



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

Purpose and Rationale

The Government and Employers have recognised that the world of work has changed fundamentally. Future employees are going to have to be innovative in their approach to solving problems, people that can take the initiative, who can cope with uncertainty and change. They are going to have to be able to communicate well and work well in teams. They will have to be flexible and be prepared to reinvent themselves in order to continue to be employed. Therefore, students need a planned programme of learning activities to enable them to gain the knowledge, understanding, skills, attitudes and attributes required to make informed choices about their 14 -19 pathways and to enable them to manage their careers and sustain employment throughout their lives. Jewellery Quarter Academy have a statutory duty to provide careers education in Year 7 to 11 and to give students access to careers information and impartial guidance and opportunities to access employers, higher education and consider their own pathways.

This complies with the legal obligations set out under section 42b of the Education Act 1997

APPROVED BY HEAD OF ACADEMY: 28 /06/2018 EFFECTIVE FROM: 28 /06 /2018 NEXT REVIEW: 01/06/2019



Student Entitlement

Jewellery Quarter Academy is committed to providing a planned programme of careers education, information, advice and guidance for all students in Year 7 to 11. We have strong established partnerships and collaborate with a variety of employers and education partners whom we work closely with throughout the year:

- To help students develop an understanding of their own abilities and values.
- To help students develop an understanding of the world of work, wealth-creation and enterprise.
- To help students develop the skills for the transition from school, college, or apprenticeship scheme to life as an independent adult.
- To help students develop the skills for applying to higher education and further education, providing appropriate advice and guidance.

Aims

- To follow local, regional and national frameworks for good practice and other relevant guidance from DCSF, QCA and Ofsted.
- To develop a programme which is inclusive; which will help our young people to gain the knowledge, understanding, skills, attitudes and attributes required to make informed choices; which will challenge stereotypes and which will help to increase student confidence and motivation.
- To provide a programme which is student-centred, integrated into the curriculum and based on a partnership with students, parents/carers, employers and community partners.
- To incorporate CEIAG into the School Improvement Plan.
- To ensure that the benefits to the students of CEIAG are valued, assessed, reported on and accredited where appropriate.
- To ensure all students have at least one meaningful encounter with providers, a place of work or further/higher education provider.

Objectives

APPROVED BY HEAD OF ACADEMY: 28 /06/2018 EFFECTIVE FROM: 28 /06 /2018 NEXT REVIEW: 01/06/2019



- To provide students with planned activities to help them understand themselves and the influences on them and to help them investigate opportunities in learning and work.
- To provide students with the skills attitudes, attributes and behaviours needed for a successful transition into the world of work.
- To enable students to relate their own abilities, attributes and achievements to career intentions and make informed choices based on an informed evaluation of the alternatives.
- To understand labour market opportunities that are relevant to their ambitions

To be achieved by:

- A coherent, broad and balanced CEIAG curriculum.
- Careers education sessions delivered through the CORE Days, Assemblies, Tutor time and PSHE
- CEIAG opportunities explicitly referenced across the whole school.
- Learning from Labour Market information.
- Encounters with employers, employees and further/higher education providers.
- Personal guidance through bespoke careers interviews.

Implementation

The school guarantees impartial and independent advice via:

- Access to an independent Careers Adviser;
- Days which focus specifically on ensuring students are ready for their next steps, featuring external providers;
- Access for all students and staff to careers exploration website and other appropriate sources of guidance;
- Promoting the National Careers Service Website and Helpline;
- Promotion of independent websites relevant to all career needs,

APPROVED BY HEAD OF ACADEMY: 28 /06/2018 EFFECTIVE FROM: 28 /06 /2018 NEXT REVIEW: 01/06/2019



- Access to a wide variety of external speakers offering independent sources of information including several local and national employers, representatives from professional bodies and organisations including Apprenticeship, higher education establishment's local sixth form and other former students, who are a valuable resource.

All staff have a part to play in the implementation of this policy through their role as tutors and as subject specialists.

