

Hillsview Academy

Careers Education and Guidance Policy

This model scheme and plan was adopted and ratified by Hillsview Academy on:	October 2018
Academy staff were consulted on this document and it was accepted on:	October 2018
It was ratified by the Management Board on:	November 2018

Policy Content

1. Policy Statement
2. Roles and Responsibilities
3. Monitoring and Review
4. Procedures

1. Policy Statement

- 1.1 The Academy believes that every individual should be prepared for the opportunities, responsibilities and experiences of adult life, and that this preparation should be an important and distinctive element of the curriculum.
- 1.2 The Academy will ensure that each pupil's curriculum is broad and balanced to meet career aspirations as they develop, and that there will be equality of access to all teaching and learning strategies irrespective of gender, race, creed and ability. This will be achieved through consultation with the Local Management Board, teachers, pupils, parents/carers, and the statutory Independent and impartial careers advice commissioned by the academy.

2. Roles and Responsibilities

- 2.1 It is the responsibility of the Local Governing Board to establish a policy and procedure for Careers Education Information, Advice and Guidance and to monitor the effects of the procedure.
- 2.2 It is the responsibility of the Principal to ensure that all pupils have equality of access to a Careers Education Information, Advice and Guidance Programme that provides the pupils with skills, knowledge, support and experience of the world of work to enable them to make informed career choices and raise the aspirations of the young people. The Principal will also ensure that the individual commissioned to deliver the independent and impartial careers advice is qualified at least to Level 6 as stated in the statutory guidance from DfE.
- 2.3 It is the responsibility of staff to familiarise themselves, and comply, with this policy and procedure in accordance with relevant professional standards. All teaching staff will be involved, either as form and/or subject tutors in monitoring and evaluating the delivery of Careers Education Information, Advice and Guidance. All subject teachers are expected to know the pathways pupils can take if they wish to study their subject further. This will include routes to Further Education, Higher Education, Apprenticeships, Volunteering, Work-based training and Employment with training

3. Monitoring and Review

- 3.1 The review of procedures will be undertaken by the Vice Principal (Quality of Provision). The Vice Principal will report on the policy to the Principal as appropriate.
- 3.2 The Principal will report to the Local Governing Boards' Quality of Provision Committee on any relevant aspects of the working of the policy as appropriate.
- 3.3 The Local Governing Board will review the policy every two years.

4. Procedures

- 4.1 To ensure that all pupils have equality of access to Careers Education, information, Advice and Guidance it will be delivered through:
 - 4.1.1 Specific courses incorporated into the Competency Curriculum-mapped according to PSHE education/Citizenship objectives.

- 4.1.2 Within identifiable elements of the core and foundation subjects of the National Curriculum.
 - 4.1.3 Through the Academy's use of the individual pupil Progress File.
 - 4.1.4 Involvement in programmes such as the Employability for Life Charter and Charter Plus (for Post-16 students) and NCFE Equality and Diversity Curriculum.
- 4.2 Provision will be further enhanced through:
- 4.2.1 Curriculum enrichment days
 - 4.2.2 Work experience opportunities
 - 4.2.3 Links with industry and businesses, further education and Higher Education Institutes.
- 4.3 The Academy will use a range of ways to raise the profile of CEIAG in the curriculum and to raise future aspirations including its assembly programme, website and weekly newsletter.
- 4.4 As a result, all students will:
- 4.4.1 Be educated in an environment which values and enhances their knowledge and understanding of the world of work;
 - 4.4.2 Have comprehensive, up-to-date and relevant information about career education, training and employment opportunities from trained personnel;
 - 4.4.3 Have access to advice and guidance which is independent and impartial, easily accessible and broadens the horizons of the pupils in reaching their own careers;
 - 4.4.4 Have a Careers Education Programme that provides them with skills, knowledge, support and experience of the world of work to enable them to make informed career choices;
 - 4.4.5 Have a Careers Education Programme that promotes equality and self-esteem;
 - 4.4.6 Become independent learners and be able to target, set and evaluate outcomes;
 - 4.4.7 Have a Leaving Record of Achievement informed by a pupil progress file which is issued at the end of Year 11 and updated in Years 12 / 13 if relevant;
 - 4.4.8 Have a Progress File in Years 7 - 11;
 - 4.4.9 Have a careers education programme which fosters self-development, career exploration and career management;
 - 4.4.10 The opportunity to experience work-related learning through a broad and balanced curriculum (Please see Work-Related Learning Policy).