

***Careers Education, Information,
Advice and Guidance
(CEIAG) Policy
November 2018***



1. Introduction

A young person's career is the progress they make in learning and work. All young people need a planned programme of activities to help them choose 13-19 pathways that are right for them and to be able to manage their careers, sustain employability and achieve personal and economic wellbeing throughout their lives.

The Education Act 2011 has placed a legal duty on schools and academies to secure impartial careers guidance for learners.

The JCB Academy (the academy) is committed to providing a planned programme of CEIAG for all learners in years 9-13, in partnership with outside agencies where appropriate, and to provide extra support as required for learners with additional needs, following the Gatsby Benchmarks of good careers guidance and other relevant guidance from the DfE and Ofsted.

2. Objectives

The careers programme (Appendix 1) is designed to meet the needs of learners at the academy. It is differentiated and personalised to ensure progression through activities that are appropriate to learners' stages of career planning and development.

Learners are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential. It is integrated into learners' experience of the whole curriculum and is based on a partnership with learners and their parents¹. The programme promotes the best interests of the learners rather than those of the academy and includes information on all options available 16-18, including apprenticeships and other vocational courses. The academy is keen to ensure its programme raises aspirations, challenges stereotyping and promotes equality and diversity.

3. Implementation

The KS4 and KS5 CEIAG Co-ordinators manage the careers programme across the academy and are responsible to the Director of Science. The CEIAG Co-ordinators are also responsible for organising work experience that is planned and integrated as part of the CEIAG programme.

Staff contribute to CEIAG through their roles as learning support mentors and learning managers. Alongside an integrated programme with challenge partners in engineering and business, specialist sessions are delivered as part of the four year programme planned, monitored and evaluated by the CEIAG Co-ordinators in consultation with the senior management team. Up to date careers information is available and accessible to all learners in the *Careers Hub* where appointments on a 1:1 basis are also available. Administrative support is available to the CEIAG Co-ordinators.

¹ Within this document, the term *parent* refers to those with parental responsibility for a learner



The careers programme includes house time sessions, careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work-related learning (including work experience), and individual learning planning/portfolio activities. Careers sessions are part of the academy's personal development programme.

Assemblies are held throughout the year that focus on CEIAG, with visits from alumni, local employers and challenge partners to raise the aspirations of learners as well as confirming they are achievable.

Other focused events are provided including an annual *Future Ambitions* Career Fair, *Career Action Planning* sessions and a *Get ahead in your Career* extracurricular activity. Work experience preparation and follow-up take place in careers sessions and other appropriate parts of the curriculum. Learners are actively involved in the planning, delivery and evaluation of activities.

Funding is allocated in the annual budget planning round in the context of whole academy priorities and particular needs in the CEIAG area. The CEIAG Co-ordinators are responsible for the effective deployment of resources and sources of external funding are actively sought.

Related policies/procedures:

Citizenship/PSHE Policy, Equal Opportunities (Learners) Policy, Gifted and Talented Policy, Looked After Children Policy, SEND Policy

Updated and reapproved:

24 April 2012

Updated and reapproved:

26 November 2018

Date of next review:

November 2020



The JCB Academy

CEIAG Programme: Years 9 -13

YEAR 9

Term 1

- Industry sectors and careers ideas

Term 2

- Employability skills
- Study skills

Term 3

- Career options

YEAR 10

Term 1

- Introducing work experience: *What do you want do in the future?*
- How to write a CV and covering letter
- Work experience placement - check-in

Term 2

- Preparing for work experience and recognising employability skills
- Reflecting on work experience and updating CVs

Term 3

- Career options and looking at appropriate work experience for year 11
- Apprenticeship pathways

YEAR 11

Term 1

- Work experience placements
- Skills based activities - updating CVs
- *Get Ahead in YOUR Career*: extra curricular activity
- Post-16 options: Sixth Form Open Evening
- Post-16 options: apprenticeship pathways with local employers
- Careers, salaries and job market session

Term 2

- Post-16 options - Sixth Form taster sessions
- Careers Fair for learners and parents
- Sixth Form interviews with SMT
- Careers sessions: understanding references
- Careers sessions: interview preparation
- Vocational college options
- CV clinic lunchtime drop in
- Interview technique lunchtime drop in



Term 3

- Study skills and transferable skills based activity
- Revision: stressbusting activity
- Interview preparation

YEAR 12

Term 1

- Importance of work experience for UCAS/Higher Apprenticeships
- Up-skilling CV from summer placements

Term 2

- Preparing for work experience
- UCAS tutorials

Term 3

- Two weeks' work experience
- *Next Steps*: transition afternoon
- *Next Steps*: information evening for parents
- UCAS Personal Statement session

YEAR 13

Term 1

- Higher apprenticeship assembly with local employers
- Reflecting on work experience and employability skills session
- UCAS 'drop in' sessions
- Interview skill preparation
- Visits to HE establishments

Term 2

- UCAS monitoring
- Student finance tour: budgeting for university, learner and parent session

Term 3

- Living away from home
- Revision and stress busting activity

