



North Leamington School

Careers Education Information, Advice and Guidance Policy

May 2024

<u>Approval and Review</u>	
This Policy is reviewed in discussion with staff and governors.	
Effective from:	May 2024
Approved by:	NLS Governing Body
Review date:	May 2027
Review leader:	S Barley-Morey, Careers Lead (AHT)

1. Aims

- Give an overview of the importance of Careers Education, Information and Guidance and how the provision meets statutory legislation.
- Provide the key principles implemented to support students making informed choices about their future.

Commitment:

North Leamington School is committed to providing all students with inspirational, diverse and dynamic experiences of the full range of future education and training options, and to developing the qualities, standards and skills students will need to make successful decisions about their future so that they can make a positive contribution to society. Fundamental to this commitment is the creation, and regular evaluation, of a stable, structured programme of careers education activities and experiences throughout the school career of all students, with opportunities at key transition points to access impartial information and expert advice and guidance.

Opportunity:

Throughout each year of their educational journey at North Leamington School all students have a range of opportunities to access and interact with external providers; receive information about different career opportunities, and how to apply for them; and to have first-hand experiences of the world of work.

Respect:

We respect all students' rights to be able to make informed choices about the progression pathway they wish to follow. We are committed to ensuring that students have bespoke, personalised, independent and impartial information, advice, and guidance, as well as any additional support they may need, to allow them to reflect and make decisions that will allow them to make good choices about their next steps.

Excellence:

North Leamington School strives to deliver a careers programme build on the Career Development Institute framework, that embeds the Gatsby standards, exposes students to the language of employment, allows students to see the relevance of school to the world of work, and equips students with the aspiration, information, qualities, and skills so that they have excellent chances of securing a job that they aspire to, and to have a successful career.

2. Roles and Responsibilities

The Senior Leadership Team and Governors will monitor the effectiveness of this policy and hold the Careers Lead to account for its implementation. They will understand the key values and intended aims which underpin the provision of CEIAG at North Leamington School. They will use this understanding to support, monitor and challenge appropriately, to ensure that effective CEIAG is in place for all students at North Leamington School.

Careers Lead will ensure that:

- All statutory requirements relating to careers are met.
- There is an effective and impactful careers provision in place across the school.

- The careers provision is robustly evaluated, taking into consideration feedback from all stakeholders, and improved to meet the needs of individuals and groups of students, as well as taking into consideration the changing landscape of careers.
- They work collaboratively with the Careers Coordinator to implement the careers provision.
- Training is provided for teaching and support staff on how they can support the careers provision for individuals and groups of students.

Extended Leadership Team, Teaching and Support staff will use the principles of this policy to support the careers provision so that all students achieve a positive destination.

Students will most of the opportunities offered to them in order to support them making informed decisions about their future pathway, and achieve positive destinations.

3. Strategic Priorities

Curriculum: There is a published, planned programme of learning experiences for Y7-Y13, which incorporates both the Career Development Institute’s framework and Gatsby Standards; widens students’ horizons, challenges stereotypes and raises aspirations; is delivered through the Tutor Time and PHSE curricula, as well as a series of careers events; to enable young people to:

- *Develop themselves through career and work-related education*
- *Learn about careers and the world of work*
- *Develop career management and employability skills*
- *Understand how to make applications for the full range of academic and technical courses.*

Guidance (IAG): North Leamington School, alongside the governing body, will ensure that the independent careers guidance provided:

- *Is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education, or work option.*
- *Includes information on the range of education or training options, including apprenticeships and technical education routes.*
- *Is guidance that the person giving it considers will promote the best interests of the students to whom it is given.*

Personalised Provision: NLS supports social mobility by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.

Elements of the CEIAG provision will require access to individual information advice and guidance supported by:

- Internal staff such as the Careers Coordinator, and Support staff e.g. IEN faculty and Pupil Premium Champions, as well as Tutors and Subject Teachers.
- External staff such as the Careers Advisor, Education and Training Providers, Employers and Alumni.
- External sources such as websites like Careerpivot, the National Careers Services, Prospects as well as the careers platform Grofar.

Provider Access: (this is a separate policy linked to this document.)

North Leamington School is committed to providing opportunities for a range of education and training providers to access all students in Y7 to Y13 for the purpose of informing them about the full range of education and training

opportunities available, including approved technical education qualifications and apprenticeships, as part of a careers programme.

These include:

- Formal arrangements with the external provider of careers guidance and others
- Liaison with post 16 providers and higher education institutions
- Liaison with Employers and training providers
- Liaison with Parents and carers
- Input from Alumni

These partnerships are maintained by means of local area network meetings through the Careers Enterprise Company Warwickshire Careers Hub; relevant information sharing about career opportunities, invitations to talks, and participation in careers events through email, the school's website and newsletter, and parent bulletins.

North Leamington is committed to providing students with impartial provider access. Therefore, the following guidelines have been put in place for all external educational providers.

Any educational provider wishing to access North Leamington School must email: careers@northleamington.co.uk, with specific details of the request.

Grounds for granting and refusing requests for access: North Leamington School has the right to refuse requests of any provider who does not have an accredited, appropriate, age- related course.

The provider must also comply with any safeguarding regulations as stipulated by the school.

Facilities to be provided: facilitators will be provided with appropriate rooms for their sessions, access to IT or other technical equipment, alongside support from North Leamington Staff and will be given a key liaison person to ensure that individual needs are met prior to the event.

Links to associated documents:

This policy document needs to be read in conjunction with other documents. These other documents include but are not limited to:

- Behaviour and engagement policy
- Curriculum Policy
- Provider Access Policy
- Pupil Premium Policy
- SEND Policy
- Teaching, Learning & Assessment and CPD policy