



All Saints'  
Academy  
Cheltenham

# Careers Education, Information, Advice & Guidance Policy

<b>Reviewed:</b>	<b>November 2022</b>
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<b>Next Review:</b>	<b>July 2023</b>
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<b>Staff Owner:</b>	<b>Mrs Catherine Cain</b>
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<b>Trustee Owner:</b>	<b>Mrs Catherine Etheredge</b>
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# Careers Education, Information, Advice & Guidance Policy

## All Saints' Academy, Cheltenham

### 1. Introduction

The policies of All Saints' Academy, with its distinctive Anglican and Catholic foundation, exist to support the Sponsor's Christian vision, ethos and values that are embedded in the day-to-day and long-term running of the Academy. Each policy evidences the commitment of the Sponsor to developing Body, Mind and Spirit.

### 2. Purpose

CEIAG has an important contribution to make to the education of all students in order to make an effective transition from school to adulthood and employment.

ASA will provide a range of opportunities for students to learn about the world of work, the transferable skills required to be prepared for the ever-changing workplace and the Qualification Pathways available to them (including further and higher education and apprenticeships). These activities contribute to social mobility, helping people to discover and access opportunities that might exist outside of their immediate networks. Well thought-through decisions about learning and work informed by effective CEIAG can increase participation in learning and, in turn, raise attainment and support further progression.

### 3. Objectives

- To ensure the career development, wellbeing and progression of all students.
- To provide CEIAG that is relevant, timely and sufficient to meet the student's needs and integrated into their overall curriculum.
- To ensure that students (and parent/carers) understand Raising of the Participation Age (RPA) and its implications for them.
- To ensure students apply for appropriate courses in Post 16 Education/Apprenticeships and therefore maintain a lower than the national average percentage of students classified as NEET.
- To provide CEIAG in partnership with the students themselves, their parent/carers and our chosen professional and community partners.
- Objectives split into each year group can be found in the CIAEG programme document.

### 4. Provision

The CEIAG programme is constructed to ensure students are fully prepared for making appropriate choices not only for KS4, but also for Post 16 Education (including work-based learning – Apprenticeships and Technical qualifications) and beyond. The programme is constructed around taught careers education, assemblies, presentations, workshops, work experience and information (printed and online). We also run a specific UCAS application programme for Sixth form students.

#### KS3:

Our CEIAG programme is delivered through: tutor-led sessions, assemblies, presentations and careers-specific events running throughout the year. Careers information is available on our website which provides access to information

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on apprenticeships, universities, the labour market and career pathways. Specific themes covered are: job skills, careers interviews, job availability and finances. Students will also encounter employers through a Young Entrepreneur event. Personal guidance and parent information evening are also provided for choosing KS4 options.

### **KS4:**

In KS4 students will have personal guidance meetings with a qualified careers advisor. These are unbiased and provide information apprenticeships. They will have 1:1 post-16 option meetings with sixth form staff and senior leaders. They will take part in work experience sessions provided by and external company and will experience CV workshops. Tutor-led sessions will focus on: the skills and qualifications that employers are looking for and how to achieve the grades necessary.

Students will also experience presentations from apprenticeship providers, the Armed Forces and other post-16 education providers.

### **KS5:**

In KS5, students have a bespoke personal development programme that includes: work taster events, social action projects, volunteering opportunities and work experience placements. Students also experience presentations from employers, apprenticeship providers and universities. We also run a UCAS application program to support students and an Oxbridge application programme for those aspiring to Oxford and Cambridge universities. To support our students, individual careers guidance meetings will be held with a qualified careers adviser.

Several special events are held throughout the year, such as: Careers Festivals, Young Entrepreneur events, mock interview sessions. Students in years 7 – 13 will be able to access these and parents are invited.

*This policy should be read in conjunction with our Health & Safety Policy, Work Experience Policy and SEND Policy.*

## **5. Roles and responsibilities**

All staff are expected to contribute to CEIAG delivery through their roles as tutors, subject teachers and support staff. Careers education sessions are delivered by tutors, external providers, and through subject delivery throughout the curriculum. A range of connections between higher education and external providers are exploited to support the curriculum through KS3-5.

## **6. Careers team**

This team comprises of:

- Careers Leader: C Cain – Careers Lead and UCAS Co-ordinator
- Head of Careers: Natasha Newstead
- SENDCo: L Herrick
- Link Trustee: C Etheredge

## **7. Monitoring and evaluation**

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Key staff attend regular continued professional development to ensure our CEIAG programme activities are monitored, evaluated (with active involvement of students) and reviewed. This provides the basis for the programme's development plan. The service offered by our external partners is reviewed regularly.

Our Careers Programme will next be reviewed in July 2023. We monitor and evaluate our Careers Programme in the following ways:

Student Voice

Parental Questionnaires

Staff Feedback

Employer Evaluation

Trustee link review meetings

Compass+ Evaluation against Gatsby Benchmarks (completed 3 times per year)

The main purpose of CEIAG is to provide students with the opportunity to engage in a range of activities that will contribute to their knowledge and understanding of the world of work and the qualification pathways suitable for students' individual needs. ASA is committed to not just fulfilling its statutory requirements in this area but providing for students exceptional support and guidance throughout their time at ASA and is mapped in line with the eight Gatsby benchmarks of Good Career Guidance

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

### **8. SEND provision:**

Every student with SEND needs follows the same programme of careers education as their peers, with adaptation and support from the SEND team where appropriate.

Before the KS4 options process begins, students with SEND will have a specific 1:1 meeting to discuss their options.

### **9. Partnerships**

The academy works with a range of partners to deliver the CEIAG programme. The local authority (Youth Support Service) advisors deliver targeted support where a need is identified. Partnerships are also established with Post-16 and Higher Education providers (Universities and Colleges) the Careers and Enterprise Company, the Education Business Partnership (GFirst LEP) and participate in various initiatives. We also work with GROWS – a partnership of six Universities and Colleges in Gloucestershire to develop resources and deliver events that help young people aged 11-18 make informed decisions about their future.

We also work closely with a number of different employers in the local area, including: Deloitte, Wiggin LLP, Kohler Mira, Hydro Extrusion and Superdry. We also work with TalentTap and MyBigCareer.

## **10. Provider Access statement**

A provider wishing to request access should contact Natasha Newstead, Head of Careers, 01242 711274 or email: [NNewstead@ASACHelt.org](mailto:NNewstead@ASACHelt.org). Our full provider access statement can be found on our website.

Review Date: July 2023