



Thinking Schools Academy Trust

“Transforming Life Chances”

**Careers Education and Advice Guidance
Policy (CEIAG)**

Goodwin Academy



This policy was adopted on	September 2020
The policy is to be reviewed	September 2021

1.0 CAREERS STRATEGY AND RATIONALE

Goodwin Academy is committed to providing its students with a planned programme of careers education for all students in years 7-13; information, advice and guidance that is impartial and confidential and prepares students for the challenges, rigors and successes of post-16 educations, Higher Education and adult and working life.

A planned programme of careers and aspirational activities is a vital component in preparing young people for the world beyond **Goodwin Academy**. We aim to raise aspirations, challenge stereotypes, maximise students' academic and personal achievements and encourage them to consider a wide range of careers and destinations. Through careers education and guidance, students will be encouraged to make the most of their talents and to go on to jobs or courses which suit their needs and attainment. The belief of increasing life chances is at the core of our rationale and as such, our program for delivering **CEIAG** is named Aspirations. This is, in part, a means of centralising how our students access, evaluate and synthesize the guidance and opportunities given to them by linking an already familiar syntax of achieving their aspirational goals with practical and vital careers guidance and personal development.

2.0 AIMS

CEIAG is crucial in order to meet the skills, knowledge and understanding needed by each student. The staff and Governors at **Goodwin Academy** recognise that career planning is not limited to one stage in life. For this reason, careers education and guidance, as a part of our Aspirations curriculum, aims to develop career management skills which students can draw on at each stage in their career planning. We fully endorse the Careers Education Framework 7-19 (2010) and the 6 principles of impartial careers education:

1. Empowers young people to plan and manage their own futures
2. Responds to the needs of each learner
3. Provides comprehensive information and guidance
4. Raises aspirations
5. Actively promotes equality of opportunity and challenges stereotypes
6. Helps young people to progress

3.0 DELIVERY AND CONTENT

Goodwin Academy's Careers programme is informed and supported by The Gatsby Benchmarks and the Career Development Institute's Framework.

We aim to achieve each of the following benchmarks through yr. 7-13:

1. A Stable Careers Programme
 2. Learning from career and labour market Information
 3. Addressing the need of each student
 4. Linking curriculum learning to careers
 5. Encounters with employers
 6. Experiences of the workplace
 7. Encounters with further and higher education
 8. Personal guidance
- (Gatsby Benchmarks 2014)

Careers Information and Advice is provided through our dedicated Aspirations program including dedicated lessons to provide informative guidance to assist in the development and future career directions of students alongside their personal development as individuals forming a wider community. It is the responsibility of the Careers Leader, with guidance from SLT, to ensure the effective provision of CEIAG through the Aspirations program.

Within the Aspirations program, is a bespoke curriculum designed with the needs of our students at its heart. The curriculum covers personal development in regards to building key inter-personal skills, effective communication, critical thinking, and desirable workplace skills (see the Aspirations Program of Study for further descriptors of these areas and their implementation across the academic years).

Under the guidance of the Careers Leader, the careers team and staff of the academy will provide students with focussed lessons and content that is aimed at preparing them for a life beyond school, the world of work and other professional environments. This careers journey begins with a distinct focus on personal development in KS3 where by a curriculum is delivered that focusses on inter-personal skills and will provide students with the information required to make informed and effective choices for future studies in KS4 and further (where appropriate).

Throughout KS4, the Aspirations program will provide more focussed content, lessons and other CEIAG focussed on post-16 educations, apprenticeships, employment and workplace readiness in line with the latest published Government guidance.

Prospective employers provide advice and guidance through group workshops, enterprise events, individual interviews, college partnership courses, college and university visits, and presentations. Brochures, leaflets and other forms of printed material are provided and additional advice is given through subject teachers.

An independent Careers Advisor attends the school at key times throughout the academic year to provide individual advice and guidance to students. All careers advice and guidance given is person-centred, impartial, unbiased and confidential (within legal confines) and meets professional standards of practice. During arranged events including 'Parents Evenings', 'Open Evenings' and 'Options Evenings', careers information and advice is made available to students, parents and carers.

The Careers Hub is stocked with key publications suitable for a range of ages and abilities, with advice on hand from attending staff. The Careers Hub is located in room 213 on the second floor and is easily accessible to students and staff. Materials are audited annually to ensure information is up-to-date and accurate and relevant to meet with the students' requirements.

In addition, students in years 7-13 are entitled to:

- Find out about technical education qualifications and apprenticeships opportunities available to them, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships.
- Understand how to make applications for the full range of academic and technical courses available.

At points across the school year, a variety of employers and external providers are invited into **Goodwin Academy** to talk about different careers.

4.0 PROVIDER ACCESS STATEMENT

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes of giving them information about the provider's education or training offer.

This complies with the school's legal obligations under Section 42B of the Education Act 1997.

5.0 ACCESS OPPORTUNITIES

Our provision includes various opportunities for students to access a range of events. These are mainly integrated into the academy's Aspirations program and curriculum. These events are therefore delivered internally, with contribution from external providers where appropriate.

