

“Truly I tell you, if you have faith as small as a mustard seed, you can say to this mountain, “Move from here to there”, and it will move.  
Nothing will be impossible for you.”  
Matthew Chapter 17, Verse 20



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

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Date of next review: September 2020

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## **Introduction**

Our Academy vision is “Living Well Together in Dignity, Faith and Hope”. We aspire to take dignified decisions and afford dignity to all members of our community, regardless of background or circumstance. Our position as a Voluntary Aided Church Academy means that the Christian faith has a central role in all of our actions and decisions. We strive for excellence in all that we do, enabling our student to transform their lives and to hope for happy and successful futures.

At All Saints Academy, we have our Christian faith at the heart of our community, with respect, acceptance of different views and Christian morals promoted throughout all our activities. Our vision of “Living Well Together in Dignity, Faith and Hope translates into our everyday practice; informs all strategic planning and the spiritual life of the Academy. The values of faith and hope are particularly relevant when we consider our Careers Education, Information, Advice and Guidance as we develop in our learners a sense of purpose in all they do.

## **CEIAG Framework**

All Saints Academy is committed to providing Careers Education, Information, Advice and Guidance to all students through the curriculum and organised activities.

CEIAG at All Saints Academy reflects the DfE statutory guidelines produced in March 2015: ‘Careers guidance provision for young people in schools’ and Section 42A and section 45A of the Education Act 1997.

## **Aims**

All Saints Academy CEIAG will aim to provide current and relevant information to enable each student to make informed decisions about their future. It will be presented in an impartial manner, be confidential and differentiated to suit the requirements of each student.

The Careers Programme will be integrated into students’ experience of the whole curriculum and will be appropriate to our students’ stages of career learning, planning and development. The Careers Programme will raise aspirations, challenge stereotyping and promote equality and diversity. This reflects our vision of “Living well together in Dignity, Faith and Hope.” Our students will be encouraged to strive for excellence demonstrating essential qualities of perseverance and steadfastness.

In particular we intend for our students to:

- develop a broad understanding of the changing nature of work, learning and career choices, including the full range of post-16 education or training options, including apprenticeships;
- develop research skills so that they can make good use of information and guidance through the provision of a wide range of resources - computer software, books and leaflets, posters and access to impartial careers guidance;
- develop their self-esteem, skills and self-knowledge when making choices, planning future actions, and making decisions to cope with change and transition.

## **Statutory Duty**

The Governing Body of All Saints Academy is fully aware of the statutory duty which requires governing bodies to ensure that all registered students at the school are provided with independent careers guidance from Year 8 (12-13 year olds) to Year 13 (17-18 year olds).

All Saints will help every student develop high aspirations, be inspired to strive and motivated to achieve their potential. Information will be provided on a broad range of careers and the variety of education or training

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options, including apprenticeships and other vocational pathways, as well as within the world of work in order to help students understand where different choices can take them in the future.

All Saints will work with local authorities to support more vulnerable young people, including those with special educational needs and those who are disengaged or at risk of disengaging.

All Saints is committed to providing a planned programme of careers education, information, advice and guidance for students in partnership with 4YPUK, the local authority, University of Bedfordshire, apprenticeship providers and other local employers/providers.

## **Entitlement**

Students are entitled to careers education and guidance which is impartial and confidential, and all students will be given the opportunity to access this.

The Careers Programme will promote equality of opportunity, diversity and inclusion, whilst promoting the best interests of the students to whom it is given.

All Saints will ensure that all students are aware of out of Academy opportunities which could help them with their career aspirations, such as the National Citizen Service, Duke of Edinburgh Award and other voluntary and community activities.

All Saints CEIAG will:-

- provide resources and advice to enable students to understand and develop career choices, and ensure that careers education is seen as part of the overall curriculum and learning framework for all years;
- encourage students to achieve and to be ambitious;
- involve students, parents and carers in the further development of careers work;
- work with 4YPUK and Student Services so that no student is disadvantaged in gaining access to education, training or work.

## **Process**

The Careers Coordinator has responsibility for the Careers Programme and is responsible to the Vice Principal (PBDW).

4YPUK provides All Saints with a Personal Advisor who delivers CEIAG through group work and individual interviews. All Academy staff contributes to CEIAG through their roles as tutors, subject teachers and associate staff. Specialist sessions are delivered through ICT, Business and Enterprise, as well as enrichment and activities days.

Careers resources, available in the Careers Library in the LRC, are relevant and up-dated regularly. Access to careers software and the internet is easily available, and relevant careers websites are promoted within the Academy.

An annually reviewed Partnership Agreement exists between All Saints and 4YPUK which identifies the contributions that each will make to the Careers Programme. Other links exist and are being developed with Bedford College, the National Apprenticeship Scheme, Central Bedfordshire Council and the University of Bedfordshire.

Other CEIAG focused events take place from time to time and ASAD will work towards students becoming actively involved in the planning and evaluation of activities.

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## **Provision**

### **Key Stage 3 Provision**

- Access to the careers software via tutor time
- Year 8 will be invited to attend a Pathways Evening at which 4YPUK and University of Bedfordshire will be present
- An introduction to the careers resources in the Careers Library in the LRC
- Assemblies and other information on KS4 options including vocational and alternative courses
- Visit to the University of Bedfordshire
- Specialised sessions from 4YPUK and the University of Bedfordshire
- Received appropriate advice and guidance on Key Stage 4 options, and prepared an individual learning plan that sets broad learning goals for the 14-19 phase

### **Key Stage 4 Provision**

- Local university presentations
- Careers interview for every Year 11 student
- Careers interview for Year 10 students upon request
- Dedicated Careers Days for Years 7 to 13
- Information on College Open Days
- Support with completion of College/Apprenticeship application forms
- Support with CV writing and Personal Statements from 4YPUK and tutors
- Post 16 Options Evening supported by University of Bedfordshire, 4YPUK and National Citizen Service
- Visit to the National Skills Show
- Access to Careers Library in LRC
- Close monitoring of vulnerable students

### **Key stage 5 Provision**

- Careers units delivered through on-line resources in tutor time
- UCAS preparation
- One week block Work Experience placement which focuses on students' specific learning pathway and future career aspirations
- Interviews with Careers Adviser as and when requested

## **Monitoring, Evaluation and Review**

The Governing Body has delegated to the Principal the responsibility for reviewing the implementation and effectiveness of this policy. The Governing Body will approve all major changes to this policy. The policy will be promoted and published throughout the Academy.

## **Related Academy Policies:**

- Equal Opportunities Policy
- Health & Safety Policy
- PSHE & Citizenship Policy
- SEN Provision Policy
- Teaching for Learning Policy