

CEIAG POLICY

The aims of this policy are to equip pupils with the skills, knowledge and attitudes to make well informed decisions about their career pathway.

Quarrydale Academy recognises that work- related learning is about preparing young people for the world of work and is an essential part of a young person's education to the extent that is a statutory requirement and is delivered through a whole school approach.

ORGANISATION

Quarrydale is a thriving and successful 11-18 academy with a very distinctive identity founded on high expectations, excellent teaching and a personalised approach to learning. This, together with the specialism in Science, plays a central role in helping the students achieve their best and to enjoy their education. Quarrydale is an academy where students can develop confidence, self- respect and dignity, whilst also learning about respect for others, teamwork and leadership. Therefore, by the time our students leave, they will have gained the skills, qualities and qualifications needed for success as adults. The teachers have pastoral responsibilities as tutors and the pupils are in year groups overseen by a Head of Year and a member of SLT. Student voice is well-developed in school and there is a school council in each year group. Quarrydale offers a nurturing and safe environment to all pupils from year 7-13, pupils with special educational needs, disabilities, looked after and vulnerable have extra support if and when required.

RELATED POLICIES

CEIAG is underpinned by all the current policies held within the school. These include the Child Protection, Equal Opportunities, Racial Equality, Anti-Bullying, Inclusion and Special Needs and Staff Development.

The Academy's CEIAG policy has been revised in accordance with the statutory guidance from the Department of Education January 2018 and also refers to Section 42A of the Education Act 1997. Quarrydale endeavours to follow the Careers, Enterprise and Employability Framework – CDI 2018 and other relevant guidance from the DFE, QCA and Ofsted as it appears.

Following the Technical and Further Education Act 2017 section 42B the academy ensures that there is an opportunity for a range of education and training providers to access all pupils in year 8 to year 13 for the purpose of informing them about approved technical qualifications or apprenticeships.

From Sept 2018 the Academy will be using the Gatsby Benchmark to improve careers provision.

1. A stable careers programme
2. Learning from careers and labour market information
3. Addressing the needs of each student

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

The school will offer every young person seven encounters with employers including STEM employers from Year 7 to Year 13.

STAFFING

In accordance with the statutory guidance 2018 the Academy has appointed a full- time qualified Careers Leader and has their own careers programme.

All staff will be briefed on a basic understanding of the CEIAG provision to ensure they are aware of their role in relation to this. All staff will receive inset training for CEIAG to allow them to carry out their tutor role effectively.

RESOURCES

Funding is allocated in the annual budget. The Careers Leader is responsible for the effective deployment and preparation of resources. Resources are maintained centrally on the School Staff Shared Area for all staff to access.

Information and Implementation

i) Careers resources

- a wide range of materials and access to ICT including using programmes such as Unifrog, National Careers Service, etc.
- an area designated in school for pupils to research careers situated in the library

ii) Independent Careers Advice

- Used for individual interviews with year 11's, 12's, 13's and other identified pupils throughout the year

iii) Parents Evenings

- Careers Leader and other invited outside agencies e.g DANCOP are available at Parents Evenings and Option Evenings for Years 9-13

The Aims of the CEIAG Policy

The underlying aims of the policy are to:-

Offer inspiration and aspiration to pupils. To develop employability skills; provide young people with the opportunity to 'learn by doing' and to learn from experts; raise standards of achievement; increase commitment to learning, motivation and self-confidence of students; to improve retention of pupils in learning post 16; develop career awareness and the ability to benefit from impartial and up to date information and guidance; support active citizenship; develop the ability to apply knowledge, understanding and skills; improve understanding of the economy, enterprise, personal finance and the structure of business organisations and how they work; encourage positive attitudes to lifelong learning.

Work related learning works best when young people, their parents or carers, schools, colleges, employers, learning providers, and business partnerships work together to make it happen. Quarrydale Academy will sustain contacts with employer networks, FE colleges, higher education institutions, mentors, coaches, alumni and other higher achieving individuals.

Quarrydale has a member of the governing body who takes a strategic interest in careers education and guidance and encourages employer engagement.

Quarrydale recognises that good careers guidance widens pupil's horizons, challenges stereotypes and raises aspirations. Quarrydale will provide pupils with knowledge and skills necessary to make successful transitions to the next stage of their life.

The school's careers programme raises the aspirations of all pupils but is also tailored to individual need. Quarrydale ensures that young people from all backgrounds, gender and diversity groups, including those with special needs and disabilities have the widest possible range of careers guidance.

The policy is written in conjunction with key personnel/interested parties. The views of pupils and parents are sought through questionnaires and evaluations. The views of local businesses are also sought through questionnaires and meetings. Pupil's views are also sought through work experience, interventions and enterprise capability days.

Work related learning is realised through planned activities within the Academy curriculum with particular emphasis on Key Stage 4. It takes into consideration pupil need, differentiated provision and equal opportunity and is promoted through careers information, curriculum linked visits, enterprise days, mock interviews, practical experience, tasters, work simulations and work experience to develop knowledge, skills and understanding useful in work to include learning through the experience of work, learning about work and working practices and learning skills for work.

Methodology

Delivery methods encompass a full range of learning styles, building in flexible active learning methods such as:-

- Suitable effective start and end strategies

- High order questioning
- Target setting; using career aspiration as a focus for tutor reviews
- Decision making
- Teamwork
- Information gathering and sharing
- Problem Solving
- Understanding others' points or views and influences
- Considering feelings and using imagination
- Reflection, review and evaluation
- Using various ICT opportunities

QUALITY ASSURANCE

Quarrydale completes the Careers and Enterprise's Company's Compass Tool on yearly basis to monitor the progress towards meeting the 8 Gatsby Benchmarks as part of the statutory duty.

Quarrydale is currently working towards accreditation Careers Mark 7. Careers Mark is important as the school wants the students to achieve high standards, see the value and relevance of their learning, both to themselves and the working world and to make good choices that are successful for them. Using Career Mark will enable Quarrydale to deliver the best possible careers education and employability skills development programme, which is integrated and effective.

MONITORING, REVIEW AND EVALUATION

The programme is reviewed by the Careers Leader and SLT Line Manager. The School Governor, Business Advisor and Careers Leader also have a meeting annually.

When reviewing the programme the School Improvement Plan SIP is used to ensure that Careers is fully supporting whole school aims.

The review and evaluation process will be used to recognise and share good practice, identify areas for further development and thus facilitate the continuous improvement of CEIAG, and will include information and evaluations gained from students.

Student destination figures will be used to assist the evaluation process. This will ensure that student outcomes are met by tracking student progress in making well informed and realistic decisions.

This policy will be published on the school's website in a way that enables pupils, parents, teachers and employers to access and understand it.

Policy Co-ordinator – KIM DELLAR – CAREERS LEADER