

Treviglas Academy

Part of The Roseland Multi-Academy Trust



Careers Education, Information, Advice and Guidance (CEIAG) Policy (Statutory) & Work Experience Policy (Non-Statutory)

Approved: Spring 2022

Next Review: Spring 2023

Equality Impact Assessment - Policy Review

In reviewing this policy, we have tried to make a positive impact on equality by considering and reducing or removing inequalities and barriers which already existed. We have ensured that this policy does not impact negatively on the dimensions of equality.

Rationale

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life.

At Treviglas, we incorporate a planned and progressive programme of activities which supports students across the key stages to develop an awareness of employability skills and understanding of opportunities in the working world that suit their interests and abilities and helps them to achieve a sustainable career path.

Commitment

Treviglas School is committed to providing students with a programme of careers education, information, advice and guidance (IAG) across all year groups (7 – 13) where this provision mirrors the National Careers Strategy.

Aims

Treviglas School Careers Education and Guidance Policy has the following objectives in line with the Gatsby Eight Benchmarks for careers excellence when delivering the careers programme in school:

To plan and provide a stable careers programme for our learners

- To expose students to relevant labour market information (LMI)
- To address the needs of all students
- To link curriculum learning to careers
- To provide opportunities for student to encounter employers and employees
- To support students to obtain work experience placements at year 10 and 12
- To provide opportunities for students to encounter further and higher education
- To provide personal guidance to students on careers education

Outcomes

The proposed outcomes of Treviglas' Careers Education and Guidance policy are:

- To contribute to strategies for raising achievement through aspirational goal setting
- To Challenge stereotyping and to promote equality of opportunity
- To encourage participation in continued learning including post 16, higher education and apprenticeships
- To develop employability skills in students
- To significantly reduce NEETs (not in education, employment or training)
- To involve all school stakeholders in the careers education of students, including parents and carers

Student Entitlement

Careers Education Information and Guidance (CEIAG) is an important component of the 14-19 Curriculum. At Treviglas, we fully support and resource the statutory requirement for a Careers Curriculum in Years 7 – 11.

Development

The policy is developed and reviewed annually by the Senior Leadership Team

Implementation of Careers Education

Careers Education is delivered through discrete curriculum days, assemblies, PHSE and through tutor time in Years 7 – 11.

Equality and Diversity

Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

Key Stage 3

The careers programme is delivered during at least 2 careers focus weeks per year. Years 7 and 8 investigate employability skills, interests and work preferences. Year 9 focus on the exploration of KS4 and KS5 future options with a focus on individual career paths. They also research into the labour market, their expectations of job availability and learn about borrowing money. All year groups also have a careers day each year to support their future choices. The evenings are well supported by a wide variety of local employers.

Key Stage 4

Students in year 10 will have exposure employers and employees to provide impartial careers advice and options. Students have weekly support through their tutors to write CVs, application forms and research potential work placements. Students in year 11 will focus on post 16 personal statements and applications to post 16 and other colleges. Individual action interviews with CSW are available for those who may require it. For year 11 the focus is very much on post 16 options and the Application process. Like KS3, the careers programme is also delivered through at least 2 careers focus weeks a year.

Implementation of Careers Guidance

- a) Progressive Careers Programme- Every year group engages with a careers programme each week which builds on their skills across the key stages. The students build a portfolio which they can reflect on and develop from year 7 to 11. At post 16, students engage with a separate programme which is tailored to their individual needs
- b) Independent Careers Advice – CSW works in partnership with Treviglas, providing independent and impartial Careers advice and guidance. This service is primarily available for year 10 and 11 students.
- c) Careers Lessons - Careers lessons taught through the PSHE programme

Parents and carers

Parental involvement is encouraged at all stages. At Key stage 3, for instance, parents are invited to a tailored careers event where they can investigate local labour market opportunities with the students.

Management

The named member of staff (The Careers Leader) co-ordinates the Careers curriculum and sits on the senior management team. The Careers Leader is responsible for the work of the assigned administrative team.

Currently Work Experience is also the responsibility of the Careers Leader along with the Head of Key stage 4.

Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers.

Administrative staff are assigned to support the Careers Leader.

The Careers curriculum is planned, monitored and evaluated by the Careers Leader.

The Careers Leader will liaise and consult with CSW to ensure that specialist career guidance is available when required.

