

Careers Education Policy

Camborne Science and International Academy



Approved by:	Governors' Policy Committee	Date: 6 th December 2019
Last reviewed on:	10 th July 2018	
Next review due by:	December 2020	

All CSIA policies are reviewed by the Governors' Policy Committee (which meets termly), according to a fixed schedule. On extremely rare occasions, there may be circumstances where an event (for example, a change in legislation/national guidance), necessitates a policy being amended immediately, outside of this schedule.

Where this is necessary, the Principal will seek permission from the Chair of the Governors' Policy Committee, to amend the policy immediately. The Principal will then confirm details of any amendments with all members of the committee by email and the policy will be reviewed at the next scheduled meeting of the committee.

Meeting your communication needs:

We want to ensure that your needs are met, if you would like this information in Braille, large print, any other format or interpreted in a language other than English, please contact the HR office, telephone: 01209 712280 or email: enquiries@cambornescience.co.uk

Camborne Science and International Academy: Provider Access Policy

Introduction

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

Pupil entitlement

All pupils in years 8-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact:

Mrs Susan Gellatly, Careers Lead, Camborne Science and International Academy, Cranberry Road, Camborne, Cornwall TR14 7PP

Telephone: 01209 712280 ;

Email: gellatlys@cambornescience.co.uk

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. These are outlined below.

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

1. Aims

Careers Education, Information Advice and Guidance makes a major contribution to preparing young people for the opportunities, responsibilities and experiences they will encounter at school, in further education and in working life. It aims to help all students make a successful transition to adulthood by;

- Supporting young people to achieve their full potential
- Empowering young people to plan and manage their own futures
- Providing comprehensive information on all options
- Raising aspirations
- To support inclusion by promoting equality, diversity, social mobility and challenges stereotypes
- Enabling young people to sustain employability and achieve personal and economic wellbeing throughout their lives
- Promote participation in learning

The Careers Education programme at Camborne Science and International Academy follows the principals of the Gatsby benchmark¹ which sets out a framework of good practice –

1. A stable and embedded programme of careers education and guidance
2. Good quality information about future study options, jobs and the labour market
3. Opportunities for advice and support tailored to young people's needs
4. Subject teaching linked to careers
5. Several opportunities to learn from employers and employees
6. Experiences of workplaces
7. Opportunities to hear from representatives of FE, HE and apprenticeship providers
8. Personal guidance from a professionally qualified careers adviser, at the right time.

2. Purpose

Camborne Science and International Academy is committed to career, employability and enterprise learning and development and it intends to fulfil its statutory obligations by providing a best practice careers service across our provision. It supports the school's overall vision and is included in the School Improvement Plan. Governors and senior leaders have a key role in developing and approving the policy and a strategic plan and this process ensures a high profile and a secure place for CEIAG within the school curriculum. This policy supports and is underpinned by key school policies including Curriculum, Special Educational Needs, SMSC and Equality and Diversity.

3. Commitment

Camborne Science and International Academy is committed to providing a planned programme of careers education activities for all year groups, with opportunities at key transition points to access impartial information and expert independent advice and guidance. It is also committed to maximise the benefits for students by using a whole school approach involving parents, carers, external IAG providers, employers and other local agencies, the wider community and FE and HE establishments. To reinforce its commitment to the area, the school is committed to achieving the Quality in Careers Standard.

In addition, in 2020-2021 we will be working towards the Association for Character Education Character Kitemark providing assurance that in addition to striving for the best achievable grades, our students understand the importance of how behaviour, conduct and personality relate to enhancing their employability prospects. We are committed to a whole school ethos that models for students that

ambition, altruism, integrity, resilience, and respect are the foundations for the well-rounded individual who is ready to succeed in the world of work and university.

In line with our character values, we will:

- Promote personal development in an environment which is challenging and supportive
- Relate the programme to the individual needs and aspirations of students
- Contribute to strategies for raising achievement
- Support inclusion
- Challenge stereotyping and promote equality of opportunity
- Provide a broad range of experiences and opportunities for students to develop as extraordinary individuals

4. Management

A senior leader has strategic responsibility for CEIAG and oversight of the Careers Lead with access to administration support. This area is supported by a link governor. The senior leader and Careers Lead will review and evaluate the provision with all stakeholders including young people and external IAG providers, taking into account the school's destination measures.

