
Careers Education, Information, Advice and Guidance Policy

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1. Rationale

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities, and experiences of life. A planned progressive programme of activities supports students in choosing 14 -19 pathways, which gives students the knowledge and skills they need to allow them to go on to destinations that meet their interests and aspirations and ensures that they are ready for the next stage of their lives.

2. Commitment

Areté Learning Trust is:

- committed to providing our students with a programme of careers education, information, advice and guidance (IAG) for all students in Years 7 – 13
- endeavours to follow the Careers guidance and access for education and training providers (Department for Education, 31 August 2022) and other relevant guidance from Ofsted as it appears
- committed to working to the Gatsby Careers Benchmarks
- ensures that students have information about intermediate, advanced, higher and degree apprenticeships, in addition to technical training and career paths including T-Levels

3. Aims

The trust's Careers Education and Guidance Policy has the following aims:

- to contribute to strategies for raising achievement, especially by increasing motivation
- to support inclusion, challenge stereotyping and promote equality of opportunity
- to encourage participation in continued learning including higher education and further education
- to develop enterprise and employment skills - to reduce drop out from and course switching in education and training
- to contribute to the economic prosperity of individuals and communities
- to meet the needs of all our students through appropriate differentiation
- to focus students on their future aspirations - to involve parents and carers

4. Roles/ Responsibilities and Accountability

Careers Education and Guidance (CEIAG) is an important component of the 14-19 Curriculum, and the trust fully supports the statutory requirement for a programme of careers education in Years 7-11.

5. Development

The policy has been developed and is reviewed annually by the Careers Leader and Line Manager (CEO, Arété Learning Trust) based on current good practice guidelines by DfE/ Ofsted, CEIAG Framework and Gatsby Careers Benchmarks.

6. Links with other Policies

The policy supports and is underpinned by key trust policies including those for Teaching and Learning, Access to Providers, Equality and Diversity, Health and Safety, and SEND.

7. Equality and Diversity

Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills, and strengths with the absence of stereotypes. Implementation of Careers Education Careers Education is delivered during “LIFE” lessons in Years 7-13 by teachers and tutors, at key appropriate points throughout the academic year.

8. Year 7 and Year 8

In Year 7 and Year 8 students have careers education, this helps to provide them with access to information and advice from an early age. Students discuss the world of work, the types of careers available and how careers link to education. This work enables them to be able to make better informed decisions in Year 9 when students make their options choices. It also helps to raise aspirations and improve motivation for learning. Students are encouraged to take part in enterprise opportunities to help develop key skills such as creativity and leadership.

9. Year 9

The focus is self-assessment, career paths and options post 14. In Year 9 students have further careers education. The aim of this is to give them more information about careers so they can relate this to the option choices that they make for GCSE subjects. Students have access to online careers software which assesses interests, attitudes, and motivations. It will suggest careers and courses based on student answers. For Year 9 students it helps to prepare for decisions around their options.

10. Year 10

The focus is on preparation for working life. Students in Year 10 have careers education to develop their understanding of the world of work and be able to apply their learning to help them plan ahead for future decision-making. This includes preparation for working life and also focus on encounters with employers which includes careers events and mock interviews. Student also have access to online work experience opportunities through our partnerships with Speakers for Schools.

11. Year 11

The focus is post-16 options and the application process for A Level Study, vocational courses and apprenticeships. Students in Year 11 have careers education in Life Skills, this helps them to make decisions about the next steps in their education and careers post-16. Students also have the opportunity for face-to-face careers interviews with one of our Careers Advisers. Where students require more practical support with college applications this is provided through follow up meetings with a Careers Adviser. Students also take time to carry out a self-assessment using the online careers software such as UNIFROG.

12. Sixth Form

The focus is on employability, work experience and preparation for post-18 decision making. Year 12 students have a series of guest speakers and employability activities through Speakers for Schools and

Inspiring Choices. This helps them to understand labour market information including apprenticeships and prepare for a week of work experience. Y12 and Y13 students attend UCAS Exhibitions and university open days.

In Y13 support is given for UCAS applications and advanced apprenticeships supported by Unifrog.org and UCAS.com. The trust has a strong commitment to supporting students in their applications for degree apprenticeships and takes an outward-facing role working with UCAS, The SCIP Alliance, Uni Connect and leading recruiting employers.

13. Additional facilities to support the implementation of Careers Guidance

- 13.1. **Careers Library** - a wide range of materials - open throughout the school day - situated in the main library and also higher education information is in the Sixth Form Centre.
- 13.2. **Careers Advisers** - used for individual interviews with all year 11 students and other targeted pupils throughout the year - used for individual interviews for students in the sixth form - available at Careers Events.
- 13.3. **Extra support where appropriate** - students in Year 9, Year 10 and Year 11 are targeted for extra help by SENCO, Head of KS3 and KS4 and the specialist Careers Adviser for SEND. SEND students are now seen twice as a minimum, once in Year 10 and again in Year 11.
- 13.4. **Careers software** - a range of software products are available for students to use. These include:
 - Unifrog.org
 - Zero Gravity Platform
- 13.5. **Parents and Carers Parental involvement is encouraged at all stages.** Online resources have been specifically chosen to help parents become more involved. All online resources are easily accessed through the links on the school website. Parents are kept up to date with careers related information through letters, newsletters and at open evenings. Parents are welcome at careers interviews.
- 13.6. **Management** - The Careers Leader co-ordinates the Careers programme and is responsible to his/ her senior management line manager.
- 13.7. **Staffing** – Each school within the trust has a Careers Adviser to support. All staff contribute to CEIAG through their roles as tutors and subject teachers. Administrative staff are assigned to support the Careers Leader and Careers Advisers. The Careers programme is planned, monitored, and evaluated by Careers Leader who will ensure that specialist career guidance is available when required. The Careers Advisers are responsible for maintaining the Careers Library in each school.
- 13.8. **Curriculum** - The Careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work-related learning, and individual learning activities. Events and activities are planned and organised throughout the year.
- 13.9. **Resources** - Funding is allocated in the annual budget. The Careers Leader is responsible for the effective deployment of resources.
- 13.10. **Staff Development (CPD)** - Staff training needs are identified as part of the regular planning meetings between the Careers Leader and his/ her Line Manager. The school will endeavour

to meet training needs within a reasonable period of time.

- 13.11. **Quality Standards** – there is a commitment to training for each Careers Adviser to be able to attain the Level 6 Qualification in Careers Guidance.
- 13.12. **Monitoring Review and Evaluation** - Careers Education is monitored and evaluated annually via the Executive Leadership Team. It also includes discussion with key staff and students and appropriate observation of activities by senior leaders. When reviewing the programme, the Trust Improvement Plan is used to ensure that the Careers Faculty is fully supporting the aims of the trust.

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