfE. "Careers Inspiration in Schools" March 2015

relevant subjects and that there is a formal system in place to ensure the competency of all staff in delivering CEIAG.

8. Work in partnership, where appropriate, with opportunity providers including employers, FE and training providers, and youth support services.
9. Working with parents/carers to offer them information, advice and guidance to help them, help their son/daughter.
10. Involve young people in the design, delivery and evaluation of CEIAG programmes.
11. Promote equality of opportunity, celebrating diversity, challenging stereotypes and raising aspirations.