



Careers education, information, advice & guidance policy

Principal	Shereka James
Policy Lead	Chaitanya Jackson (Careers Leader)
Review Cycle	Annual
Governing Body Ratification	March 2023
Next Review Date	March 2024

AIMS & OBJECTIVES

Careers education, information advice and guidance (CEIAG) provides a bridge via which pupils move not only to further education, vocational training or employment, but to the next stage of their development as members of society. Lifelong learning is a key concept for all students leaving Skinners' Academy and this includes providing opportunities to develop key employability and enterprise skills which are highly valued by employers, colleges, universities and apprenticeship providers. By engaging parents and the local community our aim is for every child to fulfil their potential and be inspired to achieve a successful future. It is with this objective that our CEIAG programme has been developed, alongside reference to the recommended eight Gatsby benchmarks.

Skinners' Academy careers programme aims to:

- To facilitate the effective transition of pupils at the end of Key Stages 3, 4 and 5
- study which will lead on to higher education or training or employment which match the aspirations of pupils and their parents.
- To allow access to providers of technical education and apprenticeships so that every pupil is well-informed about their future options at every stage.
- To help pupils:
 - interested in going to university, and a technical route, including T levels or an apprenticeship;
 - seeking to progress to the highest levels of skilled employment or technical education and training at levels 4, 5 and 6. Progression options will include higher and degree level apprenticeships or higher technical education, including technical degrees
- To provide relevant and accessible information to all pupils on the full range of opportunities open to them and to foster an understanding of where such choices may lead.
- To provide a curriculum and leadership experiences from the start of secondary education and onward which will enable all pupils to develop the skills of planning, self-appraisal, decision-making, self-presentation and transition management.
- To enable all pupils to make reasoned, informed and appropriate career choices.
- To encourage an attitude of self-worth and the development of personal autonomy so that pupils may reach their highest expectations.
- To promote social inclusion and improve social mobility
- To provide an accurate and up-to-date careers resources and careers information service for pupils and staff in line with best practice.
- To enhance pupils' self-awareness and awareness of educational and careers opportunities through individual impartial guidance and careers education.
- To liaise with and support staff throughout the school, helping them to devise and deliver appropriate careers education within course programmes and the advisory.
- To devise and deliver staff development in careers education, information, advice and guidance.
- To work towards providing equality of opportunity and access to all pupils.
- To negotiate partnerships with external providers of careers and guidance which will add value to school-based provision. Through this, to provide a well-integrated support service for pupils and staff.
- To keep up to date, through personal development programmes, college provision, apprenticeships, HE courses and employment trends to ensure that advice is informed and realistic.
- To use the Gatsby Benchmarks and Compass+ to assess and improve the quality of the school's careers strategy and programme over time.
- To give all pupils in Year 7 to Year 13 access to a range of education and training providers for the purpose of informing them about approved technical education qualifications or apprenticeships.
- To make sure all pupils have access to external sources of information on the full range of education and training options.

MEETING THE GATSBY BENCHMARKS

The Academy will use the Gatsby Charitable Foundation's Benchmarks to develop, assess and improve their careers provision.

The Academy will use Compass+, which is an online self-evaluation tool to assess how their careers support compares against the Gatsby Benchmarks and the national average. Compass+ will be used as a baseline to help the school to consider the opportunities to improve the school's careers programme based on their confidential results and track their progress against the Benchmarks over time.

Gatsby 8 Benchmarks include:

- Benchmark 1: A stable careers programme
- Benchmark 2: Learning from career and labour market information
- Benchmark 3: Addressing the needs of each pupil
- Benchmark 4: Linking curriculum learning to careers
- Benchmark 5: Encounters with employers and employees
- Benchmark 6: Experiences of workplaces
- Benchmark 7: Encounters with further and higher education
- Benchmark 8: Personal guidance

CONTEXT AND RATIONALE

From September 2012, the DFE (Department for Education) determined that schools have a statutory duty to secure independent and impartial careers guidance for their pupils and strongly recommend that a quality careers programme is provided to students in years 8 through to 13.

CEIAG has strong links to the teaching and learning process at Skinners' Academy and is relevant across all subject areas.

Section 42A of the Education Act 1997 requires governing bodies to ensure that all registered pupils at the school are provided with independent careers guidance from year 8 (12-13 year olds) to year 13 (17-18 year olds).

The governing body must ensure that the independent careers guidance provided:

- is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option;
- includes information on the range of education or training options, including apprenticeships and technical education routes;
- is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given.