6.0 PROVIDER ACCESS PROCEDURE

A provider wishing to request access should contact **Samuel Brady**, *Careers Leader*. Email: s.brady@tsatrust.org.uk Tel: 01304 403103 EXT 336

Local providers are invited to key relevant events. In addition, external providers interested in coming into school should speak to **Samuel Brady, Kira Stewart or Daisy Bradford** to identify the most suitable opportunity.

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

7.0 RESOURCES AND FACILITIES

Once visits have been agreed, the academy will provide appropriate rooming to facilitate the visit, along with any equipment requested by the provider, where it is available.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Hub which is managed by **Samuel Brady**.

Aspirations Schedule Template

*Activities are subject to change depending on availability of resources and external stakeholders.

	Autumn Term	Spring Term	Summer Term
Year 7	<ul style="list-style-type: none"> Aspirations lessons – social and communication skills. Developing a growth mind-set. KS3 enterprise project. Assemblies – Personal development, planning and goal setting. Employer visits. 	<ul style="list-style-type: none"> Aspirations lessons – intro to RSE and exploring being part of a community. Assemblies – innovators through history and how others contribute to society through their work and careers. 	<ul style="list-style-type: none"> Aspirations lessons – FBV and a multicultural Britain: how our society has been shaped and strengthened through a variety of cultures. Critical thinking. Exploring how our careers impact on society. Tutor Time – Habits of Mind/SUMO. Assemblies – Employer visits.
Year 8	<ul style="list-style-type: none"> Aspirations lessons – character development. Identifying transitional stages in life. Exploring career pathways. Personal skill development. KS3 enterprise project. Assemblies – Personal development, planning and goal setting. Employer visits. 	<ul style="list-style-type: none"> Aspirations lessons – Sex education. Health care roles. Gang culture and the effects of crime on society. Assemblies – innovators through history and how others contribute to society through their work and careers. 	<ul style="list-style-type: none"> Aspirations lessons – Parliament and its place in Britain. Exploring how it functions and the key roles. Learning debating skills. Group IAG. Tutor time -Habits of Mind/SUMO. Assemblies - Careers at Sea/Seafarers week. Employer visits. Reflection on planning and goal setting.
Year 9	<ul style="list-style-type: none"> Aspirations lessons – Defining personal aspirations for KS4 and beyond. Exploring academic pathways for GCSE and BTEC for careers. How to make informed choices for KS4 and +16 pathways. Assemblies – Personal development, planning and goal setting. Employer visits. 	<ul style="list-style-type: none"> Aspirations lessons – Sex education. FGM and the law. Prejudice and LGBTQ+. Careers investigation tasks: inclusivity in industry. Assemblies – innovators through history and how others contribute to society through their work and careers. 	<ul style="list-style-type: none"> Citizenships GCSE SOW. Role of the media and journalism investigation. Group IAG to exploring how KS4 options effect career pathways. Assemblies - Careers at Sea/Seafarers week. Employer visits. Reflection on planning and goal setting.
Year 10	<ul style="list-style-type: none"> Aspirations lessons - CV development. Mock interview Prep/Mock interviews. Employers Networking Event. Planning, applying and preparing for work experience. IAG for work experience and planning +16 pathways. Assemblies – Personal development, planning and 	<ul style="list-style-type: none"> Skills Development/Work Experience/Curriculum activities. NCS Workshops in IL. Citizenship GCSE SOW. IAG for work experience and planning +16 pathways. Assemblies – innovators through history and how others contribute to society through their work and careers. 	<ul style="list-style-type: none"> Aspirations lessons – FGM and how to campaign against it. Putting personal development skills into practice. Group IAG and follow-up individual IAG. NCS Workshops in IL. Assemblies - Careers at Sea/Seafarers week. Employer visits. Reflection on planning

	goal setting with a focus on workplace readiness and life chances. Employer visits.		and goal setting.
Year 11	<ul style="list-style-type: none"> Aspirations lessons - Application/Destination support lessons and workshops. Building professional profile. IAG for work experience and planning +16 pathways. Assemblies – pathway and destinations. Timeline on +16 process (open days to applications). Employer visits. NCS programme. 	<ul style="list-style-type: none"> LMI workshop. Interview skills (2). NCS Workshops in IL. LMI workshop (2). IAG for work experience and planning +16 pathways. Assemblies – NCS programme. Timeline on +16 process (open days to applications). Employer visits. 	
Year 12	<ul style="list-style-type: none"> Personal statements support sessions. UCAS support sessions. IAG for work experience and planning HE/FE and employment pathways. Assemblies – NCS program. HE/FE timeline on process (open days to applications). 	<ul style="list-style-type: none"> Interview Skills and HE/FE/UCAS applications. IAG for work experience and planning HE/FE and employment pathways. Assemblies – NCS program. HE/FE timeline on process (open days to applications). 	<ul style="list-style-type: none"> Work Experience
	HEI visits and workshops. Curriculum activities. PSHE – LMI + Career Options. Individual IAG.		
Year 13	<ul style="list-style-type: none"> IAG for work experience and planning HE/FE and employment pathways. 		
	HEI visits and workshops. Curriculum activities. PSHE – LMI + Options. Individual IAG.		