

# 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, work experience, mentoring programmes, 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.

## 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.

# Paddington Academy - Provider Access Policy

## Introduction

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 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;
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through option 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

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.

A provider wishing to request access should contact **Laura Snow, Director of Careers**

Telephone number 0207 4793939; Email [laura.snow@paddington-academy.org](mailto:laura.snow@paddington-academy.org)

### Opportunities for access

Our provision includes various opportunities for students to access a range of events, which are integrated into the school careers programme and curriculum. These events are therefore delivered internally, with contribution from external providers where appropriate. We will offer providers an opportunity to come into school to speak to students and/or their parents. The school calendar varies from year to year, so providers need to contact the appropriate staff member named above to identify the most suitable opportunity. These events are usually calendared well in advance, so it is essential that providers contact us early in the academic year to be involved in our planning.

Year group	Autumn term	Spring term	Summer term
Year 7	IntoUniversity workshop	Assemblies and tutor group opportunities Careers Fair Half term tutor sessions on university	University visit Assemblies and tutor group opportunities
Year 8	Careers tutor talks Half term tutor sessions on differences in subject disciplines	Career tutor talks Assemblies and tutor group opportunities Careers Fair	Career tutor talks Assemblies and tutor group opportunities
Year 9	Career tutor talks Half term tutor sessions on different pathways to university and careers	KS4 Options event Careers Fair	
Year 10	Work experience preparation tutor sessions	Work experience	Mock Interview day
Year 11	Post 16 evening 1-1 Career Guidance	1-1 Career Guidance College Open Days	Post 16 taster sessions
Year 12	Oxbridge visit Career tutor talk from employers	Careers Fair Career tutor talk from employers	University Visit UCAS preparation and pathways
Year 13	HE and Higher Apprenticeship applications UCAS Career tutor talk from employers Assemblies and tutor group opportunities	Workshops – higher apprenticeship applications Careers Fair Career tutor talk from employers Assemblies and tutor group opportunities	

Please speak to our Careers Lead to identify the most suitable opportunity for you.

## 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. The school will make the assembly hall, classrooms or private meeting rooms available for discussion between the provider and students, as appropriate to the activity. The school will also make available AV, Internet and other specialist equipment to support the provider presentations. This will be discussed and agreed in advance of the visit with the Careers Lead or a member of their team.

All providers will need to email names of facilitators in advance for security reasons. All visitors will be issued with a visitor pass and a Safeguarding leaflet and will be accompanied, at all times, by the Careers Lead or a member of staff.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Library or the Careers Hub. These are available to all students at lunch and break times.

## Agreed by:

Governing Body

Date: next meeting 2020

Paddington Academy

Date: Jan 2020

Date of next review

Spring 2021