

HAZELEY ACADEMY



Education, Information, Advice And Guidance (Including Work Related Learning) Policy

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE **(INCLUDING WORK RELATED LEARNING) POLICY**

1. Introduction

The Academy's Careers Education, Information, Advice and Guidance programme works to establish an environment within which every student is aware of the choices facing them and the implications of any decisions they make. Students will be enabled, throughout their education, to develop the knowledge, skills and attitudes they need to begin the management of their own lifelong learning and career development. Students will be encouraged in the development of self-understanding and life skills so that, at each stage in their educational life, they can make appropriate decisions to suit their individual circumstances and needs.

2. Rationale for CEIAG

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make decisions and plan their careers, both in the Academy and after they leave. The Education Act 2011 inserts a new duty, section 42A, into Part VII of the Education Act 1997, requiring Schools to secure access to independent¹ careers guidance² for students in years 9 to 11. Careers guidance must be presented in an impartial³ manner and promote the best interests of the students to whom it is given. Careers guidance must also include information on all options available in respect of 16-18 education or training, including apprenticeships and other work-based education and training options.

The Hazeley Academy endeavours to follow the guidance in The National Framework for CEG 11-19 in England, the National Curriculum programmes of study for PSHE and citizenship, and the QCA guidance on Work Related Learning for All at Key Stage 4. The work-related curriculum refers to all the ways in which the Academy supports its teachers and students in reaching an active understanding of the world of work. We involve external businesses in events planned to assist.

¹ Independent is defined as external to the Academy

² Careers guidance refers to services and activities, intended to assist individuals of any age and at any point throughout their lives, to make education, training and occupational choices and to manage their careers. The activities may take place on an individual or group basis and may be face-to-face or at a distance (including help lines and web based services) . They include careers information provision, assessment and self-assessment tools, counselling interviews, careers education programmes, taster programmes, work search programmes and transition services.

³ Impartial is defined as showing no bias or favouritism towards a particular education or work option.

Commitment

The Hazeley Academy is committed to providing a planned programme of careers education, information and guidance for all students in Years 7-13. The careers programme is designed to meet the needs of students at this Academy. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. The programme will promote equality of opportunity, inclusion and anti-racism.

4. Development

This policy was developed and is reviewed annually through discussions with teaching staff; the Academy's external CEIAG providers: Prospects and Develop, students, parents, Board of Directors, advisory staff and other external partners.

5. Links with other policies

It is underpinned by the Academy's policies for teaching and learning, assessment, recording and reporting achievement, PSHE and citizenship, equal opportunities, health and safety, and special needs.

6. Responsibilities:

The Academy has the responsibility to encourage and support the availability and accessibility of high quality CEIAG to all students. It has a policy in place to support this objective and has processes for implementing this policy.

The Academy ensures that other providers who would like to support our young people with their pathway choices are able to do so, providers can find the information needed to access our young people through the policy statement on the academy website.

All SLT members have the responsibility to ensure the policy and procedures are applied consistently and fairly across the Academy.

Individual members of staff are responsible for ensuring the policy and procedures are applied consistently in their daily practice.

7. Student entitlement:

All students are entitled to:

- Be educated in an environment which values and enhances their knowledge and understanding of the world of work;
- Have comprehensive, up-to-date and relevant information about careers education, training and employment;
- Have access to advice and guidance which is impartial (through the Academy and Prospects), easily accessible and broadens the horizons of the students in identifying their own career;
- A careers education programme that promotes equality and self-esteem;
- Become independent and be able to target set and evaluate outcome;
- Careers guidance;
- Education which promotes self-development;

- Experience work-related learning through a curriculum which balances:
 - education FOR business - which seeks to improve the transition of young people from school to adult and working life
 - education ABOUT business - which seeks to improve young people's economic and industrial understanding; and
 - education THROUGH business - which seeks to raise standards across the whole curriculum by providing a resource, context and/or environment in order to improve the motivation and attainment of students.
- Experience some of the following specific work-related learning activities:
 - Work Experience
 - Work-shadowing
 - Mock Interviews
 - Visiting Speakers
 - Industrial/Business Visits
 - Enterprise Activities
 - PSHE and Citizenship Lessons
 - Specific subjects such as Economics, Business Studies, etc.

