

Careers Education, Information, Advice and Guidance Policy

Introduction

Paddington Academy represents a culture of high aspiration, high expectation and success. Careers Education, Information, Advice and Guidance (CEIAG) is recognised as playing an important role in motivating our students, promoting equality of opportunity and maximising their academic and personal achievements while at Paddington Academy and beyond. We are committed to providing a planned programme of careers education for all students in years 7-13 to prepare students for the opportunities and challenges of adult and working life.

Careers Education and Guidance has a high profile at Paddington Academy and a Careers Leader (Laura Snow) is appointed to manage and develop delivery to ensure the needs of our students are being met.

All students have an equal entitlement to high quality careers education, information, advice and guidance that will provide them with an understanding of the world of work, help them to explore career options and support them in making decisions about opportunities open to them.

Aims

CEIAG is crucial in order to meet the skills, knowledge and understanding needed by each student. We fully subscribe to the Careers Education Framework 7-19 (2010) and the 6 principles of impartial careers education:

- Empowers young people to plan and manage their own futures
- Responds to the needs of each learner
- Provides comprehensive information and advice
- Raises aspirations
- Actively promotes equality of opportunity and challenges stereotypes
- Helps young people to progress

The Staff and Governors at Paddington Academy recognise that career planning is not limited to just one stage in life. For this reason careers education and guidance aims to develop career management skills which students can draw on at each stage in their career planning. The CEIAG programme is continually evaluated to improve its effectiveness.

This policy is informed by the following documents: Careers Education Framework 7-19 (2010)

Objectives

The CEIAG programme at Paddington Academy is integrated within the curriculum and is designed to provide help at specific decision times. Paddington Academy is committed to raising the aspirations of all learners. In line with Academy's values and ethos, careers education and guidance aims to develop the skills, talents, understanding and aspirations of all our learners, enabling them to become responsible citizens who achieve personal success and fulfilment in life.

Our CEIAG programme will:

- Link effectively with the curriculum in order to maximise student learning and avoid unhelpful repetition
- Provide totally impartial and up to date information through close working with independent careers professionals, employers and FE and HE institutions
- Challenge stereotyping, deal with prejudice and discrimination, use skills of assertiveness and negotiation and encourage students to widen their career ideas
- Reflect the true nature of today's and tomorrow's world of work
- Support key policies including those for teaching and learning, assessment, recording and reporting achievement, equality and diversity, health and safety, able and talented, and inclusion (special educational needs).

Raising students' achievements to their full potential is a key goal of the Careers Education and Guidance policy.

Delivery and Content

Careers Education is delivered through discrete lessons within the Citizenship/Core studies programme. In addition to this Careers information, advice and guidance is provided through group workshops, individual interviews, enterprise events, college partnership courses, college/university visits, employer presentations, posters, leaflets and through subject teachers. See Appendix 1 for details of the current Careers Education Programme.

An independent Careers Advisor is at Paddington Academy on a weekly basis to provide individual advice and guidance to students. All careers advice and guidance given is person-centred, impartial, unbiased and confidential (within legal confines) and also meets professional standards of practice. Careers advice is also available during Parents Evenings, Options Evenings and Open Evenings.

The Careers Library is user-friendly and well stocked with key publications suitable for a range of ages and abilities. The Careers Library is based in the Independent Resource Centre and is easily accessible to students and staff. Materials are audited annually to ensure information is up-to-date and accurate and relevant to the students needs.

The school website displays current careers advice for all year groups and contains weblinks to reliable careers information.

CEIAG programme

Students in years 8-13 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.
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
- understand how to make applications for the full range of academic and technical courses.

At points across the school year, a variety of employers and external providers are invited into Paddington Academy to talk about different careers. Please see appendix 1 for details on Provider Access.

Directors of learning and tutors are responsible for teaching and giving feedback on the taught aspects of the CEIAG programme.

	Autumn Term	Spring Term	Summer Term
Year 7		PSHE sessions during assembly and tutor group	
Year 8	STEM Careers Research	Life skills – assembly and tutor group opportunities	Life skills – assembly and tutor group opportunities
Year 9	Group sessions on career routes inc:- college/apprenticeship Use of career websites	KS4 options event In-house careers fair	
Year 10	Life Skills – work experience preparation sessions Interview Days – preparation for work like with external business mentors	Group sessions on career routes inc:- college/apprenticeship Familiarisation with proprietary careers software World of work sessions with speakers from business In-house careers fair	Life skills – assembly and tutor group opportunities
Year 11	1:1 opportunities for Careers interviews with parents and an external Careers advisor Group sessions on career routes inc:- College/apprenticeship Familiarisation with proprietary careers software	Post 16 evening Post 16 taster sessions World of work sessions with speakers from business In-house careers fair NCS assembly	Life skills – assembly and tutor group opportunities
Year 12	Higher Education Fair Post 18 assembly – apprenticeships Individual careers interviews on request	In-house Careers Fair World of work sessions with speakers from business Interview Techniques sessions Individual careers interviews on request	Work Experience Apprenticeship recruitment information delivered during tutor time Individual careers interviews on request
Year 13	Workshops – HE and higher apprenticeship applications Apprenticeship recruitment information delivered during tutor time Individual careers interviews on request	World of work sessions with speakers from business In-house Careers Fair Individual careers interviews on request Apprenticeship recruitment information delivered during tutor time	Apprenticeship recruitment information delivered during tutor time Individual careers interviews on request

Monitoring, Evaluating and Review

Students and parents are welcome to give feedback on any aspects of the CEIAG programme through student and parent voice.

The CEIAG policy is reviewed regularly; this allows us to incorporate new initiatives. This review involves the Governing Body, Senior Leadership, Careers Co-ordinator, Student Council and our independent Careers Advisor.

Appendix 1 – Provider Access Statement

Agreed by:

Governing Body

Paddington Academy

Date of next review

Date: next meeting 2018

Date: Jan 2018

Spring 2021

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes 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.

Management of provider access requests

Opportunities for access

Our provision includes various opportunities for students to access a range of events. These are mainly integrated into the schools careers programme and curriculum. These events are therefore delivered internally, with contribution from external providers where appropriate.

Procedure

A provider wishing to request access should contact our Careers Leader (Laura Snow), via the school contact details office@paddington-academy.org or 0207 479 3900.

Local providers are invited to key relevant events. In addition, external providers interested in coming into school should speak to our Careers Leader to identify the most suitable opportunity.

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

Resources

Once visits have been agreed, the school will provide appropriate rooming to facilitate the visit, along with any equipment requested by the provider, where it is available.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception. Reception is available to all students at lunch and break times.