The Careers Leader is responsible for maintaining all Careers resources, support and provision.

Partnerships

A partnership agreement is ongoing with CSW service and the Enterprise Network in Cornwall.

Resources

Funding is allocated in the annual budget. The Careers Leader is responsible for the effective deployment of resources.

Staff Development

Staff training needs are identified as part of the Partnership Agreement process and during regular planning meetings between the Careers Leader and the Heads of Year.

Funding is accessed from school funds and Government initiatives ie Careers Hub. The school will endeavour to meet training needs within a reasonable period of time.

Monitoring Review and Evaluation

The Partnership Agreement with CSW is reviewed annually.

The programme is reviewed annually by the Careers Leader and his / her Leadership

When reviewing the programme, the School Action Plan is used to ensure that the Careers Faculty is fully supporting whole school aims. The Compass tool is used each term to evaluate provision with the support of our Enterprise Coordinator

Statement of entitlement

As a student of Treviglas students are entitled to receive a programme of careers education, advice, information and guidance

The CEIAG programme will students to:

- Understand interests, likes and dislikes, what they are good at and how this affects the choices they make
- Find out about different courses, what qualifications they might need and what opportunities there might be
- Develop the skills they need for working life
- Make realistic, but ambitious, choices about courses and jobs
- Develop a plan of action for the future

- Understand the different routes after Year 11 including training, further and higher education and jobs
- Be able to make effective applications for jobs, training and further and higher education
- Develop their interview skills
- Improve their self-esteem and motivation

They will receive:

- Discrete careers sessions across the PSHE programme
- Weekly tutor activities
- Access to careers resources – information is available in books, videos, leaflets and on computer – ask for help
- Interviews with the CSW Personal Adviser
- Work experience
- Other subject lessons linked to careers

They can expect to be:

- Treated equally with others
- Given careers information and advice that is up to date and impartial
- Treated with respect by visitors to the school who are part of the careers programme
- Given extra help if you have special needs

Work Experience

Key stage 4

- In year 10 students conduct a one week work experience block placement (WEX) which occurs in the summer term. Some students who feel not ready for a work experience placement attend a skills and progressions week where a variety of activities are delivered to build the skills necessary for future employment.

Year 10 WEX Process

- Early in the Autumn Term students complete a Placement Preference Form having discussed possibilities at school with their parents during the work experience open evening. Students are expected to find their own placements. Tutors work with students during the autumn term to encourage students to apply for placements. Students are supplied with logins to the Veyan website so that they can access the current list of available placements. For the first half of the spring term, students have access to ICT during tutor time to support those who are yet to apply for placements. Whilst students have access to ICT, letters to employers can be written.
- Work experience is currently supported by the Heads of House and tutor team and is overseen by the work experience co-ordinator with support from the work experience administrator. When placements have been agreed by parent, student, employer and the work experience co-ordinator (liaising with designated

child protection officer), the database files are sent to the Education Business Partnership for Health and Safety checks.

- Health and Safety sessions, together with logbook preparation are held prior to placements. All Cornwall placements are visited by staff during the placement week.
- A follow-up session is held after placement during which students write Thank You letters and evaluate their placement. A review of placements and procedures is then carried out late in the summer term. The admin team oversees the operational aspects of the Work Experience process supported by Mr Thomas Wilson (SLT Lead)
- In addition to block placements, which take place in the summer term (as described above), the school also supports certain students with extended work placements throughout the year. This process is overseen by Mr Wilson, Mrs and Heads of Year. These placements mostly occur in year 11 and are closely linked to the individual destinations interviews held by the SLT and the CSW representative. As in Key stage 3, there are various discrete events and in-curriculum activities which support the development of employability for the students across year 10 and 11.

Post 16

- A-level work experience is organised by students with the support of Mr Wilson, Ms Stephens and the admin team. This includes both block and extended placements. The extended work placements are sourced by the students in the first half term in year 12 and are then timetabled within their timetables in the second half of the autumn term. The block placements for year 12 occur in the summer term where students are encouraged to use different placements to their extended choices. Throughout year 12 and 13, there are calendared activities and events which directly link to employability and HE (these are scheduled on the Post 16 calendar).
- Policy Co-ordinating officer: Careers Leader, Thomas Wilson, Assistant Headteacher
- Date of last review: April 2022