



2020-2021

Careers Policy

Learning4Life-GY Careers Education Information Advice and Guidance (CEIAG) Policy

1. Background

Careers Education, Information Advice and Guidance makes a major contribution to preparing young people for the opportunities, responsibilities and experiences they will encounter at school, in further education and in working life. It aims to help all students make a successful transition to adulthood by:

1. Supporting them to achieve their full potential
2. Empowering them to plan and manage their own futures
3. Providing comprehensive information on all options
4. Raising aspirations
5. To support inclusion by promoting equality, diversity, social mobility and challenge stereotypes
6. Enabling young people to sustain employability and achieve personal and economic wellbeing throughout their lives
7. Promote participation in learning

The CEIAG programme at Learning4Life-GY follows the principals of the Gatsby benchmark which sets out a framework of good practice:

1. A stable and embedded programme of careers education and guidance
2. Good quality information about future study options, jobs and the labour market
3. Opportunities for advice and support tailored to young people's needs
4. Subject teaching linked to careers
5. Several opportunities to learn from employers and employees
6. Experiences of workplaces
7. Opportunities to hear from representatives of FE, HE and apprenticeship providers
8. Personal guidance from a professionally qualified careers adviser, at the right time.

2. Purpose

Learning4Life-GY is committed to career, employability and enterprise learning and development and fulfil their statutory obligations by providing a best practice careers service to all students. The careers programme reflects and embodies the overall vision of Learning4Life-GY. Governors and senior leaders have a key role in developing and approving this policy and the strategic plan for CEIAG thus ensuring it has a high profile and secure place within the school curriculum. This policy supports and is underpinned by other key school policies including: PSHE Policy, Curriculum Policy and SEND Policy.

3. Commitment to CEIAG

Learning4Life-GY is committed to providing a planned programme of careers education activities to all year groups, including the opportunity for all students to access impartial information and expert independent advice and careers guidance. Learning4Life-GY is also to maximise the benefits for all students by adopting a whole school approach involving parents, carers, external IAG providers, employers and other local agencies, the wider community and FE and HE establishments.

The school will provide resources for the successful implementation of this policy through securing:

- An annual budget to cover internal needs such as CPD training
- Adequate staffing which includes a Careers Leader.
- Student and staff access to information (electronic and hardcopy)
- Designated space for individual, group and research sessions

In compliance with the December 2018 DfE government guidance, Learning4Life-GY will:

- Ensure that students are aware of the full range of career opportunities available
- Learn from employers about valued workplace skills and have an opportunity to first-hand workplace experience. (exclusions apply*)
- Offer an excellent programme of advice and guidance delivered by qualified advisers with support tailored to the individual
- Provide information needed to understand job and career opportunities available and how knowledge and skills can help towards career paths
- Give a range of providers of technical education and apprenticeships the opportunity to access all pupils
- Publish details of career programmes for young people and parents and carers
- Ensure students have at least 1 meaningful encounter with employers per year
- All pupils will have access to Lincs2 for research and application
- All pupils will have a dedicated entitlement.

4. Communication with External Stakeholders and Provider Access

- This policy and current CEIAG relevant information will be accessible on the school website www.learning4life-gy.co.uk
- 'Where to find Careers Advice and Guidance' in and out of school sheet is put into parent's information booklets and given and referred to regularly with Year 11 and sixth form pupils and given out to all other pupils during a Careers Awareness week.
- Those engaged with the school will be kept in touch with the CEIAG provision as and when appropriate including Work Experience providers, Careers Enterprise Advisors and Business Mentors
- We will have an SLA which includes a named link person with YPSS to come in to work with all students.

5. Management, Monitoring and Evaluation

The Principal along with the Careers Leader has strategic responsibility for CEIAG and oversight with access to administration support. The careers provision and strategy is further supported by a link governor. To ensure that the careers provision remains effective and fully meets the

needs of all students, this team and the school's external CEIAG support (YPSS) will conduct an annual review of CEIAG, taking account of destination outcome data and feedback from a range of stakeholders. Any updates based on its outcome will be published on the website. Key Destinations Data is to be abstracted by the Careers Administrator, once destinations data is published. Analysis to be completed with actions taken to address issues during the year.

6. Training and Development

To maintain and continuously develop CEIAG provision at the school, The Careers Enterprise Company will ensure the continual professional training and development of relevant staff and link governors.

These will include:

Careers Leader: The professional development plan of this individual will include attendance at external careers event(s) and/or skills training programs each year.

Teaching staff: All staff will receive an annual presentation on their role as tutors in providing Careers IAG and on other relevant issues and/or areas of good practice eg encouraging subject teachers to make links between their subjects and employability skills and related careers.

Link Governor: Will attend at least one external careers event or training program each year and provide feedback.

8. CEIAG Provision within the school curriculum

At Learning4Life-GY there is a planned programme of learning experiences within the curriculum offer; tutorial, PSHE and Enterprise, as part of year 10-11 students' entitlement to CEIAG.

Activities are aligned with the aims highlighted in the framework for careers, employability and enterprise. These enable young people to:

- Develop themselves through career and work-related education – Self Development
- Learn about careers and the world of work – Career Exploration
- Develop career management and employability skills – Career Management

8. Policy Approvals and Review

This policy will be updated annually following the annual review and in discussion with staff and external partners and key priorities for action are identified and included in the school improvement plan.

