

# **Jewellery Quarter Academy**

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

### **Careers and Work Related Learning Policy**

Careers education and guidance programmes play a significant role in helping young people choose future pathways that suit their interests, abilities and individual needs. The CEIAG programme at Jewellery Quarter Academy will help students plan and manage their future pathways effectively, ensuring progression that which is ambitious and aspirational. It will promote equality of opportunity, embrace diversity and challenge stereotyping. Our policy is guided by the Gatsby Benchmarks and conforms to statutory requirements as set out below.

#### **Commitment:**

Jewellery Quarter Academy recognises that it has a statutory duty to provide careers education to students from years 7 -11. We fulfil our national responsibilities as laid out in the following document(s):

- DfE Careers Strategy: Making the most of everyone's skills and talents (December 2017)
- DfE Careers guidance and access for education and training providers (January 2018)
- Sections 42A1, 42B and 45A of the 1997 Education Act, 3003 Education Regulations to provide statutory careers guidance to pupils in Year 8-11
- Ofsted's Common Inspection Framework
- Ofsted's School Inspection Handbook

Jewellery Quarter Academy also endeavours to follow best practice guidance from the careers profession, from other expert bodies such as Ofsted and from Government departments that might appear from time to time including The Gatsby Career Benchmarks and Careers Enterprise Company. A summary of The Gatsby Career Benchmarks are available at the end of this policy. [Appendix1.](#)

#### **Development**

This policy was developed and is reviewed annually in discussion with teaching and teaching support staff, students, parents, governors, advisor staff and other external partners (e.g. Birmingham Careers Service, the 14 -19 Partnership and the Careers Enterprise Company). Mrs A Hassell (Deputy Headteacher) is responsible for reviewing this policy.

#### **Links with other policies**

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for Teaching and Learning, Assessment, Recording and Reporting Achievement, Equality and Diversity, Inclusion and SEN.

## **Objectives**

### **Learners' Needs**

The careers programme is designed to meet the needs of students at Jewellery Quarter Academy. Activities are differentiated and personalised to ensure progression in their career learning and development and to strengthen their motivation, aspirations and attainment at school.

### **Entitlement**

Learners are entitled to CEIAG which meets professional standards of practice, delivered by trained staff and is person-centred, impartial and confidential. Activities will be embedded in the curriculum and based on a partnership with students and their parents/carers. The programme will raise aspirations, challenge stereo typing and promote equality and diversity.

## **Implementation**

### **Management**

The Careers Leader (Mrs B Weston) manages and co-ordinates the careers programme. The Deputy Headteacher (Mrs A Hassell) ensures all students receive their entitlement. This area is supported by a link governor. The Careers Leader Mrs B Weston is also responsible for coordinating and planning the programme of activity, implementing the work experience programme and coordinating vocational links across the curriculum in conjunction with Mrs A Hassell, Deputy Headteacher and the Senior Leadership Team.

### **Staffing**

All members of staff contribute to CEIAG through their roles as tutors and subject teachers. The CEIAG programme is planned, monitored and evaluated by the Careers Leader in consultation with the Senior Leadership Team. Careers information is available on the Second floor in the Careers Hub which is maintained by the Careers Leader.

### **Careers guidance for vulnerable, disadvantaged and SEND students**

The designated careers lead will engage with the school's designated teacher for vulnerable, looked after and previously looked after children to (1) ensure they know which students are in care or who are care givers; (2) understand their additional support needs; (3) ensure that, for looked after children, their personal education plan can help inform careers advice.

Jewellery Quarter Academy aims to ensure that careers guidance for students with special educational needs and disabilities (SEND) is differentiated where appropriate and based on high aspirations and a personalised approach. We endeavour to work with parents and carers or students with SEND to help them understand what careers options are possible. This guidance will take account of the full range of relevant education, training and employment opportunities. Where pupils have EHC plans, their annual reviews must, from Year 9 at the latest, include a focus on adulthood, including employment.

## **Student Entitlement to CEIAG**

As a student of Jewellery Quarter Academy, your CEIAG programme will help you to:

- Understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make
- Find out about different courses, what qualifications you might need and what opportunities there might be
- Develop the skills you may need for working life
- Make realistic, but ambitious, choices about courses and jobs
- Develop a plan of action for the future
- Understand the different routes after Year 11 including training, further and higher education and employment
- Be able to make effective applications for jobs, training and further education
- Develop your interview skills
- Improve your confidence

You will receive

- Careers sessions through Tutor Time
- A range of careers activities through extra-curricular provision
- Access to information is available in books, videos, leaflets and on computer – ask for help
- Interviews with a Careers Adviser
- Work experience

You can expect to be:

- Treated equally with others
- Given careers information and advice that is up to date and impartial
- Treated with respect by visitors to the school who are part of the careers programme

## **Resources**

Funding is allocated in the annual budget, planning around the context of whole school priorities, meeting the particular needs of the CEIAG department. The Careers Leader is responsible for the effective deployment of resources. Sources of external funding for activities are actively sought.

## **Staff Development**

Professional learning and development needs of staff are identified in conjunction with the senior leadership team. The school endeavours to meet training needs within a reasonable period of time.

## **Monitoring, review and evaluation**

CEIAG provision is monitored regularly and amended following annual review by the Careers Leader and the Deputy Headteacher with the responsibility for CEIAG. Students' opinions are sought via student voice groups, the School Council and via surveys following a series of careers interviews or events. Parental views are sought at Parent's Evenings and at the annual Careers Fair. A report is submitted to the senior leadership team and school governors. Evaluation of other aspects of CEIAG is undertaken regularly.

Destination measures will be analysed closely and used to ensure that the school is providing the advice and guidance to head students in the right directions, so that they are successful.

Policy signed off by:

Governor:

Date:

Review date for school policy:

Person responsible for policy:

1. Gatsby Benchmarks

<https://www.careersandenterprise.co.uk/schools-colleges/gatsby-benchmarks>