

**Careers Education and Guidance/ Information,
Advice and Guidance Policy**

Summary

Woodham Academy is committed to ensuring that all students are able to achieve their potential and beyond, within an ethos of unconditional mutual respect as reflected in our school mission “Achievement for All”.

Woodham Academy will follow the guidance under Section 29 of the Education Act 2011. Careers guidance secured under the new duty will:

- be presented in an impartial manner
- include information on the full range of post-16 education or training options
- promote the best interests of the students to whom it is given

Date adopted **DRAFT** (with effect from June 2013)
Review date **Annually**

1. Statement of Entitlement

Students are entitled to careers education, information and guidance that meets professional standards of practice. The Education Act 2011 inserts a new duty, section 42A, into part VII of the Education Act 1997, requiring schools to secure access to independent careers guidance for students in Years 9-11. This will change to Years 8-11 from September 2013. At Woodham Academy our stated aim is ‘Achievement for all’. In careers education this translates as every student making the right choices for progression. Each student is entitled to high quality careers education, information and advice and guidance which are impartial and independent.

2. Introduction

Woodham Academy will support pupils in making well informed and realistic decisions by providing access to impartial and independent information and guidance about the range of education and training options that are most likely to help them achieve their ambitions. Students will be supported either as individuals or in groups. A new careers section to the school web page includes up to date careers information and assessment with self-assessment tools. Independent careers guidance where it is the most suitable support for young people to make successful transitions, particularly children from disadvantaged backgrounds, looked after children or those who have special educational needs, learning difficulties or disabilities, will be provided when appropriate. Under section 72 of the Education and Skills Act 2008 Woodham Academy will provide relevant information about students to local authority support services and from 2013 we will be under a duty to notify the local authorities whenever a 16 or 17 year old leaves education. The statutory age for participating in learning is raised to 17 in 2013 and to 18 in 2015.

We will provide opportunities for mentoring, workplace visits, enterprise clubs, and employer talks and will continue to develop links with local higher education institutions. Where appropriate we will arrange visits for 14-16 year olds to local colleges, work-based education and training providers and universities. This will assist students in making an informed decision about their future career. Form tutors will track career aspirations of individual students from Year 7-11 which will help us to provide the best advice for different career path choices.

The careers programme is designed to meet the needs of all students at Woodham Academy. Finding ‘the right job’ will be replaced by the need for students to be equipped with the

knowledge understanding, skills and personal qualities to plan and manage their progression through learning and work. The programme is differentiated and personalised to ensure progression through activities that are appropriate to the students' stages of career learning, planning and development.

Careers education at Woodham Academy follows the recommendations from the Association of Careers Education and Guidance (ACEG) framework.

Our aim at Woodham Academy is to enable students to become:

- Successful learners, who enjoy learning, make progress and achieve.
- Confident individuals who live fulfilling lives with high aspirations.
- Responsible citizens who make a positive contribution towards society.

2. Commitment

The school is committed to providing a planned programme of careers education, information and guidance for all students in Years 7-11 in partnership with the County Durham Improving Progression team. Careers will be integrated into the students experience for the whole curriculum and be based on partnerships with teachers, students and parents or carers. Embedding careers into the curriculum will raise aspirations, promote equality of opportunity, celebrate diversity and challenge stereotypes. The programme will be linked to the school development plan.

3. Curriculum

The careers programme includes:

- Careers education and information sessions within assemblies, PCC timetabled sessions led by form tutors, career focus within the curriculum and parental involvement when appropriate.
- Work related learning runs throughout the programme in Years 8-10. Year 8 students are supported in their option choices.
- Support for Year 11 students in the preparation for college, university or other career paths.
- Opportunity for Year 11 students to take part in mock interviews.
- Action planning and recording achievement within tutor time is planned as part of the careers programme. Careers booklets are now used within the PCC programme.
- Opportunities for students to attend university visits.
- Invitations into school for parents.
- The opportunity for students in Years 8 to 11 to have a careers interview.
- Identification and support for students who have not planned a career pathway and are not in education or training.
- Active encouragement for students to explore the world of work in terms of labour market information.
- Involvement of outside organisations of employers, apprenticeships, training providers, colleges and universities where required.
- Access to suitable on-line resources which can be used both in school and at home.

4. Staffing

All staff contribute to the careers education and guidance programme through their roles as tutors and subject teachers. This is supported by Heads of Year. Students are actively involved in the planning, delivery and evaluation of activities. A named member of staff will have responsibility for leading careers, information and guidance. There is a specialist Year 11 tutor team who are responsible for ensuring each Year 11 student moves into a suitable post 16 pathway.

5. Assessment

Career learning outcomes are identified annually by the completion of student questionnaires.

Students assess themselves regularly within curriculum time and create action plans for improvement.

6. Partnerships

An annual partnership agreement is negotiated between the school and the County Durham Improving Progression team. Other links are also being developed with parents, universities, colleges, training providers and businesses.

7. Resources

Funding is allocated annually in the context of whole school priorities and particular needs for careers education, information and guidance. Sources of external funding are actively sought. The budget will be confirmed on an annual basis.

8. Staff Development

Ongoing training needs will be identified for planning and delivering the careers programme and appropriate continuous professional development will be planned to meet them.

9. Links

The careers education programme is supported by key school policies including those for teaching and learning, assessment, recording and reporting, achievement, citizenship and PSHE, work related learning and enterprise, equal opportunities, diversity, gifted and talented and SEN.

10. Monitoring, Review and Evaluation

A framework for the planning, monitoring and delivery of the careers programme will be reviewed annually.

The partnership agreement with County Durham Improving Progression team will be reviewed annually. The careers programme will be reviewed annually using the investors in careers criteria to identify improvements using evaluations from all key stake holders.