



Careers Education Information Advice and Guidance (CEIAG) Policy

Implementation of Careers Education, Information, Advice and Guidance.

The Academy is committed to Careers Education as a vital means of giving all students the skills, knowledge and understanding, to manage their own lifelong learning and career development. Careers Education will prepare all students for the opportunities, responsibilities and experiences of education, training and employment, as well as the challenges of adult life. It will both compliment and integrate with our PHSE curriculum. Emphasis will be upon impartial, confidential and informed advice. There is support from Trafford Connexions Career Services to enable this. All students will receive a tailored approach to CEIAG, which will be determined by year group.

Our PHSE curriculum has been designed to incorporate and deliver CEIAG within timetabled lessons via the Achievement Tutor, in order to maximise the personalisation of the lesson time and content.

We aim to:

- Prepare students for life in modern Britain;
- contribute to strategies to raise achievement;
- support students to be work ready;
- support inclusion, challenge stereotyping and promote equality of opportunity;
- encourage participation in continued learning;
- develop enterprise and employment skills;
- contribute to the economic prosperity of communities;
- meet the needs of all students through appropriate differentiation;
- focus students on their future aspirations;
- involve parents and carers.

All students are able to attend our annual careers fair which hosts over 30 different stands, representing a wealth of different employers and career options. We celebrate National Careers week every March and our students participate in a range of activities, to support their future choices.

Parents and Careers

Parental involvement is encouraged at all stages. Online resources such as the Start on-line careers platform, have been specifically chosen to help parents become more involved. All online resources are easily accessed through the links on the school website. Parents are kept up-to-date with careers related information through, letters, social media, parents' evenings and via Connexions Service.

Partnerships

Key to the success of our policy is strong partnerships built over time with our education and employer links. They play a vital role in boosting student aspiration and employability skills. Wellacre continues to develop a range of partnerships with Businesses, Training, HE and FE providers. The school also works closely with the Urmston Partnership and have created the World of Work project which creates further opportunities for students to gain meaningful experiences with employers.

Work Experience

The DfE have defined work experience as:

'A placement on an employer's premises in which a student carries out a particular task or duty, or range of tasks and duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience.'

At Wellacre:

- Year 10 students engage with the Work Experience Programme.
- Placements occur on employers' premises.
- Placements can vary, but most are for a minimum of one week.
- Year 7 and Year 8 are given the opportunity to attend their parent's place of work for one day to experience the World of Work. An alternative provision is in place for those students not able to take part in this day.

Work Experience is, for many young people, the first opportunity they have, to experience first-hand, what it is like to be in the workplace. It is a valuable and essential part of their education and provides opportunities to learn about skills, work structures, duties and responsibilities that exist within organisations.

Work Experience is a part of our PHSE curriculum within Wellacre.

Employers value work experience because it helps young people develop interpersonal and employability skills and become more aware of how businesses work. The value of a work placement is, that by putting students into real business situations, they start to have an awareness of many aspects of working life, which can be extremely difficult to convey in a classroom setting. Many of the skills that employers want from their employees can be developed, refined and evaluated, during a work experience placement. These skills are common to nearly all sectors of the economy and include being:

- Good at communicating, able to work with others, able to solve problems, good planning and organisation, able to use their own judgement, self-starters who show initiative, able to complete a task on time and within budget, I.T. literate, competent at working with numbers, data and information.

Teaching and Learning Approaches to Careers Education

Staff training needs are identified as part of the appraisal process and during pastoral meetings with Heads of Houses and the Progress Lead for Year 11. The Career's Leader has created well structured and engaging career lessons for tutors to use and follow.

The Careers Education will be delivered through:

1. PHSE lessons in Years 7-11. Emphasis here will be on broadening horizons, raising aspirations and challenging misconceptions and includes aspects of developing self-awareness and decision making, especially prior to choice of options in Year 9 and Year 11.
 - (i) Year 9 receive weekly Career Guidance to enhance their understanding of themselves (personal characteristics, abilities, interests, potential, weaknesses and limitations) – students receive appropriate advice and guidance on post 14 choices.
 - (ii) All students use Start, an on-line careers platform which allow students to follow structured and progressive activities. The platform caters for all students helping them to make more informed decisions about future study and career options at the right time and in good time.
2. Focused lessons in Years 10 and 11. Emphasis here will be on building a CV, practice in writing letters of application and preparing for interviews.
3. The use of Connexions advisors, providing important careers, information, advice and guidance
4. Supplementary career sessions will be offered at particular times of the year such as prior to GCSE Options choices in Year 9 and 16+ choices in Year 11.
5. The Careers Café at the Careers Library is open each Wednesday to offer a supportive drop-in lunch time session.
6. Through Careers Conventions and Opportunity Fairs in all years and also visits to the school by staff from local sixth forms, colleges, universities and apprenticeship providers. Students will also be encouraged to attend sixth form and college open days and will be advertised via RESPECT lessons, the careers notice board and their Achievement Tutors.
7. All students are able to attend the annual Careers Fair which comprises of over 30 different stands representing a variety of employers and career options. We celebrate National Careers Week every March and students participate in a range of activities, to support their future choices.
8. Employability skills – Energy, Creativity and Adaptability are signposted and discussed at appropriate times within all subject lessons.

