


The Aylesbury Vale Academy Trust



The Aylesbury Vale Academy

RESPECT | ASPIRATION | RESILIENCE

Careers Education, Information, Advice and Guidance (CEIAG) Policy

Policy Reference:	AVA.132
Description:	This document provides the Academy's arrangements for Careers Education, Information, Advice and Guidance (CEIAG) for students, parents and employers.
Status:	Statutory Policy
Policy Audience:	Staff, Students & Parents/Carers
Academy Contact:	Academy Principal
Other related AVA policies and procedures:	Equality Policy, Child Protection Policy, Digital Learning Policy, Safeguarding Procedures
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Signed:	
Date of Signature:	22.02.2023

In reviewing this policy the Governing Board has had regard to the Equality Act 2010 and carried out an equality impact assessment. It is satisfied that no group with a protected characteristic will be unfairly disadvantaged by this policy.

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Introduction

Through a planned programme of activities, Careers Education, Information, Advice and Guidance (CEIAG) and Employability skills, the Aylesbury Vale Academy seeks to help all students take their place as suitably qualified and responsible adults within society. The focus is upon career and option choice, raising the aspirations and achievement of individual students and equipping them with skills, attitudes, knowledge and understanding as a foundation for managing their lifelong career and learning.

Aylesbury Vale Academy's CEIAG Vision Statement

To raise the aspirations and achievement of the Aylesbury Vale Academy's students, equipping them with skills, attitudes, knowledge and understanding; as a foundation for managing their lifelong career and learning.

Rationale

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports students in choosing pathways that suit their interests and abilities and help them to raise aspirations and to follow a career path and sustain employability throughout their working lives.

The Aylesbury Vale Academy's careers programme helps our students to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It promotes equality of opportunity, celebrates diversity and challenges stereotypes. The policy is designed to meet the Gatsby benchmarks and conforms to statutory requirements.

Commitment

The Aylesbury Vale Academy is committed to providing all students in Years 7-13 with a programme of careers activities and supporting activity. The programme has been developed in line with the eight Gatsby benchmarks for ensuring best practice and to meet the requirements of the Department for Education's statutory guidance 2018.

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 work places
7. Encounters with further and higher education
8. Personal guidance

The current careers programme is delivered through a combination of methods, including; Form Tutor-led programmes in Years 7 to 13, through assemblies, presentations, employer visits, work experience, seminars, workshops and 1:1 sessions. Additionally, several special events are held such as the annual careers fair, and UCAS events.

Aims and Objectives:

The Aylesbury Vale Academy's Careers Education and Guidance policy has the following aims and objectives:

- to contribute to strategies for raising achievement, especially by increasing motivation
- to help students develop the skills and confidence to make realistic and informed decisions about their futures
- to manage the transitions from one stage of their education, training and work to the next
- Inspire and motivate students to develop their future aspirations
- to support inclusion, challenge stereotyping and promote equality of opportunity
- to equip students with the necessary decision-making skills to manage those same transitions
- to develop in students an awareness of the wide variety of education, training and careers opportunities both locally and nationally
- to encourage participation in continued learning including higher education, further education and apprenticeships
- to develop enterprise and employment skills
- to reduce drop out from and course switching in education and training
- to contribute to the economic prosperity of individuals and communities
- to meet the needs of all our students through appropriate differentiation
- to foster links between the Academy, local businesses and further/higher education establishments
- to involve parents and carers

Statutory requirements

The careers provision at The Aylesbury Vale Academy is in line with new legislation that was introduced through the Skills and Post-16 Education Act 2022 and the Education (Careers Guidance in Schools) Act 2022. This includes that since September 2022, all state funded secondary schools must now secure independent careers guidance for pupils from years 7 to 13.

From 1 January 2023, we have also strengthened the provider access legislation, meeting the legal requirement for schools to ensure all pupils during school years 8 to 13 have at least 6 opportunities to meet a range of providers of approved technical education qualifications and apprenticeships.

The careers provision at The Aylesbury Vale Academy meets the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997.

This states that all schools should provide independent careers guidance from Years 8 -13 and that this guidance should:

- be impartial
- include information on a range of pathways, including university options or apprenticeships
- be adapted to the needs to the student

In addition, the Academy is compliant with the careers guidance that the government set out for delivery from 5 January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all academies must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. As an all through school, The Aylesbury Vale Academy recognises the importance of careers provision in Year 6 and 7 which is beyond statutory guidance.

