

TDAP035E

Careers Education Information Advice and Guidance Policy



Requisite: Dorcan			Responsible Committee: Full Trustee Board		
Vers.	Approval Date	Committee	Head	Chair	Next Review Date
A	19/06/13	<i>student support</i>			01/04/2015
C	21/03/2018	<i>FGB</i>			01/04/2021
D	28/04/2021	<i>Full Governing Body</i>			01/04/2024
E	13/05/2024	<i>Full Trustee Board</i>			01/04/2027

Rationale for Careers Education Information Advice and Guidance (CEIAG)

Careers Education, Information Advice and Guidance makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life, in order to help them make a successful transition to adulthood:

- Preparing students for the opportunities, responsibilities and experiences of life
- Supporting young people to achieve their full potential
- Empowering young people to plan and manage their own futures
- Providing comprehensive information on all options
- Raising aspirations
- Promoting equality, diversity, social mobility and challenges stereotypes
- Enabling young people to sustain employability and achieve personal and economic wellbeing throughout their lives.

The CEIAG programme is produced to meet with the Gatsby recommendations, and Government guidelines.

Development

This CEIAG policy has been developed by Careers Lead, staff, partner Higher Education providers, students and parents.

Commitment

The Dorcan Academy is committed to providing all its students with a planned programme of careers education activities throughout their school career (from year 7-11), with opportunities at key transition points to access impartial information and expert advice and guidance. It is also

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committed to maximise the benefits for students by using a whole school approach involving parents, carers, employers, HELO's and other local agencies.

Purpose

The Dorcan Academy is committed to career learning and development and it intends to fulfil its statutory obligations. The Careers Education Information and Advice Guidance supports the Academy's overall vision and is linked to the School Development Plan. Trustees 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 academy curriculum.

Procedures

Management

A senior leader has strategic responsibility for CEIAG and oversight of a Careers Leader who has access to administration support. The Dorcan Academy has responsibility for securing impartial careers guidance from a variety of sources.

The senior leader will also oversee the structure for delivery by members of staff who have access to relevant training.

The senior leader and Careers Leader will review and evaluate the provision with all stakeholders including young people, taking into account destination measures.

Curriculum Provision

There is a planned programme of learning experiences with learning outcomes for Years 7 to Year 11 that enables young people to:

- Develop themselves through career and work-related education
- Learn about careers and the world of work
- Develop career management and employability skills.

Through the delivery of a 'Skills for Life' programme in Year 7 to 10, which contains focus on specific soft skills for employment. i.e Leadership, Organisation, Resilience, Initiative and Communication.

Personal Provision

Elements of the above will require access to individual information advice and guidance through:

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- internal staff, external visitors, mentors and HELO's
- external sources using email, telephone, web chat and forums via websites and specialist face to face careers guidance

Students currently have access to an independent Careers Advisor.

Resources

The Academy will provide resources for the successful implementation of this policy through securing:

- An annual budget to cover internal needs, CPD opportunities and commissioning of external sources
- Adequate staffing
- Student and staff access to information (electronic and hardcopy)
- Designated space for individual, group and research sessions

Partnerships

The policy recognises the range of partners that support the CEIAG offer within The Dorcan Academy. These include:

- formal arrangements with our external provider of careers guidance and others
- liaison with post 16 providers and higher education institutions
- employers and training providers
- parents and carers
- provider access
- others specific to our school/academy.

Rev A	original
Rev B	Reflect change to school procedures approved 22/04/2015
Rev C	Reflect change to school procedures approved by Full Governing Body 21/03/2018
Rev D	Review as part of policy review approved by Full Governing Body 28/04/2021
Rev E	Review as part of the policy review programme approved FTB 13/05/2024

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Appendix I

The Governing Board's legal responsibility for safeguarding the welfare of children goes beyond basic child protection procedures. The duty is now to ensure that safeguarding permeates all activity and functions. This policy therefore complements and supports a range of other policies

- Complaints
- Safeguarding Children and Young people
- Behaviour
- Anti-Bullying
- Lettings and Use of Premises
- Special Educational Needs
- School trips
- Curriculum
- Children in Care
- Health and Safety
- Sex and Relationships Education
- Security
- Equality Diversity and Community Cohesion
- Students with Medical Needs
- Internet Access and Use
- Use of ICT and Website
- Young Carers
- Privacy, Confidentiality, Information Sharing and Data
- Whistle blowing

The above list is not exhaustive but when undertaking development or planning of any kind the school will consider safeguarding matters.

Appendix 2 (for school planners)

Rationale for Careers Education Information Advice and Guidance (CEIAG)

Careers Education, Information Advice and Guidance makes a major contribution in helping to prepare young people for the opportunities, responsibilities and experiences of life, in order to help make a successful transition to adulthood. It should help to:

- Prepare students for the opportunities, responsibilities and experiences of life
- Support young people to achieve their full potential
- Empower young people to plan and manage their own futures
- Provide comprehensive information on all options
- Raise aspirations
- Promote equality, diversity, social mobility and challenges stereotypes
- Enable you to sustain employability and achieve personal and economic wellbeing throughout their lives

The CEIAG programme is produced to meet with the Gatsby recommendations, and Government guidelines.

Delivery

- Careers education is delivered through a series of discreet lessons, assemblies, collapsed timetable activities, small group and sometimes individual sessions
- Careers education is delivered in the main by a qualified careers expert
- All students from Y8 are entitled to careers guidance which is delivered through various means
- Each year group will have trained careers representatives who peer support and help with the delivery of careers information

Through the delivery of a Skills for Life programme in Year 7 to 8, which is based on PiXL Edge, there is additional focus on specific soft skills for employment.