

THE SALTERNS ACADEMY TRUST: ADMIRAL LORD NELSON SCHOOL

Careers, Education, Information, Advice and Guidance Policy



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CONTENTS	PAGE NUMBER
1. Key Staff Involved	3
2. Governing Body Statement	3
3. Aims and Objectives	3
4. Student Entitlement	3
5. Career Management	4
6. Intended Destination Data	4
7. Professional Development	4
8. Equal Opportunities and Differentiation	4
9. Evaluation and Review	5
10. Supporting Practices, Guidance and Advice	5
Appendices:	
Appendix 1: Key Stage 3	6
Appendix 2: Key Stage 4	8
Appendix 3: Policy statement on provider access (Baker Clause)	11

Article 3 - The best interests of the child must be a top priority in all decisions and actions that affect children.

1. Key Staff Involved

Role	Name(s)
Executive Headteacher:	N Hardingham
Chair of the Local Governing Body:	Jane Beecher/Nathan Waites
Head of School	Chris Doherty
Deputy Headteacher:	M Hutton
Personal Development Curriculum Leader	J Wisbey
Careers and Information Centre Manager	Position vacant

2. Governing Body Statement

The Governors will ensure that Admiral Lord Nelson School will:

- Meet its statutory duty to provide careers education from Year 7-11 giving student access to careers information and impartial advice.
- Meet its legal duty to manage the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer.

3. Aims and Objectives

This policy aims to detail the procedures and guidelines for the delivery and availability of Careers Education and Information, Advice and Guidance (CEIAG)

The aims of the policy are:

- To set out the procedures put into place to ensure that CEIAG is delivered to National Standards.
- To develop students' aspirations, self-awareness, and participation in CEIAG.
- To encourage students to make good use of resources available to them so that they can make informed and appropriate choices throughout their school journey.
- To enable staff to explore the resources available so that they are able to support students with CEIAG throughout the school.
- To maintain a good working relationship between the school and outside agencies including impartial career advice providers, the National Careers service, Local College Providers, Training providers and Pupil Progression Officers from PCC.
- To create mechanisms for feedback from staff and students about the delivery and availability of CEIAG, so that the procedures and delivery can be continually evaluated and improved.

The CEIAG policy is underpinned by the school's programme of Aspiring Futures (PSHEE) and Personal Development Curriculum. Tailored provision is made for students identified as most at risk of becoming NEET, Children Looked After, students receiving Pupil Premium, and students identified as having special educational needs.

- The DFE statutory guidance [Careers guidance and access for education and training providers - July 2021](#) is used as reference to for the CEIAG policy and programme at ALNS.

4. Student entitlement

Students are entitled to careers education, information, advice and guidance which is both impartial and confidential. At Key Stage 3 (see appendix 1) and Key Stage 4 (see appendix 2) are able to access an interview with an independent careers advisor. For students identified within priority groups, provision is made through the Deputy Head: Student Achievement and the Head of House.

Students can expect:

- access to up-to-date and unbiased information on future learning and training, careers and labour market information.
- support to develop self-awareness and career management skills needed for the future.
- the opportunity to talk through their career and educational choices with experts and their tutors.
- to hear from a range of providers with access to careers advice from independent and local institutions, including Portsmouth College, Highbury College, Havant & South Downs College, Fareham College and Chichester College.
- to hear from alternative providers such as those who provide apprenticeships, traineeships, T-levels, and vocational training
- to hear from a range of Higher Education providers (utilising the Southern Universities Network) and have access to a wide range of nationwide university literature
- have online opportunities to engage in meaningful discussions about their futures
- to experience a range of encounters with employers and local businesses
- the school to inform parents/carers of progress and provide parents/carers with information to support planning and decision-making. Parents are entitled to attend the 1:1 Careers Interview with their child if they wish to so. Parents also have access to the Head of House and the Careers and information Centre Manager to discuss any concerns regarding their child's access to CEIAG or to discuss any concerns they may have.
- to be asked about their views about the service they have received to ensure that it fulfils the needs of students.

