



CAREERS EDUCATION INFORMATION ADVICE & GUIDANCE POLICY

The Academy of Lincoln Trust

(Lincoln Castle Academy)



	Name	Position	Date	Review Date
Author:	Lisa Seddon	Careers Co-ordinator	July 2018	July 2019
Reviewed by:	Tanya Wiles	Deputy H/T	July 2018	
Approved by:	HR & Finance Committee	Governing Body	October 2018	

Signed.....Louise Laming – Headteacher (LCA) Date:

This Policy has been approved by the Academy of Lincoln Trust:

Signed..... Date:

ISSUE	AUTHOR	DATE	DESCRIPTION OF CHANGE
1.0	Lisa Seddon	July 2018	New Policy



This policy incorporates Careers Education, Information, Advice & Guidance and Work Related Learning. In compliance with statutory requirements the Academy provides a planned programme of careers education within the curriculum in Years 7 to 11 and includes work related learning within the curriculum for all students in KS4/5.

Definitions:

Careers Education

Helps young people develop the knowledge and skills they need to make well informed and realistic decisions, manage transitions in learning and move into work.

Careers Guidance

Enables young people to use the knowledge and skills they develop to make the decisions about learning and work that are right for them.

Guidance

The provision of impartial guidance and specialist support to help young people understand themselves and their needs, confront barriers, resolve conflicts, develop new perspectives and make progress.

Advice

The provision of advice through activities that help young people to gather, understand and interpret information and apply it to their own situation.

Information

The provision of accurate, up-to-date and objective information on opportunities, progression routes, choices, where to find help and advice and how to access it.

Work Related Learning

Is defined as planned activity that uses the context of work to develop knowledge, skills and understanding useful in work, including learning through the experience of work, learning about work and working practices and learning the skills for work.

Enterprise

Enterprise capability is innovation, creativity, risk management, risk taking and “can do” attitude – and the drive to make ideas happen.



AIM

- To help students 11-19 to prepare for working life
- To support students, particularly from vulnerable groups, in managing changes and responding to challenges in their lives
- To help students achieve economic well-being and have financial capability
- To help students make a positive contribution and progress
- To provide students with access to an impartial CEIAG programme which will enable them to develop the skills and knowledge required for effective career planning
- To offer a rich a varied enterprise education

Curriculum Statement

Good quality careers education will raise the aspirations of all young people. It will increase motivation by linking activities in school with preparation for life post 16 and post 18. CEIAG will therefore contribute to raising pupil achievement, help students focus on their longer-term career ambitions and ensure an equality of opportunity for all.

At Lincoln Castle Academy we provide a comprehensive CEIAG programme to students in every year group and of all abilities and this includes aspects of work related learning, enterprise education, option choices and information surrounding RPA (raising of the participation age). Students in our Sixth Form are very well supported as they make their applications to University, apply for Higher Level Apprenticeships or other non-University post 18 pathways, as are our SEND students, working closely with our internal additional needs team and external providers.

Through formal and informal evaluations the school annually assesses the impact of the careers programme on students. The low number of NEETS is also an indication of the effectiveness of the programme. Views are sought from all stakeholders and the programme evolves year on year to consider the needs of students and the local, national and global jobs market. All information, together with the careers policy, is reviewed and updated annually, usually at the start of the new calendar year, however information may be revised throughout the year to reflect new regulations and/or to meet the additional needs of students. The date of the next review is June 2019.

Most people spend many years of their life in a working environment and it is important to equip our students with the necessary skills for them to career plan and know how and where to access impartial and unbiased information. In order to fully meet this and The Gatsby Benchmarks we use the well recognised START careers programme from Years 7-13. www.startprofile.com. Additionally, as part of their entitlement, students have access to a range of external providers to ensure they learn about approved



technical qualifications and apprenticeships through trips, visits, careers fairs and online.

The guidance from the DfE places a duty on schools to secure access to unbiased and impartial careers guidance for their students. Through the full use of the START programme, trips, visits and speakers and our Careers leader we meet this duty.

The school shares student data with the Careers Lead so that impartial and individual advice can be offered. During the interview processes that students have during their time here the student is asked to provide consent to opt in to the sharing of their data to key members of staff and parents/carers. In addition, intended destination data is provided to Lincolnshire County Council, as per the DfE requirement, so they can also provide additional support to students, where necessary, once they leave school.

Whilst some schools have cancelled their work experience programme, we are pleased to confirm that all of our Year 10 students will undertake a one-week period of work experience towards the end of June 2019. This is an invaluable opportunity, providing the chance to develop employability skills and sample the world of work. We will also be providing work experience for our Year 12 students during June/July 2019, with those Year 12 students on our foundation pathway aiming for 45 days of work experience as part of the new T-levels pathfinder project. Heads of subjects are continuing to expand their own departmental links with employers who regularly support teaching and learning in school. Potential careers and pathways are featured within school publications and at progress and options evenings.

