

The Hyndburn Academy Careers, Information, Advice and Guidance Policy

Date: September 2020

Our Vision and Ethos

We are proud to be part of the United Learning family of schools and share a common ambition to achieve 'The best in everyone'. At the Hyndburn Academy, we are committed to ensuring we achieve this vision by:

Providing equal opportunities for all students;

Encouraging all students to achieve their full potential;

Promoting tolerance, sensitivity and understanding

We aim to achieve this by enabling each member of the school community to develop and flourish within a caring, safe and supportive environment.

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make 14-16 choices that are right for them and to be able to manage their careers throughout their lives.

The Hyndburn Academy is committed to providing a planned programme of careers education for all students covering information, advice and guidance (IAG).

The school is focused on developing a careers programme to meet The Gatsby Benchmarks in partnership with Lancashire County Council and other relevant guidance from the DfE and Ofsted.

The Gatsby Benchmarks

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

The policy was developed and will be reviewed annually through discussions with the Senior Leadership team, teaching staff, the school's Careers Leader, students, parents and governors.

It supports and is underpinned by key school policies including those for teaching and learning, assessment, recording and reporting achievement, citizenship, Learn to Learn, work related learning and enterprise, equality and diversity, health and safety, gifted and talented and special educational needs.

The careers programme is designed to meet the needs of students at this school. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

A provision is made for careers education information, advice and guidance that meets professional standards of practice and is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme will promote equality of opportunity and inclusion. There are particular groups who have to have a one to one guidance interview with the Careers Leader, for instance - special needs, gifted and talented or vulnerable students. However, all students will have the opportunity to meet with the Career Leader for advice through drop-in sessions and CEIAG interviews.

At The Hyndburn Academy School, the Careers Leader manages the careers programme and is responsible to the Head teacher.

All staff contribute to the careers education provision through their roles as form tutors and subject teachers. The careers programme is planned, monitored and evaluated.

The careers programme includes careers education sessions, career guidance activities (group work and individual reviews), information and research activities work related learning, and individual learning in Lifelong Learning through PSHE activities. Embedding Careers is part of the school's Personal Development programme.

Other focused events, e.g. Careers fairs, FE Taster Days, University visits, employer visits days are planned on an annual basis. Information on college, sixth form and training providers will be available on the schools Careers notice board and pupils will be made aware during form times and assemblies.

The annual Careers Plan and Service Level Agreement is available on the school website and reviewed at the end of every academic year.

Monitoring, Review and Evaluation

Termly review meetings are held by key members of the guidance community within school. The Careers Leader attends meetings with CEIAG staff from local schools with a view to developing good practice. The CEIAG programme is reviewed annually using the local quality standards for CEG to identify areas for improvement. A report is submitted to the senior leadership team and governors. Action research evaluation of different aspects of CEIAG is undertaken regularly.

Links to Other Policies

The policy for CEIAG supports and is itself underpinned by the school's other policies, processes and procedures

Review

Details of the school's careers programme is published on the school's website. This policy was developed and is reviewed biennially in discussion with teaching staff, pupils, parents, governors and advisory staff. The next policy review will be in September 2021.

Signed by Head Teacher:



Date: September 2020.

Ratified by Governors: Awaiting ratification by new governing body.