5. Career Management

Students will use experiences, skills acquired and developed through Aspiring Futures lessons, PD Days and other events to improve employability skills. Students are able to make informed choices about their post 16 options and beyond understanding routes of progression having researched all options available and the routes best suited to them as a learner. Students draft a CV with personal statement, complete applications for college and apprenticeships, students are able to review and reflect on previous transitions to help improve their preparation for their future.

6. Intended Destination Data

Year 11 students' intended destinations Post 16 is collected at the start of the academic year and updated during the year. This information is then used alongside student progress tracking to select groups of students who would benefit from extra support to secure Employment or Training from the Pupil Progression Officers (PCC). Year 11 leavers destinations are tracked by PPC Local Authority for 3 years on leaving school and providing schools with Local Authority and individual school information sent to the Careers and Information Manager.

7. Professional Development

Careers & Information Centre Manager attends the CEIAG meetings for Portsmouth to receive information about new developments.

All staff receive regular training and guidance on careers and option choices to ensure they can advise and support all members of their tutor group in preparation for the stage in their education and career pathways.

8. Equal Opportunities and Differentiation

All information, advice and guidance is provided impartially to all students and free of bias. Students are encouraged to look at careers and courses outside the traditional gender stereotypes. All students with SEND and/or looked after are entitled to transition plans. Where a student has an Education Health Care Plan, all reviews of that plan from Year 9 onwards includes a focus on preparing them for adulthood, independent living, employment and participation in society. Students with additional needs and/or looked after will receive independent and impartial advice about mainstream education, training and employment opportunities on offer regardless of their individual circumstances to support them for the next phase of education or training and beyond into adult life.

Additional activities and events are open to students through Challenge Club, afterschool clubs (ie STEM), trips, Southern Universities Network and opportunities with UNLOC (Enterprise Academy).

9. Evaluation and Review

This policy is reviewed annually as part of the whole-school self-assessment process. The delivery of CEIAG, including external provision to students will be evaluated annually through discussion with students at each Key Stage, and through learning walks when appropriate.

Individual Careers-linked events such as visits to Careers Fairs and Personal Development (PD) Days are evaluated individually.

The school utilises both local and national destination data to assess the success in supporting students to take up education and/or training which offers good long-term prospects.

10. Supporting Practices, Guidance and Advice

- [Careers guidance and access for education and training providers - July 2021](#)
- <https://www.goodcareerguidance.org.uk/>
- <https://www.gov.uk/government/publications/introduction-of-t-levels/introduction-of-t-levels>

Appendix 1: Key Stage 3 Curriculum Programme

The aim of our Careers Programme is to ensure that all students have access to impartial careers information and guidance throughout each academic year. In year 7 - 9 students will develop their skills for success through the Aspiring Futures Programme, Personal Development Days and additional events. Students will learn how to transfer these skills into lessons, to increase their awareness of personal strengths and interests to support learning and development. Our Careers education and guidance programme will help students to make informed choices about their future.

The programme includes:

- Skills for Success
- Understanding what sort of learner they are, what are their personal skills and qualities
- Achieving their potential
- Develop research skills to investigate opportunities
- Implement basic career plans

Students always have access to qualified staff in the Information Centre if they have any questions or require information about any aspects of Careers investigation and information. 1:1 appointments are available to students when requested by students and/or parents or referred by Information Centre staff.

The programme throughout Key stage 4 is built around the [ACEG \(Association for Careers Education and Guidance\) Framework for careers and work-related education](#) and includes the following.

Self-Development

- Develop skills needed for planning and managing career development – self-awareness, recognising own strengths, how to make progress, raise achievements and self-improvement.

Career Exploration

- Understand the importance of 'skills for success' and 'lifelong learning' throughout school and working life
- Know where and how to access appropriate information, resources help and guidance, identify different kinds of work, investigate jobs and labour market, recognise what is stereotyping and discrimination and learn about safe working practice.

Career Management

- Be able to prepare and use action plans to support career development within the Aspiring Futures and PD Days. To make the most of and learn how to access all impartial information, advice and guidance available to you, recognise skills and qualities needed for employment, show initiative and enterprise.
- Engage with all opportunities available through Aspiring Futures, PD Days and other events, to be able to plan carefully and make decisions that will help students get the qualifications and experiences needed to be prepared for transitions later in life.

