



# ESSA Academy

## CEIAG

### Careers Education, Information, Advice and Guidance

## Policy

2015/16

**Date approved by the LGB: 3<sup>rd</sup> February 2016**

**Date for Review:**

**Policy written by: Sandy Reid**

## **Aims and Objectives:**

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential. There are 10 quality standards set out in the Inspiring IAG award. In short they set out our expectations that:

1. Ensure students get the support they need to make well informed, realistic decisions about their future through careers education, information, advice and guidance.
2. Have appropriate, up to date, accurate and impartial information and resources that all students can access regardless of race, gender, religion, ability, disability, social background or sexual orientation.
3. Ensure the organisational policies relating to CEIAG are up to date and regularly reviewed and reflect this code of practice.
4. Empower students by informing them of their entitlement to CEIAG to help them plan their future and make well-informed, realistic decisions.
5. Offer all students access to an impartial guidance qualified professional, at a time and place that suits their needs.
6. Ensure that all staff working with students are offered and accessing on-going CPD about the range of options and opportunities that students need to make informed choices and decisions about their future.
7. Work in partnership, where appropriate, with external providers including employers, FE and training providers, and youth support services.
8. Working with parents and carers to offer them information, advice and guidance to help them, help their son or daughter.
9. Involve young people in the design, delivery and evaluation of CEIAG programmes.
10. Promote equality of opportunity, celebrating diversity, challenging stereotypes and raising aspirations.

It is our aim to fully embed careers within the curriculum in all strands to enable students to have a clear overview of how their subjects areas can impact on their future decisions. This will raise aspirations, attainment and achievement.

## **Entitlement:**

Our role is to ensure that students receive support, and quality information, advice and guidance to enable them to make informed choices and decisions for their future transitions. ESSA Academy provides access to impartial and independent information and guidance about the range of education and training options that are available to help young people achieve their ambitions.

ESSA Academy will be free to make arrangements for careers guidance that fit the needs and circumstances of our students, and work, as appropriate, in partnership with external and expert providers in line with Department for Education (Careers Guidance and Inspiration in Schools 2015 - Statutory guidance for governing bodies, school leaders and school staff)

ESSA Academy has access to independent face-to-face careers guidance to enable the most suitable support for students to make successful transitions, particularly students from disadvantaged backgrounds. Students who have special educational needs, learning difficulties or disabilities, will have additional support from the Local Authority's Connexions Team.

Careers guidance will be presented in an impartial manner and promote the best interests of the students to whom it is given. Careers guidance will include information on all options available in respect of 16-18+ education or training, including Apprenticeships and other work-based education and training options.

ESSA Academy will provide information, when appropriate to local authority support services. ESSA Academy will work with these partners and local authorities to ensure stakeholders know what services are available, and how students can be referred for support.

### **Responsibilities:**

ESSA Academy will decide the careers guidance provision to be made available based on the needs of students and the opportunities available in line with national entitlements.

ESSA Academy students will receive independent and impartial advice about all of the mainstream education, training and employment opportunities on offer, regardless of their individual circumstances. For those with learning difficulties and/or disabilities, this advice should also include information on the full range of specialist provision that is available.

### **Curriculum:**

ESSA Academy offers a range of wider career related activities to offer students an insight into the world of work. These include engagement with local colleges and universities for first-hand experience of further and higher education and work related experiences.

ESSA Academy uses various methods to deliver the statutory guidance in the form of engaging learning challenges, mentoring, workplace visits, work experience programme (NCFE L2 Qualification in Developing Skills in the Workplace), employer engagement and links with local higher and further education providers.

ESSA Academy is committed to the principle of work experience. The scheme is designed to encourage students to gain practical experience of the world of work by carrying out tasks associated with the normal work of organisations with which they are placed. This is an integral part of our curriculum and is delivered through choices students make in our Web strand.

### **Monitoring, Evaluation and Review:**

ESSA Academy constantly monitors, evaluates and reviews its impartial guidance to keep up to date with local and national trends to ensure the information is appropriate for its students. Responsibility for CEIAG is the Student Development Advisor, the Principal, Directors and Governors.

ESSA Academy will consult with stakeholders in order to constantly evaluate and improve delivery of CEIAG.