

SAINT MARTIN'S CATHOLIC ACADEMY
CAREER EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY

Statutory Duty

The statutory duty requires governing bodies to ensure that all registered pupils at the school are provided with independent careers guidance from Year 8 (12-13 year olds) to Year 13 (17-18) – currently Year 11 for Saint Martin's Catholic Academy.

The governing body must ensure that the ***independent*** careers guidance provided:

- Is presented in an ***impartial*** manner
- Includes information on the range of education or training options, including apprenticeships and other vocational pathways
- Is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given.

Independent: Defined as external to the school. External sources of careers guidance and inspiration could include employer visits, mentoring, website, telephone and helpline access. Taken together, these external sources could include information on the range of education and training options, including apprenticeships.

Impartial: Defined as showing no bias or favouritism towards a particular education or work option.

From 2 January 2018 all local-authority-maintained schools and academies must give education and training providers the opportunity to talk to pupils in Years 8 to 13 (currently Year 11 for Saint Martin's) about approved technical qualifications and apprenticeships (policy statement attached, Appendix One)

Aims and Objectives

Saint Martin's is fully committed to promoting Careers Education, Information, Advice and Guidance (CEIAG) and will exceed its statutory duty by providing CEIAG from Year 7. We believe it is crucial to a young person developing their employability skills and resilience needed to cope in modern society which will ultimately have a positive impact on educational attainment

The programme will encapsulate all students from the most able to students with special educational needs alongside ensuring that students in alternative provision are supported. Group sessions will either be led by internal knowledgeable staff members or experts external to the school, in all cases the information, advice and guidance will be impartial and will meet the needs of students.

Implementation

Provision will be embedded into the curriculum, alongside a range of aspirational extra-curricular activities and one-to-one support from staff. It is aimed to give students the opportunity to engage with both industries and educational establishments alongside local labour market information, which will subsequently allow them to make informed choices about their future career paths. It is intended to meet requirements on destinations figures and use this data in an analytical manner to improve delivery of the programme.

Staff

- Senior Leadership Team (SLT) member is responsible for strategic CEIAG and Raising Attainment.
- A Careers Leader with the responsibility for delivery of CEIAG programme.
- Governor with responsibility for CEIAG and ensures that the school meets its statutory requirements.

Resources

Future funding for careers work will be allocated in the annual budget planning round. Kudos (online careers programme) purchased on a yearly subscription. Up to date resources are housed in the LRC and information distributed to form tutors and placed on the Year 11 noticeboard. Days/Assemblies/Period 6 utilised to deliver group work, Careers Fair, 'World of Work' activities, guest speakers and visitors.

Commitment to Staff Development

The Careers Leader is qualified to Level 7 in Careers Guidance and provides impartial guidance to students. In order to keep up-to-date with the many changes, the job holder is encouraged to attend courses delivered by external providers and attend termly network meetings. During 2018.2019, Careers Leader training will be undertaken.

Monitoring, Evaluation and Review

- Monitored and evaluated annually through discussion with key staff
- Monitoring of career focused sessions and ensuring students are completing effectively
- Evaluation following activities and trips (DMU, World of Work Days)
- Evaluation by 'Compass – The Careers Benchmark Tool'
- CEIAG activity evaluated in school with students, Student Council, staff, parents/carers on an ongoing basis
- Feedback from local post 16 providers (Careers Fair, Tasters Day)
- Reports on pupil performance after mock interviews
- Destination figures for leavers produced
- Saint Martin's policy and programme to be reviewed on an annual basis to reflect any changing statutory requirements, curriculum demands and the progression opportunities available to student.

This Policy is supported by the Careers Programme document (Appendix Two).

Compiled by:

Mrs J Lowry

Careers Leader _____ Date _____

Headteacher _____ Date _____

Chair of Governors _____ Date _____