



<b>Staffordshire University Academy</b>		<b>Academy Policy Document</b>			
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<b>Policy Owner:</b>	<b>Assistant Principal</b>	Page: 1 of 2			
<b>Audience:</b>	<b>Staff</b>	<b>Students</b>	<b>LAC</b>	<b>Parents</b>	

## **Careers Education, Information, Advice and Guidance Policy (CEIAG)**

### **Rationale**

Careers education, information, advice and guidance plays an essential role in preparing students for the opportunities, responsibilities and experience of life. A programme of relevant activities supports them at key decision making points such as Year 8 creative options, Year 9 GCSE pathways, Post 16 and beyond. It will equip them make the right choice and pursue the pathways that are right for them, to be able to manage their careers and aspire to careers that help them feel fulfilled. All our students are able to achieve great things, it is our goal to give them the guidance they need to get there.

### **Aims**

Staffordshire University Academy's Careers Education, Information, Advice and Guidance Policy has the following aims:

- To raise the aspirations of our students so they work to be the best they can be.
- To contribute to strategies for raising achievement through raising aspirations, motivation and confidence.
- To inform students of all the different career options available.
- To further reduce the number of students not in employment, education or training.
- To inform students of the different post 16, and post 18 destinations so they can make an informed decision on their future.
- To develop enterprise and employability skills.
- To contribute to the economic prosperity of individuals and the local community.
- To focus students on their future aspirations and goals through contact with a range of employers.
- To involve parents, carers and the local community throughout the delivery of CEIAG.
- To engage with a range of employers to build meaningful and sustainable partnerships that are of benefit to students.

### **Commitment**

Staffordshire University Academy is committed to providing our students with a robust programme of CEIAG for all students from Years 7 to 13 and beyond and recognises our statutory requirements.

As an academy, we strategically align with the Stoke and Staffordshire Local Enterprise Partnership (SSLEP) 10 key priority areas (see employer partnerships section) as well as ensuring a gold standard service to our students against the DfE statutory guidance, the Gatsby Benchmarks.

<http://www.gatsby.org.uk/education/programmes/good-career-guidance>

<https://www.careersandenterprise.co.uk/partnerships/stoke-trent-staffordshire-local-enterprise-partnership-lep>

The Gatsby Benchmarks are:

1. A stable careers programme;
2. Learning from career and labour market information;
3. Addressing the needs of each pupil;
4. Linking curriculum learning to careers;
5. Encounters with employers and employees;
6. Experiences of workplaces;
7. Encounters with further and higher education;
8. Personal guidance.

We will embed enterprise, employability and quality careers guidance into the academy's culture and curriculum with a focus on inspiring students and developing structured and sustainable employer partnerships. Through these we aim to increase student exposure to real employers and the world of work as part of their preparation for modern life. We are looking to develop the employability of students with a focus on the development of soft skills and character development, workplace behaviours and exposure to the world of work. Through this we hope to enable a successful integration on leaving education into their first job.

### **Development**

This Policy will be developed and reviewed annually in discussion with students, parents, Governors and advisory staff. We will also ensure any amendments to statutory guidance are reflected in our policy and objectives.

### **Staffing**

The Principal and Governors have overall responsibility for CEIAG provision. CEIAG at Staffordshire University Academy is led by Scott Williams, Director of Engagement.

Our pastoral staff, including heads of year and pastoral coordinators support the Director of Engagement with the implementation of CEIAG across the academy.

All staff contribute to CEIAG through their roles as form tutors and subject teachers.

### **Student Entitlement**

Students are entitled to CEIAG which is young person centred, impartial and confidential. The Careers programme at Staffordshire University Academy is designed to meet the needs of its students and the local community. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning, development and local context. The programme on offer will enable students to understand how their interests, likes, dislikes and what they are good at can be used to help them decide on a future career that is suitable and fulfilling.

The programme will also ensure students have access to a range of careers experiences ensuring their learning in the academy is relevant and linked to future prospects, connecting their curriculum to the world of work. The programme allows relevant exposure to a variety of employers in different sectors, especially local companies, and an

introduction to working life to develop employability and enterprise skills. Students will receive knowledge around the local labour market and sector growth utilising the LEP identified priorities.

Students are encouraged to:

- Find out about different options open to them at key decision making points (GCSE options, Post 16)
- Discover what qualifications are needed for their chosen vocation
- Develop skills and character they need for working life
- Develop a clear plan of action for their future
- Make effective applications for work, training and further and higher education

Every student will have the opportunity and knowledge of how to access a one-to-one appointment with a Careers Advisor.

We will:

- Treat students equally and as individuals
- Give students impartial and unbiased careers information, advice and guidance
- Ensure that students interact with employers in the Academy through pre-organised events
- Give students exposure to a wide range of information to enable them to make an informed decision on their future

### **Curriculum**

The careers programme includes careers education activities including assemblies, guest speakers and taster sessions alongside individual career guidance interviews, group sessions, trips and off timetable days. Careers and work related learning tasks are also embedded into some subject areas. Form time includes two days of Character Education in key stage 3 and this will be supplemented by Character Building days ran in partnership with local employers.

### **Themes by Year group:**

Year	Focus	Activities
7	Explore	A number of assemblies and presentations which help students to start thinking about their future including what qualifications are needed for which careers, the importance of EBacc subjects and thinking about university and apprenticeships. Students will all complete a careers questionnaire and declare their future aspirations with their 'One sentence'
8	Character	Students will be taught about the importance of character and 'soft skills' in future career prospects. They will have activities delivered to them which are focussed on the development of character and continue to be exposed to the different pathways available to them.
9	Pathways	Students are supported in choosing their option subjects, so they complement any career they might choose to follow in the future. They will interact with employers and have careers interviews to help guide them in their choices.

10	Preparation	As well as preparing students for their upcoming exams, this year offers Year 10 students the opportunity to go on work experience. Every effort is made to place students in a setting linked to their future career aspirations.
11	Opportunity	Students are supported in applying for apprenticeships, places at a 6th form and other colleges as well as visiting local colleges, universities and work places. They will continue to be exposed to employers and have further CEIAG interviews.

### **Partnerships**

Staffordshire University Academy is currently working with a number of providers and employers to ensure students receive independent careers guidance and opportunities to access a range of providers including providers of technical education and apprenticeships as well as being exposed to employers.

The providers include, but are not limited to:

- SUA 6th Form College
- Stafford College
- Walsall College
- Keele University
- Staffordshire University
- Oxford University
- Higher Horizons
- Veolia
- Birmingham University

### **Monitoring Review and Evaluations**

All details of student one-to-one interviews, trips and tasters are recorded on Compass Tracker and internally on our careers tracker. Destinations for students in Year 11 are also recorded and their progress with applications checked and updated.

Careers guidance is monitored and evaluated on a regular basis throughout the year with key staff and students and via appropriate evaluation of activities.

A CEIAG annual review document is published yearly outlining specific and detailed information about CEIAG work being carried out.

The Academy is working closely with the Careers and Enterprise Company and the LEP to build a network of employers.