Monitoring, Review and Evaluation

The CEIAG programme is reviewed by the Careers Leader and Assistant Principal. Reports are submitted to the Academy Leadership Team and Governors. The effectiveness of the careers programme will be measured by the Career Development Institute Framework and the Gatsby Benchmarks, student and parent voice, the attainment of students and their post 16 destinations.

Impartial and independent careers guidance will be monitored and evaluated annually, through discussion with key staff and students. The SLA is reviewed annually.

Communication

The Start on-line careers platform provides parents with the access to the same information so that they can better support their son in giving career advice. It also enables parents to view their son's interactions with careers such as encounters with employers.

APPENDIX

GATSBY	Year 7	Year 8	Year 9	Year 10	Year 11
A stable careers programme	Guest Speakers Tutorial work in RESPECT Careers Fair Faculty CEIAG tutorials and visits	Guest Speakers Tutorial work in RESPECT Careers Fair Faculty CEIAG tutorials and visits	Lesson 1 Lesson 2 Lesson 4 Lesson 6 Lesson 9 Guest Speakers Tutorial work in RESPECT Careers Fair Faculty CEIAG tutorials and visits	Guest Speakers Tutorial work in RESPECT Careers Fair Faculty CEIAG tutorials and visits	Lesson 5 Guest Speakers Tutorial work in RESPECT Careers Fair Faculty CEIAG tutorials and visits
Learning from career and labour market information	Assemblies Tutorial work in RESPECT Careers Fair	Assemblies Tutorial work in RESPECT Careers Fair	Lesson 2 Lesson 3 Lesson 4 Lesson 7 Assemblies Tutorial work in RESPECT Careers Fair	Assemblies Tutorial work in RESPECT Careers Fair	Lesson 5 Assemblies Tutorial work in RESPECT Careers Fair Connexions
Addressing the needs of each student	Careers within RESPECT and SMSC Programme Prep for the careers fair and careers fair Salford Foundation ASPIRE Programme Smartprofile.com- Free on-line careers guidance platform	Careers within RESPECT and SMSC Programme Prep for the careers fair and careers fair Salford Foundation ASPIRE Programme	Fortnightly career lessons Aspiring Youth Academic Programme 2018/20 Lesson 1 Lesson 2 Lesson 6 Lesson 9 Prep for the careers fair and careers fair	Careers within RESPECT and SMSC Programme Lesson 10 Prep for the careers fair and careers fair Career Day Y10 - workshops and seminars National Apprenticeship Service seminar and registration Oxbridge Society - invited students	Careers within RESPECT and SMSC Programme Lesson 5 Prep for the careers fair and careers fair RAISE - Connexions Oxbridge Society - invited students National Citizenship Service Programme

GATSBY	Year 7	Year 8	Year 9	Year 10	Year 11
Linking curriculum learning to careers	Urmston Partnership 'World at Work' Pilot Project - Guest speaker- Industry/Business visits/talks - Linking the curriculum learning to careers - Employability skills signposted in subject lessons		Lesson 1 Lesson 2 Lesson 3 Lesson 4	Lesson 8	
Encounter with employers and employees	Urmston Partnership 'World at Work' Pilot Project 1 of 2 Secondary schools to be chosen for the Urmston Partnership 'World of Work' Pilot Project' - Gatsby Benchmark 5 - Faculty Specific - how the subject fits into the world of work with guest speakers visiting the school. - Networking - available business leaders from Urmston to come in and do mock interviews - Y10 students - Community Partnership working with businesses and schools such on projects such as The RHS Tatton Flower Show with the Toy House				
	Careers fair Industry visits and guest speakers	Careers fair Industry visits and guest speakers	Careers fair Industry visits and guest speakers	Lesson 8 Interview skills and practice Careers fair Industry visits and guest speakers	Lesson 5 Careers fair Industry visits and guest speakers
	Links with local charities such as the Toy House to provide and receive volunteers The Duke of Edinburgh Award				
Experiences of workplaces	TYSTWD 1st - 5th July	TYSTWD 1st - 5th July	Career Plotr Lesson 4 Lesson 6	Work Experience 1st - 5th July	Lesson 5

GATSBY	Year 7	Year 8	Year 9	Year 10	Year 11
Encounters with further and Higher education	University Visits and Guest Speakers STEM and Science Week Careers Fair	University Visits and Guest Speakers STEM and Science Week Careers Fair	University Visits and Guest Speakers STEM and Science Week Careers Fair Visits from Post 16 at parents evening	University Visits and Guest Speakers STEM and Science Week Careers Fair Visits from Post 16 at parents evening	Drop down days - faculties to provide a University Experience Careers Fair Visits from Post 16 providers for assemblies and parents evening.
Personal guidance	Start on-line careers platform Bespoke careers information from guest speakers to specific groups of students	Start on-line careers platform Bespoke careers information from guest speakers to specific groups of students	Lesson 2 Lesson 4 Lesson 6 Lesson 7 Lesson 9 Start on-line careers platform Bespoke careers information from guest speakers to specific groups of students	Lesson 10 Start on-line careers platform Bespoke careers information from guest speakers to specific groups of students	30 minute 1-1 Connexions Interview Start on-line careers platform Bespoke careers information from guest speakers to specific groups of students