Year 7	
Champion tutoring	<ul style="list-style-type: none"> Each child is assigned a mentor (tutor) who helps support student with their aspirations
Skills for Success (AF Programme)	
First Impressions Assembly	<ul style="list-style-type: none"> Talking about how to create positive first impressions, in person and online.
STEM Day	<ul style="list-style-type: none"> Opportunity for students to spend the day taking part in various activities linking curriculum areas and investigating career opportunities and raising aspirations
Careers Fair	<ul style="list-style-type: none"> Parents and students are invited to attend this Careers Fair to meet local colleges, training providers and employers to see what opportunities are available post 16
Southampton University Visit	<ul style="list-style-type: none"> HE exploration
"Get Inspired"	<ul style="list-style-type: none"> Event at the Civic to explore local employers, linked to LMI

Year 8	
Champion tutoring	<ul style="list-style-type: none"> Each child is assigned a mentor (tutor) who helps support student with their aspirations
Skills for Success (AF Programme)	
Languages At Work day	<ul style="list-style-type: none"> Students hear from a local employer working on a European Space programme to understand the importance of languages as being part of the EU and career opportunities available, students also hear from visitors about their travel experiences and volunteering opportunities overseas
Careers Day	<ul style="list-style-type: none"> This involves students taking part in a carousel of activities and talks from local employers about career opportunities, qualifications required, training required, and development opportunities. Activities include team building assignments and career investigation using Kudos
Southampton University Visits	<ul style="list-style-type: none"> HE Exploration
Careers Fair	<ul style="list-style-type: none"> Parents and students are invited to attend this Careers Fair to meet local colleges, training providers and employers to see what opportunities are available post 16 are
Portsmouth University Visits	<ul style="list-style-type: none"> Why HE? Event
STEM Day	<ul style="list-style-type: none"> Opportunity for students to spend the day taking part in various activities linking curriculum areas and investigating career opportunities and raising aspirations, building on Year 7 experiences

Year 9	
Champion tutoring	<ul style="list-style-type: none"> Each child is assigned a mentor (tutor) who helps support student with their aspirations
Skills for Success (AF Programme)	
Southampton University Visits	<ul style="list-style-type: none"> HE Exploration
Careers Fair	<ul style="list-style-type: none"> Parents and students are invited to attend this Careers Fair to meet local colleges, training providers and employers to see what opportunities are available post 16
Post 16 options, Careers Exploration in Aspiring Futures sessions	<ul style="list-style-type: none"> Students have the opportunity to investigate careers using Kudos, LMI locally and nationally, post 16 options, Apprenticeships and cost of going to university. These sessions are designed to help students make informed choices about their future.
Stock Market Enterprise Day	<ul style="list-style-type: none"> The focus of the day allows students to work in small groups, develops personal learning & thinking skills. To gain an understanding of monetary value, profit & loss.
KS 4 Options Evening	<ul style="list-style-type: none"> Students and Parents are invited into school for an Information Event about KS4 options being offered by ALNS which include the Young Apprenticeship programme

Appendix 2: Key Stage 4 Curriculum Programme

The aim of our Careers Programme is to ensure that all students have access to impartial careers information and guidance throughout each academic year. In Year 10 and 11 there will be opportunities for students to further develop their knowledge and skills needed to make successful choices and manage transitions to Post 16 options through the Aspiring Futures Programme, Personal Development Days and additional events. Our Careers education and guidance programme will help students to make informed choices about their future.

The programme includes

- Understanding yourself and others around you in more depth
- Realising and achieving potential
- Further develop research skills in investigate opportunities available
- Implement Career plans

Students always have access to qualified staff in the Information Centre if they have any questions or require information about any aspects of Careers investigation and information. 1:1 appointments are available to students; we aim for every Year 11 student to have had at least one interview with our external impartial careers advisor.

The programme throughout Key stage 4 is built around the ACEG (Association for Careers Education and Guidance) Framework for careers and work-related education and includes the following;

Self-Development

Further develop skills needed for planning and managing career development – recognise, how they are changing, what is an offer, what is important to students, to be positive in their approach for their own progress and achievement, taking full advantage of opportunities available in school in helping student to succeed and realise their goals.