Monitoring, Feedback and Review

The monitoring of the Academy's Careers provision is carried out via, termly meetings between the Deputy Headteacher and the Careers Lead to review and strategically plan for forthcoming events.

Student and staff voice is collected after each planned careers activity, this information is used to strategically plan for the next term and or academic year.

Student questionnaires are used to establish which employment sectors they are interested in to ensure insight opportunities and Enrichment visits are targeted appropriately.

Deputy Headteacher to observe the Careers Lead at least once an academic year.

All careers related encounters are recorded which is reviewed by the Careers Coordinator and Deputy Headteacher

All Year 11 students receive a personalised Careers Action plan following their one on one meeting

APPROVED BY HEAD OF ACADEMY: 28 /06/2018 EFFECTIVE FROM: 28 /06 /2018 NEXT REVIEW: 01/06/2019



Information and Resources

Careers information and resources are located in school, which contains up-to-date, impartial information presented in a variety of media. It is reviewed and renewed on a regular basis by the Careers Lead. Prospecti for higher and further education establishments are both houses in the school library and the careers office.

School noticeboards are designed to ensure students are thinking about aspirational careers choices and are aware of the different pathways open to them.

Lesson plans and resources are provided to be delivered via PSHE and Tutor Time.

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, work experience, employability, equal opportunities, inclusion, community cohesion, pupil premium, more able, looked after children and special needs.

Management of provider access requests

Procedure

- A provider wishing to develop links with the Academy should contact salderton@jewelleryquarter.academy

Premises and Facilities

APPROVED BY HEAD OF ACADEMY: 28 /06/2018 EFFECTIVE FROM: 28 /06 /2018 NEXT REVIEW: 01/06/2019



- For individual information on premises and facilities please contact enquiry@jewelleryquarter.academy

Opportunities For Students

Below is a provisional outline of the CEIAG events calendar for each year group for 2019/20. Alongside these events, assemblies, form time and PSHE lessons will regularly involve CEIAG-related content including:

- Individual careers research using Kudos and E-Clips
- Talks from professionals in various industries
- Presentations from FE/HE/training providers
- Employability skills, e.g. CV writing, interview technique, and applications

We also plan to arrange activities during the following themed weeks:

- Birmingham Tech Week (7-11 Oct)
- Discover! Creative Careers Week (18-22 Nov)
- National Apprenticeship Week (3-7 Feb)
- National Careers Week (March)



Year Group & Focus	Autumn	Spring	Summer
Year 7 Exposure to range of areas	- University/College aspirational visit	- Big Bang Fair	- Titan Careers & Skills Fair - Exploring careers using online programmes in PSHE
Year 8 Exposure to range of areas and deciding options	- Worldskills UK Live (21 Nov) - School Employability Fair (6 Nov)	- Year 8 Options Evening feat. Apprenticeship Fair (30 Jan)	- Energy Quest workshop
Year 9 In-depth exposure to areas of interest	- School Employability Fair (6 Nov)	- National Apprenticeship Event (27 March)	- Bespoke FE/HE events, related to areas of interest
Year 10 Exploring aspirations and plans	- School Employability Fair (6 Nov)	- Work Experience (30 March-3 April)	- Bespoke visits to a university, college, or industry event, related to areas of interest
Year 11 Confirming plans and preparing for post-school	- 1:1 careers interviews - Mock Interview Day (14 Nov) - School Employability Fair (6 Nov) - University of Birmingham 'Achieve' Conference	- Parents' Evening, featuring careers advice and representatives from FE/HE/apprenticeship providers - NCS Challenge assemblies and other providers presenting	- NCS Challenge signup - Exams/ careers drop in sessions - GCSE Results Day, featuring careers advice and representatives from FE/HE providers



Parental involvement is encouraged at all stages. We recognise that parents/carers remain the biggest influence on a young person's career choices and as such we offer parents help and guidance at critical stages in the students' time with us

Policy Review – Jewellery Quarter Academy CEIAG Policy will be reviewed, monitored and evaluated at various levels and at different times by key groups on a three-year basis. The key priorities from the review are incorporated into the School Improvement Plan on an annual basis.