



THE  
**ADEYFIELD ACADEMY**

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# Careers Education & Guidance Policy

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**Co-ordinator:** Miss I Walbank

Signed by..... Dawn Mason (Principal)

Signed by..... Paul Lerwill (Chair of Governors)

## 1. Policy Statement

The CEIAG programme at The Adeyfield Academy seeks to help students make informed choices and transitions affecting their future education, training and employment. Specifically it is concerned with promoting self-awareness, self-development and personal assessment. It is based on the 8 Gatsby benchmarks for effective careers provision, for which we are recognised as being compliant with all 8 benchmarks.

It aims to prepare young people for their working lives by enabling them to review previous transitions, their interests, aptitudes and preferred approaches to learning and to identify targets for developing skills to prepare for future choices and transition. The programme enables young people to develop the career management skills of decision-making, action planning and self-presentation.

The Adeyfield Academy wants to ensure every child leaves school prepared for life in modern Britain. This means developing in every young person the values, skills and behaviours they need to get on in life. All children should receive a rich provision of classroom and extra-curricular activities that develop a range of character attributes, which underpin success in education and employment.

The Adeyfield Academy is committed to ensuring that students receive high quality, independent careers guidance to help pupils emerge from school more fully rounded and ready for the world of work. We want to ensure our young people are well informed when making subject and career decisions.

Students are entitled to access our independent careers provision through Herts YC at any time from Year 7. Formal careers appointments for all students begin during Year 10.

At Key Stage 3, we aim to develop the skills and confidence needed to make realistic and informed decisions about KS4 courses and develop an understanding of self in relation to future roles and an understanding of work, training and continued education. Students are encouraged to improve self-awareness through encouraging the students to review their own interests, aptitude and preferred approaches to learning and preferred subjects.

At Key Stage 4, we aim to develop the skills and confidence to make realistic and informed decisions about their future beyond compulsory schooling and develop the skills necessary to manage the transition from KS4 into the Sixth Form or FE, training or employment. We encourage students to participate in all opportunities. We also ensure they develop their research skills so they can find out the information they need to make career choices. Students are supported in understanding how to write a CV and its importance in the interview process.

At Key Stage 5, our programme develops the skills acquired at Key Stage 4 to ensure students are fully informed about higher education and training opportunities, and the portfolios required for these. Students are encouraged to develop their understanding of independence and independent living ready for the next stage in their life both in and out of education. Links with employers, trainers and financial support continue to develop to ensure students are fully prepared for their next steps.

Our CEIAG programme is embedded across the whole-school curriculum. Each faculty aims to ensure it provides opportunities to explore career pathways within their subject areas. Additionally choices, options, opportunities and pathway discussions and investigations are explored within the PSHE programme.

## 2. Rationale

Our programme is based on developing the 8 stages of the Gatsby model for effective careers advice and guidance. These stages can be seen in the following ways delivered through a combination of PSHE lessons, roadshows, workshops and events:

Stage	Evidence
1. Providing a stable careers programme	<p>The school will maintain an embedded programme of career education and guidance across all key stages within the school. The school will work to ensure that this programme is known and understood by students, parents, teachers and employers.</p> <p>At Key Stage 3, students are taught about making informed decisions, looking to the future, decision-making, and an introduction to the world of work.</p> <p>At Key Stage 4, students develop their decision making skills, awareness of the workplace, career pathways and opportunities, and preparing for the world of work.</p> <p>At Key Stage 5 this is further developed through a variety of workshops and support and guidance to inform and support higher education, apprenticeship and employment opportunities available to them post-sixth form.</p>
2. Learning from career and labour market information	<p>Career and labour market information is provided to every student and their parents, through PSHE and workshop events. Students use online platforms (e.g. Unifrog) as well as events with employers to gain a better understanding of the world of work.</p>
3. Addressing the needs of each pupil	<p>All students have access to Connexions personal advisor. This is formally implemented in year 10 and above.</p> <p>Regular tutor interviews enable regular and consistent dialogue regarding options, choices and next steps, providing the necessary support required.</p> <p>As students approach the Key Stage 3 into 4 transition, a pathways information evening is held for students and parents regarding GCSE option choices. All students are interviewed to assess suitability of choices in respect of intended ambition and progression. In addition to this, in Key Stage 4 students participate in workshops to support their decision making for their next steps.</p> <p>For the Key Stage 4 into 5 transition we run taster days and information evenings to provide an insight into post-16 life at The Adeyfield Academy. All students are interviewed to ensure that a suitable pathway is chosen for study at Key Stage 5, accounting for students intended destinations.</p>
4. Linking curriculum learning to careers	<p>All teachers should link curriculum learning with future career pathways.</p>
5. Encounters with employers and employees	<p>Students are exposed to a variety of professionals who are employers and employees.</p> <p>At Key Stage 3, students are involved in an active citizenship programme, part of which involves working with people from the charity sector to promote and raise money for their charity. Guest speakers across year groups, and speed careers networking in Year 7 also provide an opportunity to meet people from a variety of professional backgrounds.</p>

