

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

**Produced by:**

**A. Jackson**

---

**Policy Adopted by Local Governing Board:**

---

**Policy last reviewed:**

**March 2020**

---

**Next Review Date :**

**March 2022**

---

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

### **Introduction**

To deliver an outstanding careers programme, equipping young people with skills to adequately plan and prepare for a happy, successful future. Providing experiences and opportunities to compliment the curriculum, giving meaning and purpose to education and supporting our young people to flourish.

### **Our Commitment to CEIAG**

The Academy is committed to providing a robust careers programme across both key stages preparing young people for a successful transition into adulthood. We conSIGN to statutory duty allowing students to have access to quality information, advice and guidance and ensuring all our students migrate to further education, employment or training. The advice given promotes the best interests of the students and supports inspiration and independence.

Our programme is based on the governments career strategy (January 2018) and uses the Gatsby 8 benchmarks as a framework to excellent practice. We are signed up to the Compass online tool which we use to regularly assess and improve our careers provision.

### **Gatsby 8**

- A stable careers programme
- Learning from career and labour market information
- Addressing the needs of each student
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces
- Encounters with further and higher education
- Personal guidance.

We work collaboratively with The Careers & Enterprise Company and have an assigned consultant who supports our careers programme in meeting the government's Career Strategy (January 2018) with delivering high quality provision. We are proud to announce our Academy has been chosen as a careers hub by: The Careers & Enterprise Company. This confirms our commitment to demonstrating excellent practice and an opportunity to support other schools.

To further demonstrate our commitment in providing outstanding careers provision, we are registered with Prospects Limited to achieve a nationally recognised Quality Award. We plan to achieve this by the end of the academic year 2019/20.

Our careers programme supports the school's overall vision and is linked to the School Improvement Plan. Governors and senior leaders have a key role in developing and approving the policy and this process ensures a high profile and a secure place for CEIAG within the school curriculum.

BHA buy into a professional package of support services from 'Sandwell Connexions Limited' A Locally recognised professional Career Service Company to enable us to fulfil our statutory responsibilities. Students will receive impartial advice and guidance in line with the equal opportunities legislation.

The Academy's commitment to raising the standard of quality CEIAG provision offered to our students is further evidenced by us registering with Prospects Limited to strive towards achieving the Quality Award. We plan to have secured this by September 2020.

We will continue to review, monitor and evaluate our CEIAG offer by speaking and listening to firstly our students the parents/careers teachers and our external partners.

Bristnall Hall Academy is an affiliated member of the Careers Development institute who support statutory guidance requirements and provide essential CPD careers training.

Observations will be carried out by senior leadership team using the Careers and Development Institute tracker to quality assure careers, information and guidance sessions.

Presentations and assemblies are delivered by Senior Leadership Team and Achievement Coordinators, promoting aspirations, target setting, achievement and success

Bristnall Hall Academy will endeavour to action guidelines from the National Careers Strategy CEIAG (December 2018), Quality Standards for Young People's IAG and current good practice DCSF IAG Strategy. DCSF Principles of Impartial Careers Education and other advice and guidance from QCA and OFSTED.

### **Student Entitlement**

- Supporting young people with confidence and self-belief, provoking ambition and inspiration
- Promoting independence to plan and manage their own futures
- Providing information, advice and guidance on the magnitude of opportunities available
- Supporting equality, diversity, social mobility and challenging stereotypes
- Provide education around economic well-being, employer expectations and future expectations.

- All students have access to a number of work related learning experiences, advice and guidance sessions throughout their journey at Bristnall Hall Academy. All sessions will be tracked and monitored.
- Students are adequately prepared for transitioning throughout their time at BHA, with particular focus on career decision making points during year 9 to 10 and year 11 to post 16.

### **The BHA Careers Education Programme**

- Careers education and personal profiling will be delivered during allocated tutor time using psychometric career assessment tools such as Launch Pad.
- Careers fair accessible to all year groups.
- Workshops, advice and guidance sessions delivered by professional visitors, offering all post 16 options, which supports government expectation and adheres to the 'Baker clause'.
- Success Centre availability to support year eleven careers information, using research activities and supporting application process for post 16 (available daily).
- Work related learning opportunities for all year groups by employer visits and visiting guest speakers.
- Advice and guidance sessions with Connexions careers advisors for students in years 9/10/11. Drop in service available to all students in years 7 -11 supported by Connexions team and academy Careers Leader.
- Personal portfolios for all students tracking work related learning activities, rewards and achievements.
- Year 10 Work Experience programme
- Assemblies, delivered by Senior Leadership Team, Achievement Coordinators and guest speakers promoting aspirations, target setting, achievement and success.
- Careers education provision is included in the PSHE programme.
- Careers champions are linked to all subject areas, providing curriculum to careers information and pathways.
- STEM ambassador (FH) supporting work related learning.
- AIM Higher Coordinator supports and manages the programme working with - Aston University representative.
- Post 16 open days and events are communicated by careers teams.

Please visit the Bristnall Hall Academy Website for a more in-depth view of our careers programme.

### **Provider Access Policy**

Can be found on our school website under Policy section.

