



THE SALTERNS ACADEMY TRUST: ADMIRAL LORD NELSON SCHOOL

CAREERS, EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY



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The Governors will ensure that all students are provided with independent careers guidance from Year 7 to Year 11 and that this:

- *Is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option*
- *Includes information on the range of education or training options including apprenticeships and technical education routes*
- *Promotes the best interests of the student*

1. UNCRC

Article 17 - Every child has the right to reliable information from a variety of sources and governments should encourage the media to provide information that children can understand

Article 28 – Every child has the right to an education

2. Introduction

Careers education, information, advice and guidance (CEIAG) is an essential part of the support offered to students at ALNS. Effective careers support enabling students to gain the knowledge, understanding, skills, attitudes and attributes required to make informed choices about their 13-19 pathways and to enable them to manage their careers and sustain employment throughout their lives.

Effective careers education is impartial and considers young people's personal abilities, needs and preferences. It is motivating and raises aspirations by providing clear goals, encouraging young people to participate in learning and to attain qualifications that reflect their potential.

Admiral Lord Nelson School has a statutory duty to provide careers education from Year 7 to 11 giving students access to careers information and impartial guidance.

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 following DfE statutory 'Careers Guidance and Access for Education and Training Providers' January 2018 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 one)** and **Key Stage 4 (See appendix two)** students are able to access an interview with an independent careers advisor. For students identified within priority groups, provision is made through the Assistant 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.
- 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 Personal Development Curriculum 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, 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

For Year 11 students data is collected regarding intended destinations for Post 16 following their GCSEs. 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).

7. Professional Development

Personal Development Curriculum 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 next stage in their education and career pathways.

8. Budget

A designated careers budget is available each year to contribute to the cost of independent careers advice, information and guidance provision and Support for Progression programme.

9. 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, after school clubs (ie STEM), trips, Southern Universities Network and opportunities with UNLOC (Enterprise Academy).

10. 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, Prep for Work Day and 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.

11. References:

- DfE – Careers Guidance and Inspiration in Schools – Statutory guidance for governing bodies, school leaders and school staff – January 2018
- Gatsby – Good Career Guidance – January 2018
- DfE – Careers Strategy: making the most of everyone’s skills and talents - December 2017

Appendix 1: Key Stage 3

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 student's to make informed choices about their future.

The programme includes:

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

Students have access to staff in the Information Centre at all times 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, P D 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.

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| Year 7 | |
| Skills for Success (AF Programme) | |
| Raising Aspiration Assembly (Steve Cunningham) | Steve Cunningham is blind and delivers an inspirational assembly to students about overcoming adversity |
| STEM Day | Opportunity for students to spend the day taking part in various activities linking curriculum areas and investigating career opportunities and raising aspirations |
| Careers Fair (February) | 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 | HE exploration |
| Year 8 | |
| Skills for Success (AF Programme) | |
| Languages At Work Day | 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 | 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 | HE Exploration |
| Careers Fair (February) | 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 |
| Portsmouth University Visits | Why HE? Event |
| STEM Day (PD Day 10) | 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 |
| KS 4 Options Evening | Students and Parents are invited into school for an Information Event about KS4 options being offered by ALNS which include the Young Apprenticeship programme |
| Year 9 | |
| Skills for Success (AF Programme) | |
| Southampton University Visits | HE Exploration |
| Chichester University Visit | HE Exploration |
| Careers Fair (February) | 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 | 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 | 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. |

Appendix 2: Key Stage 4

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 have access to staff in the Information Centre at all times if they have any questions or require information about any aspects of Careers investigation and information. 1:1 appointment 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 | Year 11 | |
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| Skills for Success (AF Programme) | Skills for Success (AF Programme) | Looking at LMI, local and national information, CV writing, prep for work activities, financial activities |
| Young Apprenticeship Programme | Young Apprenticeship Programme | For one of the option choices students may have the opportunity to attend Highbury College each week for either Motor Vehicle, Hair & Beauty or Childcare Course. |
| Post 16 options Assemblies | College Assemblies (4) and Apprentice Assembly | Students are introduced to an impartial College Talk in Year 10 which outlines the process and opportunities available. In Year 11 students hear from 4 local colleges each Portsmouth, Highbury, Southdowns, and Havant who are able to promote their open evenings, taster days etc. In Year 10 students also have a dedicated assembly about Apprenticeships again outlining the process and careers opportunities, this is repeated again in Year 11. |
| Careers Fair (September) | Careers Fair (September) | 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 have the opportunity to speak with a number of employers and training providers |
| | Assemblies | To remind students to complete applications, where support is available to discuss any problems they may be incurring that could hinder their decision making |
| Work Experience Launch (November) | | 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 a number of activities during Aspiring Futures to support this process |
| Girls University Event (Chichester University) | Girls University Event (Chichester University) | Event to raise aspirations for girls for example running their own business, girls into engineering |
| Careers Fair (February) | Careers Fair (February) | Students across all year groups are invited to attend, opportunity to speak with employers, colleges and training providers |
| University Challenge Day | Languages Day (Portsmouth University) | All events are aimed at raising aspirations and to give a University taster experience, to understand opportunities and courses available, financial implications |
| Southampton University Visits | | |
| Prep for Work Day | | Employers support this event with 1:1 interviews. Students produce a CV during Aspiring Futures which are handed to the interviewers beforehand. All students receive written feedback on their interview |

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| | | skills and techniques. Students take part in other activities during the day to support going out on work experience, communication skills, team work, financial workshop |
| College Taster Day | | 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 | | 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 | 1:1 Careers Interviews | Year 11 have the opportunity of 1:1 careers interviews with our impartial careers advisor, these are followed up by Information Centre staff where required. 1:1 interviews are started with Year 10 once Year 11 students have left, these are followed up again in Year 11. However any student at any time can request a 1:1 meeting |
| | Support with Apprenticeship Applications | Students are offered support with College and Apprenticeship applications either small groups or 1:1. Progress is check at regular stages when updating our student tracker. Some students require additional support to attend interviews, assessments, this is provided by Information Centre staff |
| | Support with College Applications | |
| 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. | | |
| 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 | | |
| Other activities available to students are Medical Taster Day at QA Hospital Career pathway talks from local business people and employers Mentoring by University Students | | |
| SEND students have 1:1 impartial careers interviews in Year 9, end of Year 10 and Year 11 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 | | |

In addition to the above programme across Key Stage 3 and 4 there are the following opportunities:

- Challenge Club (a club for targeted High Attaining students)
- Additional STEM events facilitated by Universities and other organisations
- College subject specific events
- University subject specific events
- **Tutor Mentoring:** Tutors may refer students who need specific careers advice
The meeting will be recorded for future reference.

- **Referrals:** Assistant Head: Student Achievement, Heads of House, SENCO, may refer students to the Information Centre or to agencies associated with the school who can further offer support
- **Parental Engagement:** Parents are invited to attend the following events across all year groups
 - Careers Fair(s)
 - KS4 Option Evening
 - Work Experience Launch
 - 1:1 Career Interviews with their child
 - University Events (offered in conjunction with their child attending a HE Event)
 - Parents Evenings where Careers Information and Advice is available
- **Online Resources (access available from home)**
 - Kudos
 - National Careers Website