5. Curriculum Provision

There is a planned programme of learning experiences as part of students' entitlement to CEIAG, which is mapped against the framework for careers, employability and enterprise (Career Development Institute) for Year 7 to Year 13. This enables young people to:

- Develop themselves through career and work-related education – **Self Development**
- Learn about careers and the world of work – **Career Exploration**
- Develop career management and employability skills – **Career Management**

It will be delivered through a range of experiences and activities –

Year 7 and 8

- Character Education, Preparation for Life Curriculum, Extraordinary Me and CSIA Learning Journeys – range of termly activities with key topics for class discussions; the completion of key progression indicators for students to account for their knowledge and understanding; recognise own skills and abilities and begin to understand the labour market and jobs. With a range of differentiated activities for those students with SEN.
- Assemblies for both year groups on developing links between school subjects and careers and to raise awareness of general options post 16.
- A PSHE Day focussed solely on careers, employability and enterprise (differentiated resources for SEN) employer involvement and talks.
- Meet the employer workshops through tutorials and PSHE Days.
- STEM career workshops, events and visits.
- Advice, guidance and opportunities from our Enterprise Advisor
- Opportunity to meet employers at themed careers networking events throughout the year.

Year 9

- Character Education, Preparation for Life Curriculum, Extraordinary Me and CSIA Learning Journeys – range of termly activities with key topics for class discussions; the completion of key progression indicators for students to account for their knowledge and understanding recognise own skills and abilities, researching key websites to make sense of options at KS5 and further understand the labour market and jobs. With a range of differentiated activities for those students with SEN.
- Assembly on general options, exploring models of decision making and HE awareness, plus assemblies from employers and the professional community including volunteer agencies and clubs.
- KS4 Options event evening for Year 9's.
- A PSHE Day focussed on accessing careers and financial literacy; participation in a careers fair with opportunities to engage with employers.
- STEM activities, visits and events over the year for select students.
- 1-1 careers guidance interviews differentiated according to need, for those students at risk of disengaging or who require this level of support due to other circumstances.
- Employer talks and visits.
- Advice, guidance and opportunities from our Enterprise Advisor
- Support from Next Steps South West for targeted students; and workshops for Year 12 and 13 on access to higher education.
- Opportunity to meet employers at themed careers networking events throughout the year.

Year 10

- Character Education, Preparation for Life Curriculum, Extraordinary Me and CSIA Learning Journeys – range of termly activities with key topics for class discussions; the completion of key progression indicators for students to account for their knowledge and understanding recognise own skills and abilities, researching key websites to make sense of options at KS5 and advice to make sense of the options linking to careers. With a range of differentiated activities for those students with SEN.
- Assembly on general options, exploring models of decision making and HE awareness, plus assemblies from employers and the professional community including volunteer agencies and clubs.
- A PSHE Day focussed on accessing careers and financial literacy; participation in a careers fair with opportunities to engage with employers.
- 1-1 advice and guidance sessions for those targeted students during the summer term.
- A Post-16 taster session
- All students to complete a questionnaire in the summer terms on their preferred choice at KS5 and interest area(s) for a future career.
- Work experience placements for all year 10 students.
- STEM activities, visits and events over the year for select students.
- 1-1 careers guidance interviews differentiated according to need for those students at risk of disengaging or who require this level of support due to other circumstances.
- Employer talks and visits.
- Advice, guidance and opportunities from our Enterprise Advisor
- Support from Next Steps South West for targeted students; and workshops for Year 12 and 13 on access to higher education.
- Opportunity to meet employers at themed careers networking events throughout the year.



Year 11

- Character Education, Preparation for Life Curriculum, Extraordinary Me and CSIA Learning Journeys – range of termly activities with key topics for class discussions; the completion of key progression indicators for students to account for their knowledge and understanding, recognise own skills and abilities, researching key websites to make sense of options at KS5 and advice to make sense of the options linking to careers. With a range of differentiated activities for those students with SEN.
- Assemblies delivered by the Post 16 team in the autumn term on KS5 options and qualifications.
- Various assemblies held over the year – Option Choices at KS5, Social Media and Recruitment, Interview Skills and CV Writing.
- Two PSHE Days focussed on transition and CEIAG; including attendance at a careers fair. Post 16 Day enables students to engage in independent advice and guidance with outside providers.
- 1-1 careers advice and guidance interviews offered to all students with the Careers team, plus support on applications, CV writing, personal statements and finding work placements.
- Information, advice and guidance sessions with V1th Form team for all students.
- Parental support and advice should the need arise.
- Transition support from Careers 4 U for all students
- Transition support from Careers South West for those students with an EHC Plan and leaving Camborne Science and International Academy.
- 1-1 careers guidance interviews differentiated according to need for those students at risk of disengaging or who require this level of support due to other circumstances.
- Employer talks and visits.
- STEM activities, visits and events over the year for select students.
- Destinations data collected and distributed to CSW for collation.
- Advice, guidance and opportunities from our Enterprise Advisor
- Support from Next Steps South West for targeted students; and workshops for Year 12 and 13 on access to higher education.
- Opportunity to meet employers at themed careers networking events throughout the year.