Student Entitlement

Students are entitled to CEIAG which meets professional standards of practice and is both personalised and impartial. It is integrated into students' experience of the whole curriculum and based on a partnership with students and their parents or carers. The programme is structured to deliver explicit learning outcomes, raise aspirations, challenge stereotyping and promote equality and diversity.

The careers programme is designed to meet the needs of the students at The Aylesbury Vale Academy to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Students with Special Educational Needs or Disabilities (SEND):

- Transition from one key stage to another and onto careers is part of the action plan for a student with SEND
- Personalised support from the SENCO, careers advisor and external bodies is used where appropriate

Students in receipt of Pupil Premium (PP) funding:

- Personalised support will be given to these students and they will receive prioritised appointments as well as an extra careers appointment in Year 10 and 11

Parents and carers

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved. All online resources are easily accessed through the links on the Academy website. Parents are kept up to

date with careers related information through letters, newsletters at open evenings and parent's evenings. Parents are welcome at careers interviews and, where necessary, are invited.

Procedure

A provider wishing to request access should contact Mrs P Marina Careers Leader, Telephone: 01296 428551, Email: pmarina@theacademy.me

Curriculum

The Careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work related learning and individual learning activities. Careers lessons are integrated into the Academy's SMSC programmes.

Partnerships

A partnership agreement is ongoing with Adviza, a connexions service, detailing the contributions to the programme that each will make. Further partnerships are also held with Study Higher and Buckinghamshire Skills Hub to support the Academy's CEIAG programme.

Monitoring, Review and Evaluation

CEIAG programme is monitored and evaluated annually, through discussion with key staff and students and appropriate observation of activities by the Vice Principal and Careers Leader. In addition, feedback on the effectiveness of the CEIAG programme is sought through student focus groups, parent council groups and questionnaires. Resulting action points then feed into the following year's planning process to ensure they are addressed. When reviewing the CEIAG programme, the School Improvement Plan (SIP) is used to ensure that the Careers CEIAG programme is fully supporting whole school aims. The Partnership Agreement with providers like Adviza, Study Higher and Bucks Skills Hub is reviewed annually. Review of the Academy's adherence to the Gatsby Benchmarks is through Compass and Tracker, an online self-evaluation tool for schools.

Staff Links

All staff have a duty to play their part in students' progress through the careers curriculum, for example:

- Form tutors monitoring the progress of their tutee's employability profile
- Curriculum Leaders and subject teachers linking their curriculum subject to careers and ensuring students realise what skills their subject is promoting, as well as the opportunities a qualification in a subject can provide
- Providing a reference for someone's job application

- Monitoring progress and conducting one to one interviews to ensure students are on track and assisting them with post-16 applications such as UCAS, apprenticeships or employment
- Senior managers ensuring a whole-school focus on careers education and supporting CEIAG development
- Coordinating CPD to ensure all relevant staff are trained appropriately with regard to careers

Key Stage 2

A subtle introduction to careers and enterprise at KS2 will include activities on stepping up to secondary school. Students at this key stage will delve in to inspirational and motivational workshops to aid them in the preparation for secondary transition.

Key Stage 3 (Years 7 - 8)

A careers, work related learning and enterprise programme will be delivered during the tutor programme. Years 7 and 8 will investigate their skills, interests and work preferences to match against suitable occupations. They will also research into the labour market and their expectations of job availability.

Year 8 will also encompass an exploration of KS4 and KS5 future options with a focus on individual career paths.

Key Stage 4 (Years 9 - 11)

Year 9 covers economic wellbeing, active citizenship and develops enterprise and entrepreneurship. Students in Year 9 will also have the opportunity to take part in the Bronze Duke of Edinburgh Award. Students in Year 10 will have exposure to visits and external speakers to provide impartial careers advice and options. Students will visit the Bucks Skills Show NEC to gain an insight into various professions and will have the opportunity to complete one week of work experience during activities week. Careers interviews will be available for firstly pupil premium students and thereafter for those who require it.

