

# The Aylesbury Vale Academy Trust



## The Aylesbury Vale Academy

Including Berryfields Primary

COLLABORATING *for* EXCELLENCE

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

<b>Policy Reference:</b>	AVA.132
<b>Description:</b>	This document provides the Academy's arrangements for Careers Education, Information, Advice and Guidance (CEIAG) for students, parents and employers.
<b>Status:</b>	Statutory Policy
<b>Policy Audience:</b>	Staff, Students & Parents/Carers
<b>Academy Contact:</b>	Executive Principal
<b>Other related AVA policies and procedures:</b>	Equality Policy, Child Protection Policy, E-safety Procedures, Safeguarding Procedures
<b>Governor Committee:</b>	Academy Management & Finance
<b>Approved by the Governing Board on:</b>	Pending approval on 31.01.19
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<b>Version + Schedule of Amendments:</b>	
<b>Signed:</b>	
<b>Date of Signature:</b>	

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.

## **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 Citizenship in Years 7 to 13 and through assemblies, presentations, employer visits, work experience, seminars, workshops, drop down days, and 1:1 sessions. Additionally, several special events are held such as the annual careers fair, an annual activity of careers events held during enrichment week such as STEM Careers day 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 school, 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 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 school 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 school 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 Mr D Anandavasagar, Careers Leader, Telephone: 01296 428551, Email: [danandavasagar@theacademy.me](mailto:danandavasagar@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 integrated into the schools' 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 years' 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 school's adherence to the Gatsby Benchmarks 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 regards 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 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 varying 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 for those who require it. 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 A Level 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 on 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.

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

### **Premises and Facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV 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.

## Appendix A

### Careers Provision

2018-19

Primary KS2		
Term 1	Term 2	Term 3
<ul style="list-style-type: none"> <li>• 11 plus preparation and assemblies</li> <li>• Stepping up to secondary school – open days what to expect</li> </ul>	<ul style="list-style-type: none"> <li>• Class and key stage assemblies – aspirations</li> <li>• PSCHE programme</li> <li>• SATS preparation</li> <li>• Parent careers talk – bring a parent to school to talk about their career</li> </ul>	<ul style="list-style-type: none"> <li>• Stepping up to secondary school</li> <li>• Team building activities</li> <li>• 11 plus talks</li> <li>• Year 7 Transition days preparation</li> </ul>
Year 7		
Term 1	Term 2	Term 3
Tutor programme – Stepping up to secondary school. Careers Fair Careers Day Stem Space Exploration Day	Tutor programme – Inspirational role models, target setting and looking to the future. Careers questions and answers	Tutor project- Moving on up to begin (Monday 2 <sup>nd</sup> July.) Employability Skills Industry Visit
Year 8		
Term 1	Term 2	Term 3
Tutor programme – Moving on up. Making the right GCSE choices. Careers Fair Careers Day Stem Workshop Bridge Building, Lego Oxford, Oil Rig Challenge.	Option process including 1:1 meetings with AD or SLT Options assemblies Options evening Options Tutor careers programme	Tutor Programme- Careers – skills Employability Skills Adviza – individual meetings with action plan.



<b>Year 9</b>		
<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>
Tutor programme – Moving on up. Careers Fair Careers Day – Higher Education, Tasty Science, Escape Room, Team work and personality profiling, Forensic Science, and Criminology. Entrepreneur Visit for Business Studies	Study Higher drop down day Engineering trip for PP students UTC Employability Skills	Tenner Challenge University Trip Tutor Programme- Careers – skills Health-Tec trip. Stem residential workshop Oxford Brooks Adviza – individual meetings with action plan
<b>Year 10</b>		
<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>
Trip: University Careers Fair Careers Day – What next for me?, Futurology, Mental Health and stress, Student financing and budgeting, Business enterprise, Volunteering opportunities Entrepreneur Visit for Business Studies	Trip: Microsoft head office. Apprenticeship assembly Tutor Programme: Careers.	Tutor Programme: What happens now? Dealing with failure and success, jobs, alternative education choices. Student voice. Bucks Skills Show trip.
<b>Year 11</b>		
<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>
Adviza – individual meetings with action plan Student voice. Careers Fair Careers Day – Mathemagic, Careers, Mental Health and stress management, CV Writing, Gear up next steps. 6 <sup>th</sup> Form Options Evening Adviza pathways advice @ Options evening	Adviza – individual meetings with action plan Individual Careers meetings Tutor Programme: Pathways Apprenticeship assembly.	Individual Careers meetings Next Steps Audit

<b>Year 12</b>		
<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>
<p>Tutor programme: Job sectors and market  Bucks Skills Show  Careers Fair  Inspiration Programme  Careers Day – Labour market information,  Apprenticeship workshops  Vocational Skills and Degree Apprenticeships  Workshop.  Trip: Reading University.  Bucks New Uni UCAS Workshop</p>	<p>Tutor programme: Job sectors and market  Mini UCAS Fair for Year 12s.  Adviza – individual meetings with action plan  Higher Education workshop  Student voice.</p>	<p>Tutor programme: Job sectors and market  Adviza – individual meetings with action plan  Next Steps Audit  Student voice</p>
<b>Year 13</b>		
<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>
<p>Tutor programme: Job sectors and market  Adviza – individual meetings with action plan  Student voice  Bucks Skills Show  Careers Fair  Careers Day – Labour market information,  Apprenticeship workshops  School trip- Reading University</p>	<p>Tutor programme: Job sectors and market  UCAS Support  Application support  CV Workshop</p>	<p>Tutor programme: Job sectors and market  Next Steps Audit</p>

## **Careers across the Academy:**

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