



EDUCATION  
and  
LEADERSHIP  
Trust



## Careers Education, Information Advice and Guidance Policy

V1.3

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### Approval History

Approved By:	Date of Approval	Version Approved	Comments
		V1.0	

### Revision History

Revision Date	Previous Revision Date	Rev	Summary of Changes	Changes Marked	Owner/Editor
New Policy		V1.1	Academised and put into the common format.	WBE	PKA/WBE
23.09.15	V1.1	V1.2	Change to Focus Days instead of Deep Learning Days on page 5 Section 4. Any highlights removed and typing errors corrected	WBE	PKA/WBE
14.10.15	V1.2	V1.3	Amended, added and deleted words around the policy.		KLU

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## **1. PURPOSE OF THE POLICY**

**1.1** A young person's career reflects the progress they make in learning and work. It is part of the vision and mission of The East Manchester Academy that all students need a planned programme of activities to help them choose progression routes that are appropriate for them in order that they are able to manage their careers, sustain employability and achieve personal and economic wellbeing; thus, they are prepared for life in modern Britain. The East Manchester Academy recognises that it has a statutory duty to provide careers education and to give our students access to impartial careers information, education and guidance. It is committed to providing a planned programme of impartial careers education and information, advice and guidance for all learners in Years 7-11, in partnership with the agencies, educational establishments and employers and to providing extra support, as required, for vulnerable learners and those with additional needs.

## **2. PRINCIPLES AND VALUES**

**2.1** The Careers Education, Information, Advice and Guidance programme at The East Manchester Academy is designed to meet the needs of our students. We believe that an effective Careers Education, Information, Advice and Guidance programme:-

- provides access to a range of activities that inspire our students and supports them in the development of the character and confidence needed to build successful careers
- actively encourages and inspires our students to take ownership of their career plans and to consider all options, so that they are able to select the best way forward for their interests, motivations, learning styles, abilities and aspirations
- provides transparent, impartial, timely and accessible information on:-
  - careers education, information, advice and guidance
  - local and national education pathways
  - training opportunities
  - labour market opportunities
  - the development of employability skills
- builds strong links with employers who can help to boost students' attitudes and employability skills, inform students about the range of roles and opportunities available and help them understand how to make this a reality.
- offers high quality work experience that properly reflects individual students' studies and strengths, and supports the academic curriculum.
- widens access to advice on options available post-16 and post-18, including apprenticeships, entrepreneurialism and other vocational routes alongside the more traditional A levels and university route.
- provides face-to-face advice and guidance to build confidence and motivation.
- works with organisations to identify vulnerable students, including those with special educational needs and those at risk of not participating post-16 and post-18, and the services that are available to support them.

- provides information to students about the financial support that may be available to help them stay in education post-16 and post-18.
- consciously works to prevent all forms of stereotyping in the advice and guidance provided to ensure that students of all backgrounds and diversity groups consider the widest possible range of careers.
- supports teachers to actively consider links between their subjects and future careers and to embed careers information into lessons and subjects
- actively consults with students, parents and staff on provision to inform continuing improvement
- ensures that provision meets the quality that a dedicated Careers Education, Information, Advice and Guidance quality award can bring.

### **3. THE AIM OF CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE**

**3.1** The East Manchester Academy believes that Careers Education, Information, Advice and Guidance should:

- contribute to strategies for raising attainment
- support each stage of our students' personal and academic achievement
- support inclusion, challenge stereotyping and promote equality of opportunity
- support successful transition to the next stage of education and employment
- encourage participation in continued learning including higher and further education
- develop enterprise and employment skills
- meet the needs of all of our students through appropriate differentiation
- focus students on their future aspirations
- involve parents and carers

### **4. IMPLEMENTATION OF CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE**

- The East Manchester Academy delivers Careers Education, Information, Advice and Guidance in partnership with local and national agencies, educational establishments, training providers and employers via one to one support, intensive support, mentoring, through curriculum delivery, visits to organisations, visiting speakers and to Super Learning Days.
- The East Manchester Academy recognises its responsibility to ensure that students are clear that if they do not achieve a grade C or better in GCSE maths or English by the end of Key Stage 4 they will be required to continue to study these at school, college or as an apprentice.
- The East Manchester Academy ensures that students understand that a wide range of career choices require good knowledge of maths and the sciences and ensures that through the Careers Education, Information, Advice and Guidance programme and the

work of the STEM Coordinator, students are exposed to a diverse selection of professionals from varying occupations which require STEM subjects.

