

# Eaton Bank Academy



## **Careers Education, Information, Advice and Guidance and Work-related Learning Policy**

First Published: June 2022

Date of most recent Governors' review: 18th March 2024

Next Governors' review: March 2025

## **1. Introduction**

Through a planned programme of activities, Careers Education, Information, Advice and Guidance (CEIAG) and Work-Related Learning (WRL), Eaton Bank Academy seeks to help all students take their place as suitably qualified and responsible adults within society.

The focus is upon career and option choice, raising the aspirations and achievement of individual students and equipping them with skills, attitudes, knowledge and understanding as a foundation for managing their lifelong career and learning.

## **2. Commitment**

Eaton Bank Academy is committed to:

- Providing a planned programme of activities to which all students from Years 7 to 13 are entitled, which will help them to plan and manage their future careers
- Providing Information Advice and Guidance (IAG) which is impartial, unbiased and is based on the needs of individual students
- Ensuring that the CEIAG and WRI- programme follows local, regional and national frameworks for good practice and other relevant guidance, such as Section 19 Education Act (2011), April 2014
- Ensuring that the Eaton Bank Programme adheres to the Statutory Careers guidance provision for young people in schools (2014), as well as guidelines from Ofsted and the Career Development Institute
- Working in partnership with a range of external agencies to ensure all students access education, employment or training at the relevant transition points
- Demonstrating a commitment to raising, achieving and continuously improving standards by achieving success corresponding to the 'Gatsby Benchmarks'.

## **3. Links with other policies**

The policy for CEIAG supports and is itself underpinned by a range of key school policies. For example:

- Teaching and Learning
- Assessment
- Equal Opportunities and Diversity
- Gifted and Talented
- Looked after children
- Disadvantaged and Pupil premium
- SEND
- RSE Policy

In addition, Careers Education forms part of the wider Eaton Bank Academy programme for Personal Development, and should be considered within that wider context, also relating to the PSHE and RSE Programme.

#### **4. Entitlement**

Students from Years 7-13 are entitled to CEIAG which meets professional standards of practice, and which is person-centred, personalised and impartial.

Careers Education is integrated into students' experience of the whole curriculum and based on a partnership with students and their parents or carers. The programme is structured to deliver explicit learning outcomes, raise aspirations, challenge stereotyping, and promote equality and diversity.

The Careers/WRL programme is designed to meet the needs of all students at Eaton Bank Academy. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

#### **5. Aims**

The primary aims of the Careers Education and Work-Related Programme are to:

- Prepare young people at Eaton Bank Academy for the opportunities, responsibilities, and experiences of adult life.
- Help young people develop an understanding of their own and others' strengths, limitations, abilities, potential, personal qualities, needs, attitudes and values
- Encourage participation in education and/or training beyond the key stages at 16+ and 18+
- Help young people investigate opportunities for further learning and employment, make decisions and manage transitions across the three stages at 13+, 16+ and 18+.
- Ensure that, wherever possible, all young people leave the school with employment, further education, or training.

The Programme also has the following secondary aims. These are to:

- Contribute to improving achievement, by raising aspirations and motivation
- Support inclusion, challenge stereotyping and promote equality
- Develop a broad range of skills which are valuable in the world of work
- Provide pupils with a wide range of experiences to help them progress effectively through their education and on to successful careers.
- Reinforce the Eaton Bank Academy values of Respect, Optimism, Ambition, Kindness and Honesty.

#### **6. Curriculum Management**

The Careers Education Programme will be managed and coordinated by the Careers Lead at Eaton Bank Academy. This will form part of the wider Eaton Bank Academy Personal Development Programme, which will be coordinated by the Assistant Head responsible for Curriculum and Personal Development. In turn those delivering this wider programme will be responsible to the

The Careers Lead will work closely in conjunction with the PSHE and RSE Coordinator and the Student Experiences Coordinator, to support the delivery of this wider Personal Development Programme.

The Careers Lead will co-ordinate and evaluate the careers programme, ensuring that this is delivered effectively and monitoring this provision. Furthermore, Work experience is planned and implemented by the Careers Lead.

All staff contribute to CEIAG through their roles as tutors and subject teachers. Tutors will deliver much of the programme through the wider Personal Development Programme, supported by external guests to provide specialist sessions at each Key Stage. Subject teachers will ensure that Careers education features throughout every element of the Curriculum, ensuring that relevant information is provided through their subject.

## **7. Careers and WRL programme**

The Careers and WRL programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities and work-related learning. Careers lessons are part of the school's Personal Development programme.

Within this wider programme focused careers events are delivered which include the annual apprenticeship event, Careers Fayre, organised work experience and Careers Interviews. This is further supplemented by links with local, regional, and national employers.

The Careers and WRL programme at Eaton Bank Academy is distinguished by the personalised nature of the support given to each student. All students receive at least one careers interview with the professional Careers Advisor during KS4. Additional intervention strategies are introduced for those students who need greater support in securing 'next stage' or work-related learning opportunities. The Careers Advisor is central to providing impartial guidance to students on routes beyond school.

The Careers and WRL programme helps young people to develop the knowledge and skills they need to make successful choices, manage transition between key stages and between education and the world of work. The programme enables them to use the knowledge and skills to make decisions about education and the world of work that are appropriate for them.

