

## **Stewards Academy**

Policy:

Careers Education and Information, Advice and Guidance/Work Related Learning (CEIAG/WRL)

Introduction:

Rationale:

Schools have an obligation to provide a programme of careers education in Years 7 to 11 and to give all students access to careers information and guidance. 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.

The Government has raised the participation age (RPA) so that all young people in England are now required to continue in education or training until at least their 18<sup>th</sup> birthday.

Commitment:

Stewards Academy is committed to providing all students with good quality CEIAG/WRL, throughout their school career. It is also committed to maximise the benefits of this for them by using a whole school approach supported by the school's Science specialism and involving parents, carers, external providers, and other local agencies.

Stewards Academy is currently working towards the achievement of the ROQA (Recognition of Quality Award) for Careers Guidance.

Entitlement:

All students at the school have access to a programme of careers education supported by personalised information, advice and guidance delivered by Mr Gary Cooper, who is a Level 6 qualified professional, and Miss Helen Care the WRL Coordinator. Careers Education activities are delivered within The Stewards Enrichment Programme (SEP) during tutorials, which have clear learning outcomes, enabling the school to assess both individual progress and the effectiveness of the programme.

CEIAG/WRL is subject to evaluation, review, and regular monitoring by the team on a two weekly basis with Programme Coordinator Mr Mark Scholtes (Deputy Headteacher), and is included in the annual school improvement plan.

Activities delivered are clearly set out on the Progress Map included in this policy document and recorded on the Academy website.

### Links:

This policy links with other school policies including those for Economic Wellbeing and Financial Capability, Enterprise Education, Employer Engagement, Engaging Parents and Carers, Equality and Diversity, Health and Safety, Looked after Children, SEN/LDD, Citizenship, Teaching and Learning and Assessment, Recording and Reporting Achievement.

### Purpose:

The purpose of CEIAG/WRL in this school is to contribute to the achievement of the following objectives:

- Motivating students and empowering them to plan and manage their own futures, including their learning journey
- Responding to students' individual needs and promoting their personal development, including enabling them to use individual learning planning to assist their progression
- Supporting students to make informed learning and career choices by providing them with multi-media information resources and access to experts, coaches and mentors
- Raising students' aspirations through practical activities that enable them to explore opportunities in learning and work, including higher education, that they might not otherwise have considered
- Promoting equality of opportunity and challenging stereotypes, including through the use of role models
- Improving attainment, transition and progression by providing curriculum activities that develop students' career exploration and management skills and supporting this with personalised information, advice and guidance

### Delivery:

#### Curriculum Opportunities:

There is a planned programme of learning experiences from Year 7 to Year 11 that includes:

- Reinforcement of learning through all subjects and learning programmes.
- Additional activities for each year group, including introduction to Careers Facilities and staff in Year 7, Options Choices in Year 8, Work Experience in Year 10, Post 16 Event in Year 11, and a variety of visits, talks, and career-related activities delivered by employers and local agencies including higher education.

- A “drop in” service available during breaks and lunchtimes at the CEIAG/WRL rooms daily.
- Access to dedicated Careers Resource Centre in main Library where information is available in books, leaflets, posters, prospectuses and on line web access.
- Regular updates on related activities and information during assemblies and guided tutor time.

**Management:**

This area is supported by the link governor, Mr Steven Dodd.

Mr Mark Scholtes of the Senior Leaders Team has strategic responsibility for CEIAG/WRL and line manages the Careers Guidance Officer and Work Related Learning Coordinator.

Their roles include:

- developing and updating schemes of work to ensure they continue to meet students’ needs and take into account of national requirements and guidance
- managing and organising targeted activities for each year group
- liaising with subject leaders to agree how their subject will contribute to CEIAG/WRL, particularly in terms of contributing to students’ knowledge and understanding of the opportunities their subjects open up
- liaising with external partners who contribute to CEIAG/WRL—for example, parents and carers, other learning providers, the external IAG provider, employers and local agencies
- managing the resources allocated to CEIAG/WRL
- identifying and overseeing student assessment procedures and strategies for monitoring and evaluating the effectiveness of provision
- communicating with the senior leadership team and governors

**Staffing:**

CEIAG/WRL is planned, monitored and evaluated by the co-ordinator with the aid of teachers in other curriculum areas. CPD opportunities are provided in response to specific needs identified through the school’s annual Training Needs Analysis.

**Approvals and review:**

This policy is reviewed annually in discussion with staff and external partners and key priorities for action are identified and included in the school improvement plan.

Effective from: .....

Approved by: .....

Review date: .....

Review leader: .....