- The East Manchester Academy offers students the opportunity to develop entrepreneurial and enterprise skills. Students are expected to identify, record and track the development of these skills.
- The East Manchester Academy ensures that all students are aware of out of school opportunities that could help them with their careers aspirations and works closely with the National Citizen Service and other voluntary and community organisations.

#### **4.1 Leadership and Management of Careers Education, Information, Advice and Guidance**

- The leadership and management of Careers Education, Information, Advice and Guidance at The East Manchester Academy is secured through the Careers Education, Information, Advice and Guidance team. Membership of this team includes the Deputy Headteacher responsible for Personal Development, Behaviour & Wellbeing, the Assistant Headteacher with responsibility for Year 11 Progress & Attainment, the Careers lead and the Work related Learning Coordinator who co-ordinate the day-to-day delivery of the Careers Education, Information, Advice and Guidance programme.
- The East Manchester Academy recognises that all staff within school contribute to Careers Education, Information, Advice and Guidance programme through their roles as support staff, tutors and subject teachers.
- The Careers Education, Information, Advice and Guidance programme is planned, monitored and evaluated by the Careers Advisor in consultation with the Deputy Headteacher responsible for Personal Development, Behaviour & Wellbeing.

#### **5. THE ELEMENTS OF THE CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE CURRICULUM**

- The Careers Education, Information, Advice and Guidance programme includes careers education sessions, career guidance activities (e.g. group work and individual interviews), work experience for students in Key Stage 4, work placements, work-related learning, the development of career management skills and individual learning planning/portfolio activities.
- Careers sessions are part of the school's Super Learning Day provision, assembly programme and form time learning.
- Other focused events, e.g. a further/higher education fair and apprenticeship fairs are provided at different times of the year.
- Work experience preparation, debrief and evaluation take place within the form time programme and other appropriate parts of the curriculum.
- The views of students are collected from individual students and using discussion groups and evaluation questionnaires.
- Students at The East Manchester Academy identify, record and track the development of their enterprise and employability skills.
- We highly value liaison with parents and carers regarding their child's career aspirations and offer opportunities at school functions for parents and carers to engage with school careers staff and colleagues from external provision.

- Careers Education, Information, Advice and Guidance pages on the school's website signpost students to our own and external advice and guidance.

## **6. STATUTORY DUTY AND THE ROLE OF GOVERNORS**

The Governing Body of The East Manchester Academy recognises the statutory duty which requires them to ensure that all registered students at The East Manchester Academy are provided with independent careers guidance from Year 8 – Year 11. The Governing Body recognises its role in ensuring that careers guidance is:-

- presented in an impartial manner
- includes information on the range of education or training options
- is guidance that the person giving it considers will promote the best interests of the students to whom it is given

## **7. MONITORING AND EVALUATION OF CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE**

It is the responsibility of the Deputy Headteacher Personal Development, Behaviour & Wellbeing to oversee and organise the monitoring and evaluation of Careers Education, Information, Advice and Guidance, in the context of the overall school plans for monitoring the quality of teaching and learning.

The Deputy Headteacher Personal Development, Behaviour & Wellbeing will report to the Governors' Curriculum and Standards Committee which is responsible for overseeing, reviewing and organising the revision of the Careers Education, Information, Advice and Guidance.

## **8. POLICY REVIEW**

The policy will be reviewed on an annual basis. If new guidance becomes available it may be necessary to review this policy at an earlier date.