Career Exploration

Further understand the importance of 'lifelong career development' and 'lifelong learning' throughout working life and how actions and decisions made will influence their future opportunities. Understand career development and know how work is changing and the impact this has on future choices. Look at business and industry, different jobs in the labour market, opportunities available outside of Portsmouth, challenge stereotyping, and other barriers to equality and be aware of responsibilities and the rights that go with these as a student and employee

Career Management

Use experiences and skills acquired and developed through Aspiring Futures, PD Days and other events to improve employability skills. Students are able to make informed choices about their post 16 options and beyond understanding routes of progression having research all options available and the routes best suited to them as a learner. Students will be able to draft a CV with personal statement, complete applications for college and apprenticeships, students are able to review and reflect on previous transitions to help improve their preparation for their future.

Year 10	
Champion tutoring	<ul style="list-style-type: none"> Each child is assigned a mentor (tutor) who helps support student with their aspirations
Skills for Success (AF Programme)	<ul style="list-style-type: none"> Looking at LMI, local and national information, CV writing, prep for work activities, financial activities
Post 16 options Assemblies	<ul style="list-style-type: none"> Students are introduced to an impartial College Talk in Year 10 which outlines the process and opportunities available. Students have a dedicated assembly about Apprenticeships again outlining the process and careers opportunities.
Careers Fair	<ul style="list-style-type: none"> Students and parents are invited to attend an Information Evening about expectations in Year 10 and 11, where a Careers Fair is also present so that they can speak with to a broad range of employers and training providers.
Assemblies	<ul style="list-style-type: none"> To prompt and support students to complete applications, with opportunities for students to discuss any problems they may be incurring that could hinder their decision making.
Work Experience Launch (November)	<ul style="list-style-type: none"> Students and Parents are invited to attend the Work Experience launch where the process is outlined, expectations and hear from student's previous experiences. Students' complete activities during Aspiring Futures to support this process.
Girls and Boys Network	<ul style="list-style-type: none"> Targeted students are invited to participate in mentoring support from local business leaders who meet with the students weekly/monthly with sessions focussed on aspiration.
College Taster Day	<ul style="list-style-type: none"> Students select which college they would like to have a taster day at, they also select which sessions they attend.
Work Experience for 2 weeks	<ul style="list-style-type: none"> All students take part in 2 weeks of work experience, we aim for as many students as possible to receive a visit subject to staff availability, at the very least calls are made to employers and/or parents to see how things are progressing
1:1 Careers Interviews	<ul style="list-style-type: none"> Year 10 students have the opportunity of 1:1 careers interview with our impartial careers advisor, these are followed up by Information Centre staff where required. 1:1 interview are started with Year 10 once Year 11 students have completed their exams, these are followed up again in Year 11. However, any student at any time can request a 1:1 meeting
<p>Other activities available to students are</p> <ul style="list-style-type: none"> Career pathway talks from local businesspeople and employers Mentoring by University Students Residential at Portsmouth University Careers events by PCC including Fratton Park event 	
<p>SEND students have 1:1 impartial careers interviews at the end of Year 10. If necessary other 1:1 sessions are arranged plus support with attending interviews, arranging specific taster/bespoke sessions to ensure a smooth transition from school to college/apprenticeship</p>	

