



Careers Guidance Policy

Policy Code:	TL5
Policy Start Date:	March 2017
Policy Review Date:	March 2020

Please read this policy in conjunction with the policies listed below:

- TL7 Teaching and Learning Policy
- TL6 Special Educational Needs Policy



This policy includes Career Education, Information, Advice and Guidance

1 Policy Statement

1.1 The Priory Federation of Academies Trust (The Trust) is committed to providing students with a planned programme of activities that will help them choose 14-19 pathways that are right for them; enable students to manage their careers; sustain employability and achieve personal and economic wellbeing throughout their lives.

1.2

The Trust recognises that it has a statutory duty under the Education Act 2011 (Section 42A and section 45A of the Education Act 1997) to secure access to independent careers guidance for students in years 8 -13 (extended since September 2013) and that careers guidance for students must be presented in an impartial manner and promote the best interests of the students to whom it is given. Careers Guidance must include information on the full range of education or training options, including apprenticeships and other vocational pathways.

1.3 The Trust also recognises that, under the Education and Skills Act 2008, it has a responsibility to provide relevant information about students to local authority support services. This includes information that helps identify those at risk of ending up not in education, employment or training (NEET) post 16, young people's post -16 plans and the offers they receive along with their current circumstances and activities.

2 Aims

2.1 The purpose of Careers Education, Information and guidance is to help young people develop the knowledge, understanding and skills they need to make successful choices and manage transitions in learning and work. The three main curriculum aims are:

- (a) Self-development through careers, employability and enterprise education
- (b) Learning about careers and the world of work.
- (c) Developing skills for career management, employability and enterprise

3 Roles, Responsibilities and Implementation

3.1 The following all have a responsibility to achieve the aims of this policy:

- (a) The Careers Co-ordinator will:



- (i) Lead the continuing improvement of Careers Education, Information, and Guidance for young people.
 - (ii) Facilitate the contribution that staff and a range of partners make to students' career learning, planning and development.
 - (iii) Design and plan curriculum resources, activities and services to meet students' career needs.
 - (iv) Ensure access to continuing professional development for self and others to secure high standards of career teaching, learning and guidance.
 - (v) Ensure the Careers Education, Information and Guidance given to students is impartial and is directed by the career aspirations of the individual
 - (vi) Ensure a degree of independence is included within the careers provision
- (b) Curriculum Leaders/Heads of Department and Subject/Department Teams will:
- (i) Provide career pathways support specific to each year group and subject.
 - (ii) Support the delivery of careers education through the Personal Development Programme; the curriculum; tutorial time and assemblies; careers activities and events.
 - (iii) Refer students for careers guidance to the Careers Advisor.
 - (iv) Attend training to support the delivery of careers education and guidance.
- (c) Heads of Year/Heads of House/Year Directors will:
- (i) Provide career pathways support specific to each year group.
 - (ii) Support the delivery of careers education through the Personal Development Programme; the curriculum; tutorial time and assemblies; careers activities and events.
 - (iii) Refer students for careers guidance to the Careers Advisor.
 - (iv) Attend training to support the delivery of careers education and guidance.



- (d) The Senior Leadership Team will:
 - (i) Support the delivery of careers education and guidance, advising on policy, priorities and resources.
 - (ii) Monitor the delivery of careers education and guidance, ensuring that a degree of independent input is included, it is impartial, relevant and timely.
- (e) Trust and Governing Committee Members will:
 - (i) Ensure the effective and rigorous implementation and monitoring of the policy
- (f) Those with parental responsibility will:
 - (i) Be encouraged to work in partnership with their child's Academy to maximise the opportunities available to them to support their child through learning and into work.

4 Achieving the Policy Aims

- 4.1 Careers Education Information and Guidance (CEIG) has a central role in each Academy and contributes to The Trust's core values and ethos in that it provides students with the skills, knowledge and understanding to manage their own lifelong learning and career development; prepares students for the opportunities, responsibilities and experiences of education, training and employment; enables students to feel positive about themselves, improve their motivation and raise their aspirations.
- 4.2 The programme is designed to meet the needs of all students within each Academy and is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.
- 4.3 Student entitlement:
 - (a) Access to independent impartial careers guidance at arranged points and events during Years 8 to 13.
 - (b) A programme of careers education from Year 7 to Year 13.
 - (c) Work-related learning and enterprise activities.



- (d) Opportunities to develop the skills, knowledge and understanding to make well informed, realistic career decisions.

4.4 Assessment, monitoring, recording and evaluation:

- (a) All guidance sessions build on previous discussions and use up-to-date information about a student's progress in learning, their personal development and their career development.
- (b) At the end of each guidance session, the Careers Advisor will record the main points discussed, alongside any action points. These records are then made available for use in further intervention meetings.
- (c) Students' feedback will be sought and acted upon at the end of their career guidance meetings.
- (d) Students' performance on work experience is monitored and reported on by staff visiting and feedback from placement providers.
- (e) Destinations of students at the end of Year 11, 12 and 13 are tracked and, where applicable, used to inform development of the CEIG entitlement.
- (f) Systematic planned evaluation takes place on a rolling basis; this includes career questionnaires.
- (g) Parents are encouraged to give feedback on any aspect of the CE|G programme to the Careers Co-ordinator who attends Option Evenings and Parents Evenings for Years 8-13.

4.5 By developing a Careers Education, Information and Guidance culture in all its Academies, The Trust will promote its aims by:

- (a) Supporting students to make well informed and realistic decisions by providing access to impartial and independent information and guidance about a range of education and training options that are most likely to help them achieve their ambitions.
- (b) Providing staff training and guidance on dealing with sensitive and controversial issues.
- (c) Ensuring adequate support for students with special educational needs (SEN) or disabilities.



- (d) Working in partnership with local authorities to support the most vulnerable students and those at risk of disengaging with education or work.
- (e) Working with employers, education and training providers.
- (f) Assuring the quality of internal and external providers of careers guidance and education.
- (g) Emphasising the responsibility of all staff to share good practice.

5 Policy Change

This policy may only be amended or withdrawn by The Priory Federation of Academies Trust.



The Priory Federation of Academies Trust Careers Guidance Policy

This Policy has been approved by the Education and Standards Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.