Handsworth Wood Girls’ Academy
Policy for Careers Education, Information, Advice and Guidance (CEIAG)

Introduction

A young person’s career reflects the progress they make in learning and work. It is part of the vision and mission of the Academy that all learners need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers, sustain employability and achieve personal and economic wellbeing throughout their lives.

Commitment

Handsworth Wood Girls’ Academy recognises that it has a statutory duty to provide careers education in Years 7-13 (1997 Education Act, 2003 Education Regulations) and to give learners access to impartial careers information, education and guidance (1997 Education Act, 2009 Education and Skills Act). It is committed to providing a planned programme of impartial careers education and information, advice and guidance (IAG) for all students in Years 8-13, in partnership with local specialist providers; and to provide extra support as required for vulnerable students and students with special educational needs. Our commitment to careers education is in line with the Gatsby bench marks for the delivery of robust careers education.

Handsworth Wood Girls’ Academy endeavours to follow best practice guidance from the careers profession, from other expert bodies such as Ofsted and from Government departments such as the Careers Enterprise Company.

Handsworth Wood Girls’ Academy is also committed to deliver a high quality careers education and guidance service and a quality in careers award has been achieved.

Development

This policy was developed and is reviewed annually in discussion with teaching and teaching support staff, students, parents, governors, advisory staff and other external partners (e.g. Prospects, Birmingham Careers Service, the 14-19 partnership and the Careers Enterprise Company).
Links with other policies

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for Teaching and Learning, Assessment, Recording and Reporting Achievement, Equality and Diversity, Inclusion and SEN. The academy has a separate Provider Access Policy.

Objectives

Learners’ Needs

The careers programme is designed to meet the needs of students at Handsworth Wood Girls’ Academy. Activities are differentiated and personalised to ensure progression in their career learning and development and to strengthen their motivation, aspirations and attainment at school.

Entitlement

Learners are entitled to CEIAG which meets professional standards of practice, delivered by trained staff and which is person-centred, impartial and confidential. Activities will be embedded in the curriculum and based on a partnership with students and their parents/carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

Implementation

Management

A Futures Manager manages and co-ordinates the careers programme and is responsible to the Associate Headteacher (Director of Curriculum and Assessment). This area is supported by a link governor. The Futures Manager is also responsible for planning and implementing the work experience programme and coordinating vocational links across the curriculum in conjunction with the Assistant Headteacher Director of Teaching and Learning and Faculty Leads.

Staffing

All members of staff contribute to CEIAG through their roles as tutors and subject teachers. The CEIAG programme is planned, monitored and evaluated by the Futures Manager in consultation with the Senior Leadership Team. Careers information is available in the
Learning Resource Centre which is maintained by the Futures Manager and in the careers office. Administrative support is also made available.

**Curriculum**

The careers programme includes careers education sessions, career guidance activities (e.g. group work and individual interviews), information and research activities (using bespoke commercial careers packages), work related learning (including work experience), and individual progression planning. Career and Enterprise activities are part of the school’s personal development programme. Other focused events, e.g. a Careers Fair, visits by and to Employers and Enterprise Days are delivered at appropriate times in the curriculum and students are actively involved in the planning, delivery and evaluation of activities.

**Assessment and Accreditation**

The intended career learning outcomes for learners are based on the careers education framework 11-19, the statutory guidance and the ACEG framework.

**Partnerships**

An annual Partnership Agreement is negotiated between the school and a designated impartial IAG provider which identifies the contributions to the programme that each will make. Other links are continually being developed, e.g. with local 14-19 partners, local employers and providers.

**Resources**

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. The Futures Manager is responsible for the effective deployment of resources. Sources of external funding for activities are actively sought.

**Staff Development**

Staff training needs are identified in conjunction with the senior leadership team. The school endeavours to meet training needs within a reasonable period of time.

**Monitoring, review and evaluation**

The Partnership Agreements with designated providers will be reviewed as agreed. The programme is reviewed annually by the Futures Manager and the quality standards for CEIAG will be used as a benchmark to identify areas for improvement. A report will be submitted to the senior leadership team and governors. Evaluation of different aspects of CEIAG will be undertaken regularly.
References
(1) DfE (Jan 2018) Careers guidance and inspiration in schools: Statutory guidance for governing bodies, school leaders and school staff

(2) DfE (April 2014) Careers guidance and inspiration in schools: Non-statutory departmental advice for governing bodies, school leaders and school staff

(3) HM Government (September 2013) Inspiration Vision Statement

(4) Ofsted (September 2012) Going in the right direction? Careers guidance in schools from September 2012


(7) Careers Strategy – Making the most of everyone’s skills and talents (Dec 2018)

Policy signed off by:

Chair of Curriculum Committee

Date:

Review date for school policy:

Person responsible for policy: Deputy Headteacher Director of Curriculum and Assessment