8. Implementation:

CEIAG is the responsibility of the Assistant Principal- Pathways, supported by members of the senior leadership team. Work Experience is planned and implemented by the Assistant Principal Pathways and Sixth Form Administrator who works closely with Develop (<http://www.developebp.co.uk/>) who arrange the Year 10 work experience opportunities and other, longer-term placements as appropriate. The Pathways team also includes colleagues with specific responsibilities for Enterprise, Finance and PSHE in relation to work-related learning.

It is the role of the Pathways team to:

- Develop the careers education framework
- Support tutors in the planning/development and delivery of careers education
- Provide individual careers guidance
- Deliver targeted group sessions
- Provide resources to support careers education
- Work with the Prospects team
- Ensure that careers education and guidance is available at times and locations which maximise take-up and support.
- Develop appropriate work-related learning opportunities with relevant year groups.

All staff are expected to contribute to the careers education and guidance programme through their roles as Personal Tutors and subject teachers. Careers education is planned, monitored and evaluated by the Pathways Manager. The Prospects advisor provides specialist careers guidance.

Teachers should, wherever possible, try to relate what they teach to the world of work in an effort to increase their subject's relevance and interest to the students. It is essential for ALL staff to realise that, not only do they have a contribution to make to the work-related curriculum, but that their subject can be greatly enhanced through education-business activities.

Staff at The Hazeley Academy are encouraged to develop their knowledge of the work-related curriculum and of local businesses through teacher placement, work-shadowing and other forms of in-service training.

9. Evaluation and Quality Assurance:

CEIAG and work-related learning is evaluated on an on-going basis as part of the Academy's self-assessment process in line with the Ofsted Common Inspection Framework.

10. Policy Statement on provider access

This will appear on the academy website so providers are aware of who to access time with our students to promote the pathways they offer.

The Hazeley Academy: Provider Access Policy

Introduction

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

Student entitlement

Students in years 8-13 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.
- ✓ To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- ✓ To understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact Mrs R Mayles, Assistant Principal- Pathways
Telephone: 01908 555620 Email: bmayles@thehazeleyacademy.com

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents:

	Autumn Term	Spring Term	Summer Term
Year 8	Well being- assembly and tutor group opportunities	KS4 Options Event Worktree events with pupils	Well being- assembly and tutor group opportunities
Year 9	Worktree events with pupils Well being- assembly and tutor group opportunities.	KS4 options event	Well being- assembly and tutor group opportunities
Year 10	Worktree events with pupils Well being- assembly and tutor group opportunities. Including work experience preparation sessions Careers breakfast event Destination Day	Well being- assembly and tutor group opportunities Careers breakfast event	Well being- assembly and tutor group opportunities Options at Post 16 Evening Careers breakfast event
Year 11	Well being- assembly and tutor group opportunities SEN options at Post 16 evening Post 16 assembly Careers breakfast event	Well being- assembly and tutor group opportunities Careers breakfast event	Well being- assembly and tutor group opportunities Careers breakfast event
Year 12	Post 18 assembly Well being- assembly and tutor group opportunities Careers breakfast event	Well being- assembly and tutor group opportunities Careers breakfast event	Well being- assembly and tutor group opportunities Careers breakfast event
Year 13	Workshops – HE and higher apprenticeship applications Well being- assembly and tutor group opportunities Careers breakfast event	Careers breakfast event	Careers breakfast event

Please speak to our named Careers Leader to identify the most suitable opportunity for you, or where necessary arrange an alternative event.

The school policy on safeguarding [\[link\]](#) sets out the academy's approach to allowing providers into academy as visitors to talk to our students.

Premises and facilities

The academy will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity and that fits within the day to day running of the academy. The academy will also make available equipment for delivering and supporting the 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 with the Careers Leader, this literature will be made available to students.

Level 3 Performance Information for Local FE Colleges and UTCs

	MK College	Bedford College	Moulton College	Northampton College	Silverstone UTC	Bucks UTC
A level VA	0.31	-0.11	-0.08	-0.36	-0.69	0
Academic VA	0.31	-0.11	-0.08	-0.36	-0.65	0
Applied General VA	-0.55	0.01	-0.16	-0.72	0.07	SUPP
Tech Levels VA	-0.61	0.07	-0.19	-0.22	-0.59	0.03
Staying in Education/ Employment	87%	85%	79%	88%	No data	No data

Approval and review

Approved *[date]* by Governors at Curriculum and Standards Committee

Next review: *[date]*

Signed: *[name]* Chair of Governors

[name] Head teacher