The programme is provided to pupils and students through:

- Targeted Careers Lessons within the Personal Development Curriculum
- Careers Sessions within Drop Down Days
- Tutor and mentoring activities
- Careers interviews
- Careers presentations and activities
- Careers activities with employers
- Guest Speakers
- Work Experience (offered at both Key Stage 4 and Key Stage 5)
- Attendance at Careers Fayre
- University Visits
- Apprenticeship talks

## **8. Partnerships**

An annual partnership agreement is negotiated between Eaton Bank Academy and 'MPLOY' to secure the highest possible calibre independent careers advice.

Eaton Bank Academy also seeks to secure partnerships with a range of employers in the local and regional area to support our provision. Firmly established links include with Siemens, Barclays, BAE

systems, Vauxhall, Franklyn Financial Management, Macclesfield and East Cheshire Pledge as well as a vast range of employers engaged with the school through work experience placements.

Employers visit the school to run work related activities with pupils and to speak to pupils about a range of employment sectors; examples of this being our annual Year 11 Careers event and Year 7 Mystery Guess My Profession event. Pupils also take part in employability and enterprise competitions, run and judged by local and national employers.

Significant use is made in the PSHE careers programme of Alumni Ambassadors and our bank of 'Inspirational Speakers' who are members of the school and wider community. This provision is further managed by our Student Experiences Coordinator and supports in future career choices.

## **9. Expectations by Key Stage**

At all Key Stages students can expect access to a planned programme relevant to their year group, which will help to recognise their likes, dislikes, influences, strengths and preferences in relation to career decisions. In addition, they will receive information about the world of work and how the labour market is changing.

All students will take part in activities which challenge stereotyping and raise aspirations, whilst also developing employability qualities and enterprise skills. Each Key Stage will ensure that students are well prepared for the transition to the next stage of Careers Education, whilst consistently being provided with impartial and unbiased advice.

Key Stage 3 will introduce these basic principles of Careers Education and set a foundation for Students' learning, which will be developed in Key Stage 4 and 5.

By the end of Key Stage 4, all students can expect to:

- Experience formal careers education through the Personal Development Programme
- Be offered at least one individual appointment with a qualified, independent, impartial careers advisor
- Devise an action plan towards your career goals
- Have listened to talks on different careers
- Have been given the opportunity to speak to representatives from various sectors of the world of work
- Have developed financial capability skills as part of the Personal Development Programme
- Have produced and reviewed a curriculum vitae
- Receive impartial advice and guidance on post-16 education, employment, training and apprenticeship options.
- Be able to access careers information and resources via the LRC and other appropriate avenues.
- Be given the opportunity to take part in work experience
- Understand their next step in their education or career.

By the end of Key Stage 5, all students can expect to:

- Be offered at least one individual appointment with a qualified, independent, impartial careers advisor
- Participate in an enrichment and tutorial programme with access to the wider Eaton Bank Personal Development Programme.
- Have had the opportunity to meet apprenticeship providers
- Have been given the opportunity to visit universities
- Have been given the opportunity to volunteer or take part in work experience
- Understand the UCAS process and be able to research different universities and courses using online resources
- Have information and support with financial planning for university, work and training.
- Write a personal statement for a UCAS or job application.
- Have been supported through the university application process or supported with job or training applications.
- Have access to information on how to apply for internships, sponsorships or Gap Year placement or apprenticeships.

#### **10. Careers Provider Access Arrangements**

The school has clear 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.

Parents and members of the wider school community are also welcomed to support our careers programme. There are a wide range of ways in which external providers can support the Careers and WRL Programme, including provision of assemblies, support with Careers Events, providing presentations and speeches or through Work Related Opportunities.

Providers will find evidence of the wide variety of previous careers events we have held on the school website and in the local press. Please speak to our Careers Lead or Careers Officer to identify the most suitable opportunity.

A provider wishing to request access to support Careers Provision should contact Careers Lead Sarah Davies ([s.davies@eatonbank.org](mailto:s.davies@eatonbank.org)) or Careers Officer Mrs Sandra Bailey ([s.bailey@eatonbank.org](mailto:s.bailey@eatonbank.org)). They can also be contacted on 01260 273000.

#### **11. Provision of Premises and Facilities for External Providers**

The format for the day and the day's activities will be agreed in advance between the Careers Lead / Careers Officer and the providers and all information will be sent out in advance.

The school will make the hall, classrooms, LRC or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available, and assist with, all technical and specialist equipment to support provider presentations.

Refreshments will be provided for providers. Providers will be supported at all times by a member of Eaton Bank Academy staff, who will be responsible for the behaviour of students.

Providers are welcome to leave copies of all resources for future use within EBA, including prospectuses or other relevant literature at the Careers Library, which is managed by the school librarian and accessible to students at break and lunch times.

Eaton Bank Academy will publish a news report of the event on our website, via social media and, where possible, in the local paper.

## **12. Approval and Review**

This policy is to be approved by the Governors SID Committee and is to be reviewed by the Governors and relevant stakeholders in line with Trust Policy.

Approved: June 2022

Date of Next review: June 2023

Signed: *D. Washington* (Assistant Head for Curriculum & Personal Development)