



Careers Education, Information, Advice, Guidance and Student Entitlement policy

Date of Policy: September 2018

Member of staff responsible: Assistant Principal

Review Date: awaiting review

September 2018

St James Academy Policy for Careers Education, Information, Advice and Guidance (CEIAG)

This policy statement sets out the Academy's arrangements for managing the access of providers to students at the Academy for the purpose of giving them information about the provider's education or training offer. This complies with the Academy's legal obligations under Section 42B of the Education Act 1997.

The prospective career of any learner is crucial in terms of their current and future direction. All young people need a planned programme of activities to help them make options choices which are right for them and to enable them to have the necessary skills to be able to manage their careers throughout their lives. St James Academy has a duty to provide careers education in Years 7-11 and to give students access to Independent careers information, advice and guidance.

Aims and Commitment of CEIAG and Student Entitlement

St James Academy is committed to providing a planned programme of careers education for all students in Years 7-11 Information, advice and guidance is provided in partnership with external providers/professionals, the Dudley Academies Trust and in some cases the Connexions service. The Careers programme is designed to meet the needs of all the students at St James Academy. It is differentiated and personalised to ensure progression through activities which are appropriate to each student's stages of career learning, planning and development.

CEIAG at St James Academy:

- Receive careers education, information, advice and guidance which meets professional standards of practice and is person-centred, impartial and confidential.
- Will be integrated into student's experience of the whole curriculum and be based on a partnership with teachers, students and their parents or carers.
- Will promote equality of opportunity, inclusion and anti-racism.
- Will comply with the disability and discrimination acts, celebrate diversity and challenge stereotypes including LBGT.

St James Academy follows the National CDI Framework for CEIAG for 11-16 year olds in England, Quality Standards for Young People's IAG and current good practice guidelines and other relevant guidance from QCA, and Ofsted. We aim to meet the 8 Gatsby benchmarks by 2020.

At St James Academy, our careers mission statement aims for all students to:-

- ❑ Successfully enter Employment, Education or Training (EET) at the appropriate level, after leaving the Academy.
- ❑ Take advantage of opportunities provided for meaningful encounters with employers.
- ❑ Have knowledge and understanding of current careers opportunities available to them as an individual.
- ❑ Be aware of the current, relevant labour market information.
- ❑ Raise aspirations, exploring career option and inviting knowledge of the world of work.
- ❑ Develop their Careers Knowledge.

The CEIAG Policy supports and is underpinned by key Academy policies including those for teaching and learning, assessment, Spiritual, Moral, Social & Cultural, PSHE, equal opportunities and diversity, health and safety, gifted and talented and Special Educational Needs. All information is available to Students, staff, governors and parents/carers on the Academy's website. A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents. Please speak to Mr S. Cole to identify the most suitable opportunity for you. The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

Implementation of CEIAG

All staff contribute to careers education, information, advice and guidance through their roles as form tutors and subject teachers. Specialist sessions are delivered by external providers and staff with a careers focus during tutorial time, PSHE sessions and enrichment days. Careers information is available from Mr S. Cole (Assistant Principal) All guidance is impartial and all careers work is overseen by the designated member of the leadership team.

The careers programme includes:

- ❑ Careers education sessions, delivered through enrichment days, guided form tutor led sessions during tutor time and PSHE drop-down days.
- ❑ Enterprise activities through enrichment days and visits.
- ❑ Tailored careers information packs on request.
- ❑ See attached year group mapping.

Links are being constantly maintained and developed further with:

- ❑ Local colleges (in particular Dudley College)
- ❑ Traineeships
- ❑ Apprenticeships

- ❑ Dudley EBP
- ❑ Round Table
- ❑ Black Country Consortium
- ❑ Black Country Chamber of Commerce
- ❑ DWP
- ❑ STEM
- ❑ Connexions
- ❑ ADI Group Ltd, our enterprise partner

A provider wishing to request access should contact: Mr Simon Cole, Assistant Principal responsible for Information, Advice and Guidance
Telephone: 01384 816045 Email: scole1@stjamesacademy.org.uk

Approval and review

Approved *[date]* by Governors at Curriculum and Standards Committee

Next review: *[date]*

Signed: *[name]* Chair of Governors *[name]* Head teacher