



**GREAT YARMOUTH
CHARTER ACADEMY**

CAREERS, INFORMATION, ADVICE AND GUIDANCE POLICY

Reviewer / Author:	CEIAG Lead: Howard Wyatt
Date Ratified by Interim Executive Board:	
This policy will be reviewed :	November 2020
Policy Version :	September 2019

PURPOSE

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives (*Gatsby Benchmark #2*)

Great Yarmouth Charter Academy is committed to providing our pupils with a programme of careers education, information, advice and guidance (CEIAG) for all pupils in Years 7-11 (*Gatsby Benchmark #1*)

AIMS

Aims

Great Yarmouth Charter Academy's careers education, information and guidance policy has the following aims:

- To provide impartial and independent advice for all pupils (*Gatsby Benchmark #3 & #8*)
- To prevent pupils leaving and becoming NEET
- To contribute to strategies for raising achievement, especially by increasing motivation
- To support inclusion, challenge stereotyping and promote equality of opportunity (*Gatsby Benchmark 3*)
- To encourage participation in continued learning including higher education, further education and apprenticeships (*Gatsby Benchmark #7*)
- To develop enterprise and employment skills
- To reduce drop out from and course switching in education and training
- To contribute to the economic prosperity of individuals and communities
- To meet the needs of all our pupils through appropriate differentiation (*Gatsby Benchmark #3*)
- To focus pupils on their future aspirations
- To involve parents and carers
- To support the raising of the participation age and assist with positive destinations for all pupils post 16, 17 and 18

Pupil Entitlement

All students in years 7 - 11 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point (*Gatsby Benchmark #5*)

- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events (*Gatsby Benchmark #5*)
- to understand how to make applications for the full range of academic and technical courses.

Careers education is delivered during Tutor Time by form tutors and in assemblies by SLT and appointed staff and guests at appropriate points throughout the academic year. (*Gatsby Benchmark #2 & #5*)

Additionally, all Year 11 pupils are booked a face-to-face interview with a Level 6 qualified careers advisor to assist with post-16 transition (*Gatsby Benchmark #8*)

Careers education is provided to all pupils and provision is made to allow all pupils to access the curriculum. Pupils are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All pupils are provided with the same opportunities and diversity is celebrated (*Gatsby Benchmark #3*)

Provision

Year 7

- Pupils will be able to articulate their strengths and weaknesses and how this aligns with 2-3 employability characteristics *Gatsby #3, #2, #8*
- Pupils will be able to list a range of careers linked to the subjects they study *Gatsby #2, #4*
- Pupils can explain different career paths *Gatsby #2, #3*

The focus is about introducing careers and thinking about the vast number of careers/jobs available. This is delivered via tutor sessions, assemblies and in curriculum areas, where appropriate, using quizzes, leaflets and intervention (*Gatsby Benchmark #2 & #4*)

Year 8

- Pupils can explain how their option choices support future ambitions and are aware of the consequences of disregarding other subjects *Gatsby #2, #3, #4, #8*
- Pupils are aware of what Labour Market Information (LMI) is and its importance in selecting GCSE options *Gatsby #2, #4*
- Pupils understand how careers and lifestyles are linked and how LMI can influence this *Gatsby #2, #3, #4, #8*

The focus is on career paths and skills such as entrepreneurship. This is delivered by intervention at parents' evenings, tutors programme and by providing support materials to teachers. In the Autumn term, students explore the occupation of an MP – what they do etc as part of a democracy unit.

During remembrance in November the role of the military and careers in military is touched upon. In April -we look at 3 different charity projects and students meet employees from charities (*Gatsby Benchmark #2 & #4*)

Year 9

- Pupils can discuss different viewpoints on the meaning of careers *Gatsby #2, #3*
- Pupils explore the diversity of different pathways including apprenticeships, TS Levels, A Levels, colleges, universities, and UTCs *Gatsby #2, #3, #4, 7*
- Pupils know the implications of different subject choices on future careers *Gatsby #3, #4, #5*
- Pupils know what skills and knowledge they need to develop in order to reach a chosen career

Choosing options is the main focus in Year 9. Options events, parents' evenings, tutors programme are delivered and by providing support materials to teachers. The focus is upon exploring career areas and the transition to KS4. This is delivered by a variety of mediums such as support materials in curriculum areas, tutor lessons and one to one referrals/appointments (*Gatsby Benchmark #2, #3 & #4*)

In January, students explore 'young people and the law' and discuss the occupation of police (have a visit from police in which they discuss at length the job of police) and judiciary (*Gatsby Benchmark #5*)

Spiritual unit in February/March brings in faith speakers some of which may be paid employees of churches (vicars etc) (*Gatsby Benchmark #5*)

In June/July, students explore the role of editor and journalist in a media unit (*Gatsby Benchmark #5*)

Year 10

- Pupils complete a work experience placement and are able to explain the work-related skills needed to be employed *Gatsby #2, #3, #6, #8*
- Pupils have a good knowledge of post-16 provision *Gatsby #3, #7, #8*

The focus is increasing the pupils' ability and motivation to research and explore all the options available to them.

All Year 10 pupils are able to attend various trips within our 'Futures Fortnight' programme. The trips available are to the local colleges (East Coast College, East Norfolk 6th Form College & Lowestoft 6th Form College) and at least one trip to a university (University of East Anglia, University of Suffolk, Anglia Ruskin University) or an outside careers event in relation to a career area that they may be interested in. A variety of events help to prepare them for Year 11 towards the end of Year 10 such as referrals of identified vulnerable pupils for early guidance.

