

Careers Education, Information, Advice and Guidance Policy

Reviewed: September 2023

Next Review: August 2024

Responsible: Kazi Hussain

Governing Body Approved: September 2023

Approved: M Najmul Alam (Chair of Governors)

Principles

We recognise that Careers Education, Information, Advice and Guidance (CEIAG) makes a significant contribution to preparing our students to take their place as suitably qualified and responsible adults within society, who can make informed choices and achieve personal and economic wellbeing throughout their lives. CEIAG will enable Hafs Academy students to develop key employability and enterprise skills which are highly valued by employers, colleges, universities and apprenticeship providers. By engaging parents and the local community our aim is for every student to fulfil their potential and be inspired to achieve a successful future. It is with this objective that our CEIAG programme has been developed, alongside reference to the recommended 8 Gatsby benchmarks.

Commitment

CEIAG at Hafs Academy will:

- Provide a planned programme of activities to which all students from Years 7-11 are entitled, which will help them to plan and manage their careers
- Provide information, advice and guidance (IAG) which is impartial, unbiased and is based on the students' needs
- Follow best practice guidance from the careers profession and other expert bodies
- Work in partnership with the outside providers to ensure all students access education, employment or training after KS4
- Aim to provide inspiration and aspiration as well as advice about Local Market information (LMI)
- Liaise with parents about LMI and raising aspirations

Links with other policies

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for teaching and learning, assessment, marking and special educational needs and disabilities (SEND).

Learning Outcomes

Students are entitled to CEIAG which meets professional standards of practice and which is person centred, personalised and impartial. CEIAG activities will be embedded in the curriculum and based on a partnership with students and their parents and carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

All students in the school will:

Take part in careers education programmes across years 7-11 that help them to:

- Understand their education, training, employment and other progression opportunities
- Develop the skills they need to plan and manage their own personal development and career progression

- Understand the requirements and possibilities within further and higher education and gain knowledge of apprenticeships and vocational pathways
- Access relevant information and learning from taster activities and experience of work
- Make and maintain individual progression plans to help them improve their prospects of success
- Have opportunities for a personalised careers guidance interview with a professionally accredited careers adviser
- Engage with people, ideas, challenges and applications from the business world
- Have opportunities to learn about STEM related careers

How the Learning Outcomes will be achieved

All students from years 7-11 will have access to a comprehensive and impartial careers programme and work related activities. This will include delivery of CEIAG topics

- SHINE, tutor and mentoring activities
- Careers interviews
- Careers presentations and activities
- Careers activities with employers
- Guest speakers
- Mock interviews
- Attendance at Careers Fairs
- Transition meetings for targeted students
- University visits
- Apprenticeship talks
- STEM (science, technology, engineering and maths) activities across the curriculum
- Access to online portals and provision such as the National Careers Service
- Careers activities within curriculum areas

A careers programme and entitlement statement will be placed on the school website at the start of the academic year.

Work experience will be actively encouraged for every year 10 in the spring term each year. It will aim to provide students with a greater understanding of the requirements in the workplace and it is intended that this will be valuable in helping students to career plan effectively. For those students who do not access work experience they will have planned activities and an experience of the workplace, within the week.

Employers from a variety of careers will be invited into schools and where possible students will be taken to visit a number of local businesses, colleges and universities.

All students will have access to, and support with using careers information that is:

- Easy to find and available at convenient times and in convenient locations including via the internet

- Clearly labelled and referenced
- Comprehensive, giving details of all progression, opportunities and associated support arrangements such as financial help
- Unbiased and up-to-date

Via

- Careers displays
- Library and careers office
- ICT
- Assemblies
- Interviews
- Links with local businesses

Roles and Responsibilities

- Hafs Academy will make use of the www.careersandenterprise provision for independent and impartial careers guidance advice
- To address the needs and circumstances of our students, face to face interviews with an independent adviser will be provided for students with SEN (special educational needs) or disabilities and those for whom the Pupil Premium is paid
- We will work with a range of other schools, further education and higher education providers, and work-based training and apprenticeship providers to ensure that students have access to a range of options at each stage of their education
- We will evaluate our success in supporting students to take up education and training which offers good long term prospects through analysis of internal destination measures and DfE destination measures data
- Students will be made aware of the requirement to continue to study Maths and/or English after KS4 if they do not achieve a grade 4 or better
- The careers lead will seek representatives from each curriculum area to ensure careers is planned into subjects with meaningful extra-curricular

Monitoring and Evaluation

This policy will be monitored through:

- Quality assurance processes which include; lesson observations, work scrutiny, learning walks, student voice interviews
- SLT monitoring of quality assurance processes though; coaching meetings, learning walks, lesson observations; interviews with staff and students
- SLT reporting to governors
- Student voice feedback
- Governor link visits
- External review processes such as those led by Ofsted, HMI and challenge partners

- Regular reviews of partnership activities with providers such as Newham Youth Zone and Newham Connect.
- Outcomes for students including destination measures