	<p>In Key Stage 4, Careers networking in Year 9 and pathways, days in Year 11 and sixth form also provide an opportunity speak with employers and employees. Key Stage 4 students also benefit from a variety of ‘Aspirational Days’. Days include Dragon’s Den Challenges with London Law firms in canary Wharf, ‘The Board Room’ day with London Engineering firms.</p> <p>Key Stage 4 and 5 students are invited to a futures evening to hear from inspirational speakers in a variety of lines of work from apprenticeships and STEM.</p> <p>The sixth form also benefits from regular guest visitors as well as corporate organisations such as the NatWest who deliver their Dream Bigger workshops that address issues such as financing etc. as well as an opportunity to meet with professionals.</p>
6. Experiences of workplaces	<p>Every student should have first-hand experience of the workplace through work shadowing (e.g. a day to work in Year 7, employability week in Year 10 and work shadowing in Year 12).</p> <p>All Children Looked After are fully involved in the Employment Excellence programme including residential, work experience and work opportunities through the VS summer café.</p>
7. Encounters with further and higher education	<p>The Adeyfield Academy promotes a full range of learning opportunities to all students to help them understand what is available to them through National Careers Fairs (e.g. What Career live at Olympia London for KS5, The Rock Assembly at Wembley stadium for Year 8). As well as Apprenticeship roadshows to support students in making informed choices. As well as networking events in school, inviting guest speakers into school. This also includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.</p> <p>The Adeyfield Academy benefits from close relationships with the University of Hertfordshire. As a result, Year 9 and 10 have the opportunity to attend university events and visits. University open days are publicised and students may apply to the 16-19 Bursary Fund for financial support towards travel costs.</p>
8. Personal guidance	<p>All students have the opportunity to receive support through careers guidance interviews offered by an externally trained provider (Connexions). Students also receive guidance from their tutor, head of year and the senior leadership team. Students are actively encouraged whenever significant study or career choices are being made, such as Year 9 GCSE options and future pathways in Year 11.</p>

### 3. Commitment

The Adeyfield Academy is committed to providing a planned programme of careers education, information and guidance for all students in Years 7-13 in partnership with Hertfordshire Connexions Service.

### 4. Development

This policy was developed and is reviewed annually through discussions with teaching staff; the school’s Connexions personal advisers, students, parents, governors, advisory staff and other external partners.

## **5. Links with other policies**

The CEIAG programme is underpinned by the school's policies for teaching and learning, PSHE, equal opportunities, health and safety and special needs.

The Careers programme is designed to meet the needs of students at The Adeyfield Academy.

## **6. Staffing**

All staff are expected to contribute to the CEIAG programme through their roles as tutors and subject teachers. Careers education is planned, monitored and evaluated by the Herts YC personal adviser and Senior Leadership Team. The Herts YC adviser provides specialist careers guidance. Careers information is available in the Careers section of the LRC.

## **7. Monitoring, review and evaluation**

The programme is reviewed annually using the Hertfordshire quality standards for CEG to identify desirable improvements.