LEGISLATION AND GUIDANCE

Legislation and guidance documents referred to during the development of the programme are:

- Careers guidance and access for education and training providers, (Department of Education, October 2018)
- Good Career Guidance, (The Gatsby Charitable Foundation, 2014)
- Framework for careers, employability & enterprise education, (Careers Development Institute, 2018)
- Careers education in the classroom (Teach First, 2014)
- Going in the right direction? – careers guidance in schools from September 2012 (Ofsted Report, 2013)
- New Guidance on Work Experience 16-19 – (Department of Education, October 2013)
- Skills for Jobs: Lifelong Learning for Opportunity and Growth (Department of Education, January 2021)
- Skills and Post-16 Education Act 2022
 - Careers guidance and access for education and training providers, (Department of Education, January 2023)

This CEIAG policy should be read in conjunction with other school policies

DEVELOPMENT

This policy was developed through discussions with the Careers Leader, SLT, The Principal, Enterprise Co-ordinator and Enterprise Advisor.

The policy is reviewed annually.

ENTITLEMENT

All students are entitled to be fully involved in an effective CEIAG programme and the DfE recommend careers and work-related contexts are incorporated into the school curriculum.

Skinners' Academy students are encouraged to take an active role in their own career development, so the careers programme emphasises student participation with a focus on self-development; learning about careers and the world of work; and developing career management and employability skills.

During their time at Skinners' Academy all students can expect:

- the support they need to make the right choices Post 16 & Post 18
- access up-to-date and unbiased information on future learning and training, careers and labour market information
- support to develop the self-awareness and career management skills needed for their future
- focus on careers during advisory time and PSHE sessions from Y7 to Y13 covering options after school, the world of work, the job market and the skills needed for the future
- a meaningful encounter with a representative from employers and employees each school year; this could be through work experience, Careers Week activities, assemblies, careers talk (in or outside lessons), projects and visits
- to hear from a range of education and training providers, including colleges, universities and apprenticeship organisations; this could include visits and taster days, as well as assemblies, talks and meetings at school
- the opportunity to relate what they learn in lessons to their life and career beyond school
- the opportunity to talk through their career and educational choices with staff including HOY, Advisors, subject teachers and the careers leader
- access to one-to-one personal guidance with a trained, impartial careers adviser, by appointment
- the school to keep parents informed of their progress and provide parents with information to support students' career planning and decision-making. Parents can attend careers meetings, by prior arrangement
- to be asked their views about the service they have received to ensure that the service continues to meet the needs of the students

All students from Year 7 onwards will have access to a comprehensive and impartial programme of careers and work-related learning activities. This will include formal delivery of dedicated CEIAG topics via tutor time, within lessons, external visits, internal presentations and collapsed timetable events. In addition, there will be associated information days for students and parents

MANAGEMENT

The Senior Leadership Team at Skinners' Academy seek every opportunity to promote employability and careers readiness for our young people. We see this vital area as fundamental to social inclusion and improving the life chances of our pupils. We aim to raise aspirations and inspire every pupil to see a wide range of future occupations as within their reach. The quality of our careers programme is ensured through regular monitoring and CPD support.

BUDGET

This is reviewed annually.

STAFFING

All teaching staff are expected to contribute to the CEIAG programme through their roles as tutors and subject teachers. Other non-teaching staff such as Teaching Assistants and the Library Manager also contribute to the programme. The CEIAG programme is planned, monitored and evaluated by the Careers Leader. Careers information is available in an identified area in both the Main Library and Sixth Form Study Area which is maintained by the Careers Leader. We aim to fully meet Gatsby Benchmark 4 – Linking Curriculum Learning to Careers.

Specialist sessions are delivered by external agencies.

PARTNERSHIPS

An annual Partnership Agreement is negotiated between Skinners' Academy and the following;

- Local Enterprise Advisor Network (REED in partnership) Careers Hub
- Hackney Careers Collaborative
- Unifrog
- InspireProject Hackney
- Pathway CTM
- ASK Programme

IntoUniversityVision Path

CAREER & LABOUR MARKET INFORMATION RESOURCES

Careers Displays: will be eye-catching and regularly updated around the school to include CEIAG information, upcoming events, job advertisements, open days and Further/Higher Education information.

Resource Hub: will be well maintained, kept up-to-date and include a range of easily accessible resources, including work-related material, Apprenticeship brochures, Sixth form and College prospectuses.

Careers Portal: a [careers portal](#) located on the Skinners' Academy website will be kept up to date with relevant careers information for students, parents, staff and outside agencies to access.

Useful Websites: students will have opportunities to explore relevant websites and make Post 16 applications to 6th form, colleges or apprenticeship/traineeship providers via the Internet. Please see Useful websites link.