LINKS TO OTHER POLICIES:

Safeguarding

Learner Journey

Learning4Life-GY -Year 10 Entitlement 2020/21

Note: Covid 19 restrictions have placed considerable strain on this schedule. Whilst we endeavour to participate in this programme, it may not be possible to cover all aspects. Those points not covered under normal circumstances, will be delivered depending on the advise from government and the Department for Education.

In year 10 you will have a planned programme of Careers Education and Guidance as part of the complete Enrichment programme.

- The careers programme will be delivered as part of the enrichment programme by a member of staff. You should receive approximately 6 one-hour lessons.
- The lessons will give you the opportunity to explore the world of work, developing employability skills. (some maybe remote)
- To be introduced to local options and opportunities, after year 11 and other routes to the future. To explore career pathways via websites and career matching software.
- To set goals and plan for the year ahead, creating your own action plan.
- The school will endeavour to enhance the careers programme with visiting speakers, alumni and employer encounters.
- You will have access to the Careers Library resources during session and in your free time
- You will also have access to an external Careers Advisor from YPSS
- Learning Support is available throughout the year for additional help and support.
- Throughout the year in tutorial there will the opportunity to reflect on progress so far.
- Guidance will also be provided in various formats throughout the school year from teachers and the Careers Enterprise Link Advisor.
- There will be information issued to update students on resources and useful websites to explore.

Learning4Life-GY -Year 11 Entitlement 2019/20

- In year 11 you will have a planned programme of Careers Education and Guidance as part of the tutorial and PSHE sessions.
- The careers programme will be delivered by a member of staff. You should receive approximately 7 one-hour lessons.
- Opportunities for you to explore post-16 options, speak to a careers adviser and consider further career planning, via a variety of support in school and websites, including career matching software and Lincs2. Opportunities will also be given to hear from other providers of post-16 education. Including Franklin and GIFHE.
- Access to the Post-16 skills show at the Auditorium, which explores Post-16 Options has been cancelled this year, however we will have a dedicated week to careers in March 2021
- The lessons will give you the opportunity to consider your progress, look at who you are with personal statements, to look at your achievements and compile your action plan for moving on.
- The school will endeavour to enhance the careers programme with visiting speakers, and through employer encounters. (via Zoom if necessary)
- You will have access to the Careers Resources in school
- You will also have access to an external Careers Advisor from YPSS
- Learning Support is available throughout the year for additional help and support.
- Throughout the year in tutorial there will be the opportunity to reflect on progress so far.
- Guidance will also be provided in various formats throughout the school year from tutors, senior leadership and the Careers Enterprise link Advisors.
- A careers updates will be on the website for students to access on resources and useful websites to explore.

Learning4Life-GY -Year 12/13 Entitlement 2020/21

- All learners have the opportunity to gain work experience as part of their vocational course.
- All students have PROJECT on their timetables and where possible external placements will be sources. Learners encouraged to find their own placements.
- Employability is embedded into all sessions so that skills can be developed in readiness for application for work and further study.
- Learners on supported internships have a full timetable of work experience placement which will be risk assessed for accessibility during the pandemic.
- Learning4Life-GY has a dedicated shop on the local market where students can become involved in the day to day running of a shop, increasing enterprise skills. This will only be available during 'no restriction' period.
- All learners have access to a YPSS careers talk at least once per year
- All learners will have access to an Enterprise Advisor – local business
- All learners will have access to high profile local employers as part of raising aspirations.
- All learners will have the opportunity to access at least one employer event.
- All learners will leave the school with a CV.

All learners will have access to

Websites

<https://www.careersandenterprise.co.uk/> - Careers options

practicereasoningtests.com/practice-aptitude-tests - Practice Aptitude Tests

career-insights.co.uk/video-library/ - Career Insights.

www.careerpilot.org.uk - Careerpilot.

targetcareers.co.uk/degree-explorer - Target Careers degree explorer.

www.bbc.com/bitesize/careers - BBC Bitesize careers.

www.ucas.com - Higher Education information and university applications.

www.prospectusfinder.co.uk - easily find the website for any University or College.

www.icould.com - icould provides career inspiration and information for young people. Free access to over 1000 personal video stories, detailed job information, plus practical tips, insight and advice.

www.careersbox.co.uk - careers films on the web.

nationalcareersservice.direct.gov.uk - provides information, advice and guidance to help you make decisions on learning, training and work.

www.whatuni.com - Whatuni helps students find universities and courses using our comprehensive data and handy University Comparison Tool.

www.careersworld.co.uk - Careers World is your one stop website for careers advice and searching for the very best training and career opportunities within England, Scotland and Wales.

www.gov.uk/apply-apprenticeship/ - apply for apprenticeships, get email and text alerts about new apprenticeships and your applications, track your applications.

www.successatschool.org - Success at School is the place for young people to explore careers, get the lowdown on top employers, and search for the latest jobs, courses and advice.

www.ucasprogress.com - UCAS Progress provides information and advice to students, parents and teachers about different opportunities for post-GCSE education and training.