Year 11	
Champion tutoring	<ul style="list-style-type: none"> Each child is assigned a mentor (tutor) who helps support student with their aspirations
Skills for Success (AF Programme)	<ul style="list-style-type: none"> Looking at LMI, local and national information, CV writing, prep for work activities, financial activities
Post 16 options Assemblies	<ul style="list-style-type: none"> Students are introduced to an impartial College Talk in Year 10 which outlines the process and opportunities available. Students have a dedicated assembly about Apprenticeships again outlining the process and careers opportunities.
Careers Fair	<ul style="list-style-type: none"> Students and parents are invited to attend an Information Evening about expectations in Year 10 and 11, where a Careers Fair is also present so that they can speak with to a broad range of employers and training providers.
Assemblies	<ul style="list-style-type: none"> To prompt and support students to complete applications, with opportunities for students to discuss any problems they may be incurring that could hinder their decision making.
College Open Events	<ul style="list-style-type: none"> Students and parents are provided with dates and times for college open events and encouraged to attend.
1:1 Careers Interviews	<ul style="list-style-type: none"> All Year 11 students have the opportunity of 1:1 careers interview with our impartial careers advisor, these are followed up by Information Centre staff where required.
Support with Apprenticeship/College Applications	<ul style="list-style-type: none"> Students are offered support with College and Apprenticeship applications either small groups or 1:1. Progress is checked at regular stages when updating our student tracker. Some students require additional support to attend interviews, assessments, this is provided by Information Centre staff
<p>Year 11 students are offered ongoing support through the summer, on results day, certificate evening and at any point once they have left ALNS to ensure that they are engaging in education or training. We liaise with colleges for any students who may be experiencing difficulties with the transition.</p>	
<p>Other activities available to students are</p> <ul style="list-style-type: none"> Career pathway talks from local businesspeople and employers Mentoring by University Students Residential at Portsmouth University Careers events by PCC including Fratton Park event 	
<p>SEND students have 1:1 impartial careers interviews at the end of Year 11. If necessary other 1:1 sessions are arranged plus support with attending interviews, arranging specific taster/bespoke sessions to ensure a smooth transition from school to college/apprenticeship</p>	
<p>Students identified as being at Risk of NEET (Not in Employment, Education or Training) are given extra support and referred to the Student Progression Officer from PCC who will provide 1:1 support throughout the Summer in which Year 11 students leave school.</p>	
<p>Other activities available to students are</p> <ul style="list-style-type: none"> Career pathway talks from local business people and employers Mentoring by University Students Residential at Portsmouth University <p>Careers events by PCC including Fratton Park event</p>	
<p>SEND students have 1:1 impartial careers interviews in Year 11 and where required other 1:1 sessions are arranged plus support with attending interviews, arranging specific taster/bespoke sessions to ensure a smooth transition from school to college/apprenticeship</p>	

Appendix 3: Policy statement on provider access (Baker Clause)

Purpose

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

Student entitlement

All students in years 7-11 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 events, 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

- Requests by providers should be sent to the Deputy Headteacher: School Continuity, wellbeing and Safety with a minimum of 6 weeks' lead time. Detail below:
- All requests will be considered on the basis of; staffing availability to support the activity, clashes with other planned activity, trips or visits, interruption to preparation for examinations or rooming and space availability to host the activity.

Contact details:

Name: Matt Hutton, Deputy Headteacher
Tel No: 023 92 364536 ext 154
Email: mhutton@alns.co.uk or careers@alns.co.uk

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 students and/or their parents/carers

- Portsmouth College
- Havant and South Downs College
- Highbury College
- Sparsholt College
- Portsmouth University
- Southampton University
- BAE
- Education Business Partnership (EBP)
- The Girls Network
- Southern Universities Network (SUN)
- PCC Careers Advisor
- ALPHI (Association of Learning Providers for Hampshire and IOW)
- The Royal Navy

The above organisations are regular participants in the Careers Programme at ALNS leading on Assemblies, Mentoring, Workshops in Personal Development Days, Taster Days, Careers Fairs

We also include:

- Barclays Life Skills
- The BBC
- Careers Day: various employers and training providers come into school to facilitate sessions in their field and to raise awareness of apprenticeships
- IET Faraday
- Marginal Gains Programme
- Various Employers support with Mock interviews and also work experience placements
- Careers Fairs: numerous organisations are emailed to take part in the Careers Fairs - Airbus,
- BAE, NATS, Ambulance Service, Army, Royal Navy, RAF, Vets, various Training providers
- Personal Development Days: various external providers including all of the above plus
- curriculum enrichment programmes such as "Prison Me No Way"

Premises and facilities

The school will make the main hall, classrooms, or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader. Refreshments can also be pre-ordered and may be provided by the school.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Information Centre, which is managed by the Personal Development Curriculum Manager. The Information Centre is available to all students before school, lunch and break times and after school.

Supporting Practices, Guidance and Advice

- [Careers guidance and access for education and training providers - July 2021](#)