

**WREAKE  
VALLEY**



**ACADEMY**

## **Wreake Valley Academy**

### **Careers Policy**

<b>Date of review</b>	September 2021
<b>Date approved by Local Advisory Board</b>	September 2021
<b>Date of next review</b>	Summer 2022

Signed on behalf of the Local advisory Board

Chair of Governors

## Careers Education, Information, Advice & Guidance Policy

Wreake Valley Academy & Bradgate Sixth Form recognise that learning is a lifelong process and that Careers Education, Information, Advice and Guidance (CEIAG) are integral to this.

- We believe that CEIAG should be of the highest possible quality and relevant to students needs.
- All students are entitled to participate in a planned programme of activities related to CEIAG regardless of gender, disability or cultural background.
- Activities are provided to enable students to review and develop their individual strengths and qualities and thus gain in self esteem. This will impact on all areas of students' progress.
- The CEIAG programme is designed to help prepare students for the opportunities, responsibilities and experiences of adult and working life. This will involve them in gaining knowledge, developing skills and attitudes that will enable them to make independent decisions and choices about their future.
- It is recognised that some students will require additional help from staff and other outside providers in order to achieve this.

Whole school documentation to support: School Prospectus, Teaching and Learning Policy, Equal Opportunities Policy, SEND Policy, Care and Guidance Policy, SEF and Whole School Development Plan.

### Rationale

The school policy for CEIAG:

- Ensures consistency of practise for participants involved in CEIAG.
- Provides a comprehensive understanding of provisioning and how it is organised for staff, parents, the wider community and outside agencies.
- Provides opportunity to measure quality of provision.

This will be achieved in the following ways:

- Regular planned CPD for staff (Inset).
- Planned schemes of learning.
- Planned enrichment opportunities.
- Interventions across the academic year for all year groups.
- A dedicated post to co-ordinate careers provision.
- Regular Quality Assurance of CEIAG carried out throughout the year.

## **Student Entitlement**

All students from Year 7 to Year 13 participate in a planned, co-ordinated programme of CEIAG. Careers Education is an integral part of the PD programme at KS3, KS4 and KS5. It aims to equip students with the following concepts which underpin CEIAG:

- Self Development: to understand themselves and the influences on them.
- Career Exploration: to investigate opportunities in learning and work.
- Career Management: to make and adjust plans to manage change and transition.

## **Careers Guidance**

All students are given advice and guidance from relevant adults including form tutors, teaching assistants, subject teachers, careers lead and a careers advisor.

Specific and targeted transition support for students who may be vulnerable is also provided. This includes students with a statement of Special Educational Needs and or Educational Health Care Plans.

## **Key Personnel Involved in CEIAG Programme development and delivery**

- Careers & Aspirations Lead with responsibility for CEIAG.
- Head of School with responsibility for Quality of Education
- PD co-ordinator
- SENDCo
- Pastoral Team.
- Tutors
- Students through consultation and joint working.

## **Resources**

Budget – The budget for the CEIAG Provision; Staff are matched to delivering the CEIAG programme through skills, experience or an interest in developing in this area. CPD resourcing is allocated through the whole school CPD budget.

## **Provider Access**

Employers are encouraged to contact the school, by contacting the Careers & Aspirations Lead, details can be found on the school website, to offer their support and knowledge giving students an insight into their industry. Employers and employees will have access to facilities to deliver sessions like the school hall or classrooms all which have ICT.

## **Responsibilities**

- SLT responsible for supporting the CEIAG provision within Wreake Valley Academy as appropriate to individual roles and responsibilities.

- Careers & Aspirations Lead responsible for collaborating with PD staff to produce a Career Education scheme of learning, lesson plans and materials. To review and evaluate the provision. To liaise and co-ordinate appropriate work with external providers.
- SEND department to work with appropriate staff to signpost and support identified young people and advise the Careers Lead and, PD staff on appropriate differentiation for identified young people.
- Pastoral to signpost and support identified young people.
- All staff have responsibility in effective delivery of CEIAG provision, be part of the evaluation and development of the programme.
- Students have a responsibility in contributing to the programme and its effective evaluation.

### **Monitoring and Evaluation**

- To ensure regular QA of the CEIAG provision is carried out and acted upon to maintain high quality provision for all students
- To develop and review policy and practice accordingly
- To ensure staff are updated on any CEIAG developments and relevant CPD is delivered accordingly.

### **Success Measures**

The success of our CEIAG programme will be measured by the following:

- To ensure regular QA of the CEIAG provision is carried out and acted upon to maintain high quality provision for all students
- Progress made against the Eight Gatsby Benchmarks
- Use of the Compass Benchmarking Tool - twice yearly
- QA from LLEP
- Student Voice Questionnaire
- Number of students who are NEETS after they leave Wreake Valley Academy
- Feedback from parents, teaching staff and employers