A unit titled 'Careers and Employability' delivered through lessons explores CVs, application forms, interviews, rights and responsibilities at work, losing your job and apprenticeships (*Gatsby Benchmark #2, #5 & #7*)

Year 11

- Pupils secure a place with a post-16 provider on a course they are enthusiastic about and are suitable for *Gatsby #3, #7, #8*
- Pupils have a good knowledge of post-16 provision and are able to explain the pros and cons of each *Gatsby #2, #7*
- Pupils have the necessary skills to conduct themselves in an interview *Gatsby #3, #7, #8*

The focus is on all post-16 options and the application process.

Every Year 11 pupil will have an appointment with a Level 6 qualified careers advisor during autumn term to assist with planning and applications, which parents are also welcome to attend. Special assemblies, tutor lessons and information events ensure all pupils have a suitable and well considered destination post-16. If students are identified of risk of becoming NEET, they are monitored and supported closely by the CEIAG Manager.

Transporting and accompanying students to college interviews are also available (*Gatsby Benchmark #2, #3, #5*)

& #7)

Parental Engagement

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved. All online resources are easily accessed through the school website. Parents are kept up to date with careers related information through our website, leaflets and at open evenings. Parents are welcome at careers interviews and, where necessary, are invited (*Gatsby Benchmark #2*)

Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers (*Gatsby Benchmark #4*)

- The careers programme is planned, monitored and evaluated by Howard Wyatt.
- The CEIAG Manager will liaise and consult with the Norfolk County Council Early Help Team to ensure that special needs are met and appropriate support is in place to assist with transition points.

The CEIAG Manager works with the library manager to ensure the careers library is maintained and up to date.

Management of Provider Access Requests

A provider wishing to request access should contact:

Mr H Wyatt, CEIAG Lead.

Telephone: 01493 842061

Email: howardwyatt@inspirationtrust.org

Signed (Chair):	
Date:	
Next Review Date:	
To be reviewed by (committee):	

Appendix

Appendix A: Provision Map

Year group	Provision
7	Resilience in the workplace demonstrated and explored through the Charter ethos
8	Explore the occupation of a local MP The role & careers within the military Meet employees of charities & their projects Trip – UEA Science Trip
9	Explore the occupation of the Police Force Options & Parents Evening Exploring the role of an editor and journalist Assembly – UEA (Summer Camp)
10	Trip – Women in Engineering, UEA Careers & Employability – successful marketing to employers Careers & Employability – job applications, interviews, apprenticeships Assembly – UEA (Summer Camp) 'Futures Fortnight' programme – trips to local colleges & universities
11	Assemblies – including local colleges Interview with the Careers Advisor Support with college applications, apprenticeships & interviews Assembly – UEA (Summer Camp)

Appendix B: Implementation of careers guidance

- Careers library
- A wide range of materials/resources
- Qualified careers advisor - available to all pupils (employed by Great Yarmouth Charter Academy part time)
 - Arranges individual interviews with all Year 11s and other targeted pupils throughout the year
 - Drop in appointments also available
 - Available at careers events
 - Available at special events such as parents' evenings
 - Supports curriculum leaders by providing them with materials relevant to their subjects and links to professionals outside of the Academy
 - Extra support where appropriate
- A range of software products and impartial sites are available for pupils to use.
- National Careers Service
- National Apprenticeships Service
- Other programmes are implemented to support pupils' knowledge as appropriate such as mentoring, trips, business input, lesson support and subject specific events and so on.

Appendix B: Useful links

Careers and Employability Guidance Links	University and Higher Education Links
<ul style="list-style-type: none"> ● National Careers Service ● Apprenticeships - These resources include everything you need to know about Apprenticeships ● Kudos - A careers matching and information program which helps young people plan their future. ● Fast Tomato - A careers matching and information program which helps young people plan their future. ● https://www.plotr.co.uk/ Plotr - the Government's one stop shop for careers advice ● CV Creator - Helps you to create a comprehensive CV for job and course applications ● Careers World - Job and training opportunities in the Eastern Region ● www.jobseekers.direct.gov.uk - Search online for the latest jobs and volunteering opportunities ● http://www.direct.gov.uk/en/YoungPeople/index.htm - Information, advice and support on a range of issues affecting young people ● http://www.bestcourse4me.com/ - site that links A levels and degrees to possible career pathways ● Careersbox - information on specific careers ● Get into Teaching - Advice from the Official TDA website on pathways into teaching 	<ul style="list-style-type: none"> ● UCAS – Search for University/Higher Education courses, apply and track applications. ● WHICH? Guide to all universities ● Opendays.com - the university and college open day directory ● UCAS Parental Guide Information about the UCAS undergraduate application process ● UNISTATS Compare official course data from universities and colleges ● WHATUNI - Finding the right course ● Guardian Education ● The Student Room - UK's largest online student community

Appendix C: Message to students

- Your CEIAG programme will help you to:
 - Understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make
 - Find out about different courses, what qualifications you need and what opportunities there might be
 - Develop the skills you may 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, apprenticeships and jobs
 - Be able to make effective applications for jobs, training, apprenticeships, further and higher education
 - Develop your interview skills
 - Improve your confidence

- You will receive:
 - Careers lessons
 - Collapsed timetable activities
 - Guided tutor time
 - Access to the careers library – information is available in books, videos, leaflets and on computer
 - Interviews with the careers advisor
 - Other subject lessons linked to careers

- You 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

Appendix D: Resources

Funding is allocated in the annual budget. The CEIAG Manager is responsible for the effective deployment of resources.

Appendix E: Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity.

The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the CEIAG coordinator.