Vlth Form

- Careers advice and guidance interviews offered to all Vlth form students and available on request from the Careers and Vlth Form team.
- 1-1 careers guidance interviews differentiated according to need for those students at risk of disengaging or with a CAF in place.
- Intensive support from UCAS Co-ordinator on university choice and personal statements
- Tutorial programme – range of termly activities with key topics for class discussions, recognise own skills and abilities, links to researching key websites to make sense of options at HE and research and find Higher and Degree Apprenticeships. With a range of differentiated activities for those students with SEN.
- Two collapsed curriculum events including social media, recruitment and interview skills, employer workshops, UCAS personal statement writing and job centre support for those Year 13 students wanting to find work.
- Parental support and advice should the need arise.
- Employer talks and university visits periodically.
- STEM activities, visits and events over the year for select students.
- Destinations data collected and distributed to CSW for collation.
- Work experience placements organised for Year 12 students in summer term.
- Links with Cornwall Chamber of Commerce and our Enterprise Advisor.
- Support from Next Steps South West for targeted students; and workshops for Year 12 and 13 on access to higher education.

6. Parents and Carers

Parents and carers are informed and supported to help their children to explore and research their options, make decisions and manage their career development. This is achieved through a careers, employability and enterprise designated section on the school website for links and research purposes and regular updates in the school newsletter. Open evenings and information sessions such as KS4/5 evenings provide access to help and advice. Parents and carers are invited to attend our careers networking events to meet employers and discuss the local labour market. They are also given encouragement and support to find a work placement for their child in Year 10 and 12 during the allocated time slots.

7. Evaluation

The SLT lead and Careers Lead will be responsible for the monitoring, review and evaluation of the programme and provision in place. Students will be consulted on the impact of this after activities and events have taken place and changes may be made as a result.

8. Personal Provision

Elements of the above will require access to individual information advice and guidance through:

- internal staff, external visitors and mentors
- impartial sources using email, telephone, web chat and forums via websites, the National Careers Service² and specialist face to face careers guidance
- A careers advisor from Careers 4 U is available weekly to provide independent advice and guidance.

Access to face to face external specialist careers guidance as stated in the Education Act 2011 for our vulnerable students as defined by the academy's governing body is provided by Careers South West.

9. Resources

The academy will provide resources for the successful implementation of this policy through securing:

- An annual budget to cover internal needs, CPD training opportunities and commissioning of external sources
- Adequate staffing
- Student and staff access to information (electronic and hardcopy)
- Designated space for individual, group and research sessions

10. Partnerships

The policy recognises the range of partners that support the CEIAG offer within our school/academy. These include:

- External provider commissioned by LEA to carry out transition support for students with an EHC Plan. This is provided by Careers South West.
- Links with local HE providers including Exeter University; Falmouth University; Bath University; Plymouth University and Cornwall College. Delivered through specific targeted programmes, 1-1 independent careers guidance, whole cohort activities and group sessions.
- Liaison with post 16 providers and higher education institutions
- Local authority, employers and training providers
- Enterprise Adviser Network project
- Next Steps South West NCOP
- Future First – developing our Alumni network
- Careers 4 U – Independent careers advice and guidance
- Parents and carers

11. Approvals and review

This policy is reviewed annually in discussion with staff and external partners and key priorities for action are identified and included in the school improvement plan.

¹The Gatsby Charitable Foundation (2014). Good Career Guidance. London: Gatsby.

²National Careers Service

List of Acronyms

CEIAG – Careers Education Information Advice and Guidance

CPD – Continued Professional Development

CSW – Careers South West

CV – Curriculum Vitae

EHCP – Education Health Care Plan

FE – Further Education

HE – Higher Education

KS3 – Key Stage 3

KS4 – Key Stage 4

KS5 – Key Stage 5

LEA – Local Education Authority

NCOP - *National Collaborative Outreach Programme* (29 partnerships of universities, colleges and other local partners to deliver outreach programmes to young people in years 9 to 13)

PSHE – Personal Social Health Education

RSE – Relationships Sex Education

SEN – Special Educational Need

STEM – Science Technology Engineering Mathematics