CEIAG is on-going throughout the academic year and is delivered through PSME lessons, collapsed timetable events called INSPIRE Days, external trips and is enhanced by working with local businesses, colleges and Universities. Our Careers Library is being fully audited currently.

Methodology

A variety of methods & techniques are used in order to motivate and enable students to become better career planners and to familiarise and encourage them to make the most of the opportunities available to them and to take responsibility for their own learning. Career related lessons form part of the Personal, Social, Moral Education programme and Guidance in the 6th form.

The Programme is delivered in partnership with other organisations to ensure a broad range of experiences & opportunities for students. Students participate in trips, visits, seminars, workshops, work experience, debates etc. working in partnership with other departments and organisations such as the Careers Service, EBP, Bishop Grosseteste University College, Lincoln University & local businesses.

The START Programme is used in all year groups.



WORKING IN PARTNERSHIP

With students ... the Academy informs students how the school supports their career development and what the students role in this will be.

With parents ... the Academy communicates regularly with parents, enabling them to participate in events such as parent's evenings, options events etc.

With EBP ... the Academy works closely with the **E**ducation **B**usiness Partnership to offer a range of work related activities including work experience at KS4 and KS5

With local providers ... the Academy invites a range of opportunity providers to offer information to students about local opportunities in employment, training and education via presentational group sessions.

With the Government's T level trial... the Academy is part of the pathfinder project to seek to deliver enhanced work experience to a group of post-16 students as part of the T-level trials.

Careers education is **delivered** in PSME lessons and guidance sessions. Other planned activities also take place throughout the year to support the programme.

Assessment, Recording and Reporting

In KS4 all students have the opportunity and are encouraged to complete their Work Experience Record Book. On successful completion students receive a certificate from the EBP at the appropriate level. This is monitored by the school.

Monitoring, Reviewing and Evaluation

The Deputy Headteacher is responsible for line managing the CEIAG Co-ordinator and monitors the provision of guidance to students to support the transition process at the end of KS3 and 4. The CEIAG Co-ordinator monitors the provision of careers education with the aid of the Heads of Year who ensure the programme is being delivered by their tutors.

Students' performance on Work Experience is monitored and reported in student record books by placement providers, parents and commented on by the CEIAG Co-ordinator.

Destination data of students at the end of year 11, 12 & 13 is used to inform the development of the Careers Education Information & Guidance entitlement.



The programme is reviewed annually by the CEIAG Co-ordinator in partnership with all key players according to internal need and in relation to external changes.

Programmes/activities are evaluated in a variety of ways e.g. evaluation forms, questionnaires, meetings, informal feedback.

Student progress, attendance and other barriers to progression is monitored by year meetings.

Resources

The Academy offers a full range of careers information & computer aided guidance packages using START. The resources available are regularly updated to ensure content is relevant. The resources are kept in the Resource Centre & Post 16 Area for to be used by all year groups. ICT is available throughout the school for students to access the careers information package through START and other relevant websites. Students receive lessons on the use of careers packages, labour market information, options choices and where to find information on the internet.

Staff Development

All staff are provided with relevant training which takes place on a regular basis after school. Individualised training can be requested when needed.

The EBP provides training for Governors on an annual basis and there is ongoing training for work experience co-ordinators and other staff involved in work related & enterprise learning should we wish to take this up.

Advice & Guidance

All students in Year 7-13 are given advice by the Careers Co-ordinator, their mentors & departmental staff and by visiting speakers, outside agencies etc. if deemed necessary.

The Information **A**dvice & **G**uidance given covers a range of activities and interventions that help students to make the right choices for them. IAG includes information, advice and guidance on careers but extends to other personal wellbeing issues that students face, some of which may present barriers to progression and achievement in learning and work. These barriers are identified in regular meetings. Accurate and up-to-date **information** on options in learning, progression routes and career opportunities are flagged up in set lessons and one to one impartial guidance interviews aid progression.

Role of CEIAG Co-ordinator

- To establish a shared view of best practice to which all learners are entitled
- Lead policy development
- Provide and organise appropriate training for staff



- Monitor, review and evaluate the programme, including the use of outside agencies and student responses
- Attend relevant courses and network meetings
- Budgetary control and ordering of resources
- Carry out a continuous process of review and development as part of an annual cycle.

Handling Sensitive and Controversial Issues

The Academy has an Equal Opportunity, Child Protection, Looked after Children Policy, Confidentiality Policy & Safeguarding Children’s Policy. Staff have been trained to deal with these issues. The Academy uses the Intervention Officer & Attendance Officer to support staff and students with issues. There are nominated members of staff for Child Protection & Looked After Children.

Related Policies

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| SEN | Sex Education |
| Child Protection | Safeguarding Children’s Policy |
| Equal Opportunities | Looked After Policy |
| Work Experience | Careers Library Policy |

Reviewed 2018

Further Review 2020

Signed :

Headteacher

Careers Co-ordinator