## Assessment, Recording and Reporting

- Careers meetings with Connexions personal advisors, Careers Leader and other careers educators are recorded on SIMS.
- Compass Audit Tool is used to assess careers provision in line with Gatsby 8 benchmarks, this is a termly event.
- We have recently registered with Compass plus which will further develop the tracking of work related learning experiences for all students.
- Compass will link to SIMS where recording work related learning events, currently sits.
- Fully qualified Careers Leader will oversee all careers provision within the academy.

## Maintaining working relationships with Partners

- Monthly meetings with Careers and Enterprise Company Advisor, to assess Compass audit outcomes and action plan to fill gaps.
- Termly meetings with Connexions team to review service level agreement.
- Termly contact with post 16 providers.

## Monitoring Careers

- Compass tool termly audits provide robust monitoring of careers education highlights gaps and supports action planning.
- Careers education is an integral part of the academy improvement plan and careers lead reports on progress during weekly senior leadership team meetings.
- Careers lead, Form Tutors and Achievement Coordinators implement and monitor careers focus weeks.
- The academy CIEAG programme will be reviewed on an annual basis during second half of the summer term by Careers Leader in preparation for next academic year. Updates will consider statutory requirements, curriculum demands and the progression opportunities open to young people.

Destination figures for year 11 leavers are produced by Sandwell Connexions Service.

## Resources – Careers

- **Connexions Sandwell** - provide fully qualified and experienced careers advisors who undertake the following duties in school. 1:1 interviews, assemblies, parent's evenings, careers fair and provide destination reports.

- **Student Success Centre** - provides a nurturing environment for careers related learning using up to date IT resources and providing appropriate literature. Staffs are available to support the application process and career exploration.
- **PSHE programme** - supports careers education with dedicated careers lessons.
- **Aspirational Assemblies** delivered by SLT, Achievement Coordinators and Guest Speakers.
- **Careers Fair** – Universities, Employers, Apprenticeship providers and a number of post 16 establishments, provide a wealth of information regarding choices and pathways.
- **Staff (TLR holders)** – STEM ambassador, Aim Higher Coordinator, Career Champions and Administration Support (Apprentice).
- **Careers Leader** - level 6 qualified and an affiliate of Careers Development Institute.
- **ICT** – Launch pad psychometric testing programme, suite of computers in Student Success Centre and lap top availability for students to take home where appropriate.
- **Text messages** – Updating parents on careers events, drop in services and post 16 opportunities.
- **Resources** – This list is not exhaustive as our strong careers team and external links, consistently update with opportunities and careers education resources to support aspirations.

#### Parental Links

- Connexions provide a service to parents and carers to offer wrap around careers advice and guidance to students and families.
- Vulnerable groups and SEN students, parents and carers engage in targeted support, specific to their needs.
- Home visits are undertaken by Connexions where necessary and a presence at EHCP annual reviews for years 9-11 students.
- Regular Social Media updates reporting on apprenticeship, post 16 opportunities, careers fairs/events and information updates from Careers and Enterprise Company.
- Connexions attend Parents evenings and Careers Fair.
- Parents drop in service on Wednesdays and event text reminders.

#### Equality of Opportunity

All teachers and staff involved in Careers Guidance have a responsibility to promote equality of opportunity, which ensures that all students have an entitlement and appropriate access to Careers Guidance regardless of race, gender, religion, ability, disability, social background or sexual orientation. All advice given will be impartial and confidential. Students understand the importance of equal opportunities, inclusivity and aware of the risks of stereotyping and discrimination.

## Safeguarding

The Careers Leader is the Designated Safeguarding Lead for the Academy and ensures the Safeguarding and Child Protection policy is robust and adequately supports all areas of academy life.

## Careers Team – Key Staff

- Antoinette Jackson – Careers Leader (Level 6)/CDi Affiliate/Designated Safeguarding Lead/PSHE Lead/Mental Health Lead.
- Asha Kayley – Aim Higher Coordinator/Careers Champion - Maths
- Faye Hadlington – STEM Ambassador/Careers Champion - Science
- Laura Hadlington – Careers Champion English
- Rafina Bi – Careers Champion Humanities
- Daniel Hipgrave – Careers Champion MFL
- Luke Smith – Careers Champion PE/Arts
- Lyndsey Bayliss – Careers Administration Support (Apprentice)

Alongside the careers team, we have a whole school ethos built around aspirations where all our staff are available to support careers education.

## Key External Partners

- Sandwell Connexions Careers Services
- Lee Groucutt – Senior Consultant Sandwell Connexions
- Careers and Enterprise Company
- Career Development Institute
- Prospects
- Post 16 Providers
- Amazing Apprenticeships
- Aim Higher – Aston University
- Education Business Partnership

## Supporting Documents (Available on request)

- Destination reports for year 11 students 2017/2018/2019.
- Sandwell Connexions Service Level Agreement 2019/2020.
- Compass Audit Tool report.
- Work related Learning tracker report (Compass plus)
- Careers Education Programme.
- Provider Access Policy.

- Safeguarding and Child Protection Policy.
- Equality Policy.

### Accountability Statement

Bristnall Hall Academy Senior Leadership Team and Governor's hold ourselves accountable to the young people, parents and carers through robust monitoring and outcome based evidence. Destination data and outcomes will be reported through our governing body.

Antoinette Jackson – Careers Leader

Signed.....

Governing body representative – David Hubbard

Signed.....