Students in Year 11 will focus on post 16 personal statements and applications. Individual action plans and interviews with Adviza will be available. Mock interviews for different pathways and institutions will also be available for those who require it. The focus is post 16 options and the Application process. The options programme for Year 11 supports their year 12/13 choices.

Key Stage 5

There is a range of support for university applicants through:

- Higher Education sessions to give students insight into university application, courses, life as a university student
- Students in the Sixth Form are encouraged to visit university open days, masterclasses, taster courses and summer schools at a variety of universities, to develop their application profile

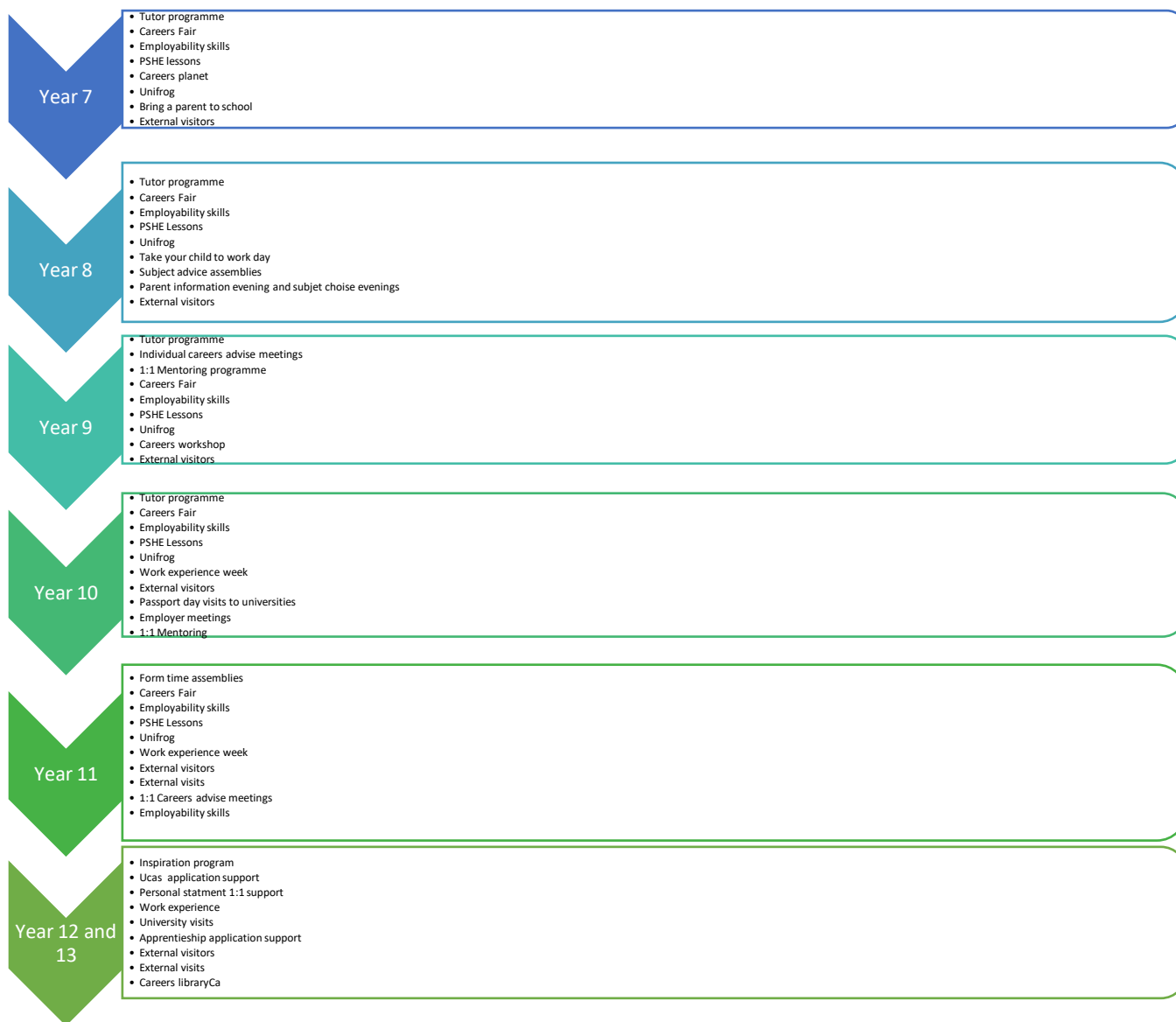
- The Higher and Extended Project Qualification (HPQ+) help develop invaluable research and independent learning skills which are central to higher education
- AD and Pastoral team to support students with the UCAS process. Each student will have support tailored to their application from a subject advisor, their form tutor and the Sixth Form team
- Interview preparation, practice and workshops are led by departments and the Sixth Form team
- There is preparation for and support with aptitude and pre-admissions test
- The pastoral curriculum for Years 12-13 includes lessons on life at university, including finances
- Charity fundraising and enterprise activities are encouraged e.g. the Young Enterprise competition that develop students' entrepreneurial skills
- Sixth Form students are encouraged to undertake volunteering and work experience to support their university applications. A range of opportunities are advertised throughout the academic year, as appropriate to specific students

