

# **Ormiston Horizon Academy - Careers Education, Advice and Guidance (CEIAG)**

## **Introduction**

The Academy is committed to providing Careers Education, Advice and Guidance to all students through the curriculum and organised activities. It is presently working towards the Stoke-on-Trent & Staffordshire Careers Award to ensure the quality of our careers provision.

Careers Guidance will focus on the specific needs of the individual student to promote self-awareness and personal development. It will aim to provide current and relevant information to enable each student to make informed decisions about their future. It will be presented in an impartial manner, be confidential and differentiated to suit the requirements of each individual student.

## **Aims**

Careers Education, Information, Advice and Guidance (CEIAG) should promote the following to all students:

- Self-development – assessing their strengths and weaknesses to inform future learning and work choices and develop positive self-esteem. They will understand themselves and the influences on them.
- Career exploration through the provision of a wide range of resources: computer software, books and leaflets, posters and access to impartial careers guidance.
- Work place experience through the Year 10 Work Experience week – January 2016.
- Progression planning through the provision of Information and Guidance (IAG) from external careers advisors, support across the curriculum, organised progression activities and events and association with local colleges and businesses. Developing understanding of the changing nature of work, learning and career choices, including the full range of post-16 education or training options, including apprenticeships.

## **Commitment**

The academy is committed to all providing a planned programme of careers education, information and guidance for students in all years in partnership UCAS Progress. All students will leave the academy with the skills and knowledge required to support their entry to further education or employment. The academy actively promotes parent/carer involvement through events, forums and ensuring access to information throughout the year via the newsletter

## **Entitlement**

Students are entitled to careers education and guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with students and their parents or carers. The programme will promote equality of opportunity, diversity and inclusion, whilst promoting the best interests of the students to whom it is given.

## **Provision**

The careers programme is managed by the SLT lead for CEIAG; delivered by staff and co-ordinated by the Curriculum Leader responsible for Personal, Social, Citizenship & Health Education (PSCHE) Mrs Pascall and CEIAG Mr Denker.

Careers resources, available through the National Careers Advices Service, UCAS Progress & KUDOS are available for all students, which are relevant and up-dated regularly. Access to careers software (KUDOS) and the internet is easily available.

Participation in activities, both in school and off-site, provide employer contact and further information. The academy employs a Careers Advisor Mrs Heath who provides individual careers interviews.

Careers focused activities delivered through the PSHE & CE days are provided and managed by the SLT staff responsible for PSHE, Citizenship and CEIAG Mr Denker & Mrs Pascall.

Students will be consulted on the impact of the CEIAG programme and changes may be made as a result. Auditing of the whole school approach is also take place and support offered where required. The academy is one of three schools in Stoke-on-Trent who hold the Quality Award for delivering CEIAG and we are currently working towards revalidation July 2016.

**Links with other policies** Curriculum; SMSC; Child protection & Safe Guarding; Work Experience; Equal Opportunities; Health and Safety; SEN; Keeping Children Safe in Education.

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### Key Stage 4 Provision

- One week block work experience placement which focuses on students' future career aspirations, where possible, allowing learning about work through the experience of work
- Careers Fair in school day
- College presentations
- Local university presentations
- Careers interview for every Year 11, 10 student
- Information on College Open dates
- Support with completing College Application forms and access to computers for on-line registration (UCAS Progress)
- Mock Interviews, where deemed advantageous
- Supported CV and Personal Statement sessions during CE days
- Parent evenings and some assemblies are supported by the Careers Advisor Mrs Heath
- Close monitoring of vulnerable students

### By the end of stage 4, all students will have:

- Enhanced their self-knowledge, career management and employability skills
- Used ICT software and other sources of advice to investigate and explore future choices and progression routes
- Experienced the World of Work through a work placement if they require one
- Been given direct access to employers, colleges and training providers
- Been given guidance to help identify a range of post-16 options and careers advice and support networks that they can use to plan and negotiate their career pathways.
- Been provided with the resources to complete the post-16 application procedures, including CVs, personal statements, and preparation for interview
- Been given information about appropriate available funding
- Produced a challenging but realistic plan for their future learning and work, by relating their abilities, attributes and achievements to the goals they have set themselves