



Co-op Academy
Swinton

Careers Education and Guidance (CEIAG) Policy

January 2020

Rationale For CEIAG:

A young person's career reflects the progress they make in learning and work. It is part of the vision and mission of the school that all learners need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers, sustain employability and achieve personal and economic wellbeing throughout their lives.

Commitment - Co-op Academy Swinton recognises that the The Education Act 2011 inserts a duty, requiring schools to secure access to independent, careers guidance for students in Years 8-11. Careers guidance must be presented in an impartial manner and promote the best interests of the students to whom it is given. Careers guidance must also include information on all options available in respect of 14-19 education or training, including apprenticeships and other work-based education and training options.

It is committed to providing a planned programme of impartial careers education and information, advice and guidance (IAG) for all learners in Years 8-11. Co-op Academy Swinton endeavours to follow best practice guidance from the careers profession, from other expert bodies such as Ofsted and from Government departments that might appear from time to time. It is also committed to gaining the local CEIAG quality award in the future.

Development - This policy was developed and is reviewed annually in discussion with teaching and teaching support staff, learners, parents, governors and advisory staff.

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, recording and reporting achievement, citizenship, PSHE Education, work related learning and enterprise, equality and diversity, gifted and talented, looked after children and SEND.

Objectives:

Student's Needs - The careers programme is designed to meet the needs of learners at Co-op Academy Swinton. Activities are differentiated and personalised to ensure progression in their career learning and development, and to strengthen their motivation, aspirations and attainment at school. It is delivered at Key Stages 3 and 4 during PHSE.

Entitlement - Learners are entitled to CEIAG which meets professional standards of practice and which is delivered by trained staff and which is person-centred, impartial and confidential. Activities will be embedded in the curriculum and based on a partnership with learners and their parents/carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity. This is supported through the work of our school Careers Adviser, Lynne Loughnan who is available to all students 1 day per week.

Implementation:

Management - Felicity Fagan co-ordinates the careers programme and she works closely with the CEIAG Director of Co-op Academies Trust.

Staffing - All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered by the personal form tutors in PHSE and specialist careers guidance is delivered by the school Careers Adviser, Lynne Loughnan. The CEIAG programme is planned, monitored and evaluated by Felicity Fagan in consultation with the Senior Leadership Team. Careers information is available in the Careers Library which is maintained by the school careers adviser.

Curriculum - The careers programme includes careers education sessions, career guidance activities (e.g. group work and individual interviews), information and research activities (on the school VLE and website), work-related learning (including Careers Days), and individual learning planning/portfolio activities. Careers lessons are part of the school's personal development programme. Other focused events, e.g. careers fair are provided at different times of the year. Learners are actively involved in the planning, delivery and evaluation of activities.

Assessment - The intended career learning outcomes for learners are based on 17 Learning Outcomes recommended by the Career Development Institute (ACEG) and are assessed using assessment for learning (AfL) techniques.

Partnerships - Links with local business are being built up through visiting speakers and partnership with the Careers and Enterprise Company.

Resources - Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. Felicity Fagan is responsible for the effective deployment of resources. Sources of external funding for activities are actively sought.

Staff Development - Staff training needs are identified in conjunction with the school careers adviser and through staff reviews. The school endeavours to meet training needs within a reasonable period of time.

Monitoring, review and evaluation - The programme is reviewed annually by the careers adviser and Felicity Fagan using CEIAG quality standards to identify areas for improvement. A report is submitted to the Senior Leadership Team and Governors. Evaluation of different aspects of CEIAG is undertaken regularly.