Premises and Facilities

The Academy will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The Academy will also make available audio visual and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Careers Programme

The Aylesbury Vale Academy is keen to ensure that students are equipped with the skills and knowledge to investigate, research and enter their chosen professions. The Aylesbury Vale Academy strives to provide all learners with careers education, information, advice and guidance in all years.



Gatsby Benchmark	Definition	Year 7	Year 8	Year 9	Year 10	Year 11	6 th Form
1 A Stable Careers Programme	Every school and college should have an embedded programme of career education and Guidance that is known and understood by teachers, pupils, governors and employers.	Employability programme					Year 12 Inspiration programme
		Careers lessons in PSHE / Form time					
		Annual staff, student and employer surveys					
2 Learning from Career and Labour Market information	Every pupil, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.	Students review job profiles in unifrog software					
		LMI data is available on the AVA website, parents receive emails					
		Careers notice board and LMI posters in curriculum area					
		Careers advisor available to support students – Appointment process					
3 Addressing the needs of each pupil	Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.	Year 7 Questionnaires				Action "What next" forms to identify students that require careers guidance.	
						Destinations survey sent to students at Christmas half term for 3 years after leaving	
						BCC intended destination form	Year 13 LinkedIn workshop - alumni
						BCC destination data	
4 Linking Curriculum Learning to Careers	All/the overwhelming majority of students by the time they leave school,	All subject areas have elements of careers planned – see each Curriculum department's Blue folder for an overview					

	have meaningfully experienced careers learning as part of most curriculum areas					
5 Encounters with employers and employees	Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.	Hi-Tech vis workshop		Speakers4schools		
		Employer assemblies on STEM				
		Careers, Apprenticeship, Further and Higher Education Fair				
		All subject areas have an element of careers planned and have been invited to invite visitors/ employers				
6 Experience of the workplace	Every pupil should have first-hand experience of the workplace through work visits, work shadowing and /of work experience to help their exploration of career opportunities and expand their networks.	Bring a parent to school	Take your child to work day		Work experience week	
		Most Able, STEM & subject-relevant trips to a variety of employers				
7 Encounters With Further and Higher Education	All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in				Encourage students to attend the MK Apprenticeship fair & Bucks Skills Show	
		Careers, Apprenticeship, Further & Higher Education Fair. ASK apprenticeship parent & student talk.				
		Careers advisor available to support students. Appointments process. (Priority given to year 11 & 13)				
					Passport Day Oxford Brookes	Reading university visit
					Apprenticeship talks	

	schools, colleges, universities and in the workplace						University of Suffolk visit
8 Personal Guidance	Every pupil should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs.	Careers advisor available to support students. Appointments process. (Priority given to year 11 & 13)					
		Pastoral support					
			interviews to review option choices			interviews to review 6 th form options	

Careers across the school

- ✓ Careers notice board
- ✓ Careers on the Aylesbury Vale Academy website
- ✓ Annual Careers Fair
- ✓ Unifrog
- ✓ Careers talks
- ✓ Ad hoc workshops offered by employers e.g HS2
- ✓ Opportunities emailed to parents and learners

Careers across the Academy:

- AVA's Careers Website
- Careers Notice Board
- Unifrog careers online platform
- Eclipse online tool
- Individual Adviza meetings
- Careers talks
- Bucks Skills Show
- Destinations data