Date protection and sharing: students and their parents should be aware that basic on-roll school data is provided to some external agencies i.e. the careers guidance specialist and work experience providers when required and in support of the student, but there is the opportunity to opt out if required. Please contact Chai Jackson, Careers Leader in the first instance.

SEND: The SENCO department and the Careers Leader continue to build an integrated approach around each pupil with SEN. The Careers Leader is included in the EHCP annual review meetings for Year 10 - 13 student with SEND. Support is provided for students when completing specific tasks, as determined from the SENCO, and external bodies.

Interview: we can provide staff to accompany students to post 16 interviews in extreme circumstances.

Post 16 transitions: We provide transition support to students starting their journey onto further education making sure all student settle smoothly into their post 16 provision.

Premises and facilities: The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school's helpdesk on arrival, which will be passed onto the Careers Leader. This can be also posted to the named Careers Leader. A Resources hub is available to all students.

WORK EXPERIENCE

Work experience is an integral part of the programme and will take place in both Year 10 and Year 12. Effective delivery of work-related learning, which includes provision to learn through, about and for work, will enable all students to have a greater understanding of the requirements in the workplace and it is intended that this will be valuable in helping students to career plan more effectively at key transition stages. All students will be provided with equality of opportunity in terms of access to the information relating to the availability of work placements.

Work Experience is always important, especially now in our current economic climate. Therefore, gaining more work-related experience is likely to give students an advantage in the labour market by the time you leave full-time education.

This opportunity also gives students the chance to develop key skills and self-confidence.

Skinners' Academy carries out a thorough risk assessment to ensure the quality and safety of work placements.

PARENT INVOLVEMENT

At Skinners' Academy we believe that parents/carers can have a great impact in their child's career decision. Please click the link ([parents' area](#)) to access useful resources and reading material.

We encourage parents who have a career or work in local businesses to contribute to school activities.

We motivate and promote parental involvement through its CEIAG programme, which includes a number of parent career information events. Parents are invited into the schools to discuss their sons/daughters progress, on parent evenings. Student career aspirations are collected annually to allow discussion around progress relating to next steps, career ideas and career planning, as well as academic progress.

Parents are kept up to date with career- related events and activities that effect their child via the portal, Parent bulletin, letters and edulink.

Parents are always welcome to contact the **Careers Leader, Chaitanya Jackson** cjackson@skinersacademy.org.uk **0208 800 7411 (EXT:194)** to seek advice and ask any questions they might have regarding the careers.

NEEDS BASED REFERRAL

The referral procedure works as follows:

- Careers Lead, HOYs, Advisors, Mentors, Pastoral Lead or SENCO/Inclusion Team identify students who would benefit from early intervention, for example students with lack of direction or lack of motivation; students with SEND; certain students receiving pupil premium funding; or those who have potential to become NEET (Not in Employment, Education or Training).
- In Y11, advisors priority rate any students based on their readiness to make post-16 decisions and the support they might need throughout the post-16 options process.
- Students complete their own careers questionnaire in Y10 where they're asked about their career and post-16 ideas.
- Students are also seen in small groups early in Year 11 to discuss and explore the different progression routes where the careers adviser can identify students who might need further support.

The outcome of all these activities allows the Careers Leader to prioritise students for interviews, helping to ensure that pupils of all abilities can access the support they need.

For those students identified as being at risk of NEET, further interventions are arranged as appropriate for each student. This support could include personalised curriculum in KS4, visits to colleges and training providers, contact with parents, personal guidance interviews with a careers adviser and ongoing contact as the student leaves school post 16 transition support visits.

MONITORING, REVIEW AND EVALUATION

- The policy will be promoted and implemented throughout Skinners' Academy (SA)
- The Careers Leader (CL) & SLT will monitor the operation and effectiveness of arrangements referred to in this policy.
- SA use the Destination Measures data to show whether or not students have progressed into sustained education or employment destination.
- The CL & SLT regularly meet with our appointed Enterprise Co-ordinator and Enterprise Adviser.
- We use the Compass+ tool termly to evaluate our careers department against best practice.
- The Careers programme is audited annually by the CL and SLT.
- Surveys are completed by Staff, parents, student and outside external agencies to gain feedback on the delivery of CEIAG at SA.
- Priorities for improvements in CEIAG will be outlined in an annual Careers Development Plan.

APPENDIX 2: Table of substantive policy changes from March 2022

Where	What
Page 2	Updated Policy Lead deleting Hannah Potter
Page 2	Update next review date from March 2023 to March 2024
Page 3	Added legislation document
Page 7	Add to list of Partnerships