

# **Careers Education, Information, Advice and Guidance Policy**

## **Next Steps at Walton July 2020**

**OFFICE USE:**

**Publishes: July 2020**

**Interim Review: July 2021**

**Next review: July 2022**

**Associated Documents:**

**Provider Access Policy**

**Appendix to provider Access Policy**

**Links to:**

This policy links with other key DALP and academy policies including:

DALP – Provider Access Policy

DALP – Safeguarding and Child protection Policy

DALP – Single Equality Policy

DALP – Special Education Needs and Disability Policy

DALP – Health & Safety Policy

## **Contents**

<b>1.0</b>	<b>Introduction</b>	<b>2</b>
<b>2.0</b>	<b>Objectives and Components</b>	<b>4</b>
<b>3.0</b>	<b>Implementation</b>	<b>6</b>
<b>4.0</b>	<b>Review</b>	<b>8</b>
<b>5.0</b>	<b>Approval</b>	<b>8</b>

## **1.0 Introduction**

### **1.1 Rationale and context for Next Steps - Careers Education, Initial Advice and Guidance (CEIAG)**

At Walton, our vision is to lead excellence 'The Walton Way' by providing an exceptional educational experience. The Next Steps: CEIAG curriculum has been developed to embody this vision using time creatively to deliver a varied programme using three non-curriculum days during the year (Life Skills and Choices Days), tutor time and both internal and external careers advice sessions. The careers leader has a direct link to the leadership team and ensures a proactive approach to funding opportunities.

Walton Academy supports all students to fulfil their potential and experience success through an educational environment which responds to individual needs whilst stimulating and challenging each and every student. The policy is reviewed on an annual basis.

Walton recognises that every young person needs high-quality career guidance to make informed decisions about their future. We are committed to supporting each student to make the right choice at key times in their school career. These choices will enable them to continue their career journey through future learning and work. Our planned programme of 'Next Steps' careers learning prepares them for opportunities and challenges in their adult and working lives. It provides realistic, impartial and unbiased advice and ensures that Walton students are aware of equal opportunities legislation.

Walton Academy has a statutory duty to provide careers education in Years 8 – 13 and to give students access to independent careers information and guidance both from staff and external providers. Statutory duties for the Principal, staff and governors include:

- The Education Act (1987) – Sections 42A (amended by The Careers in School Regulations 2013); 42B; 45A.
- The Education and Schools Act 2008 – Section 72
- The Education and Skills Act 2008
- Schedule 4 (15) of the School Information (England) Regulations 2008

Our Next Steps: careers education programme provides a stable and structured programme delivered by individuals with the right skills and experience. To achieve this aim we develop, deliver, review and improve our programme using the following industry guidance:

- DFE: Careers guidance and access for education and training providers(Updated October 2018)
- DFE: Destinations data - Good practice guide for schools. October 2018
- DFE: Careers strategy: making the most of everyone’s skills and talents. 2017.
- The Gatsby Charity Foundation benchmarks
- The Careers and Enterprise Company
- The Career Development Institute (CDI)
- Statutory guidance for governing bodies, school leaders and school staff
- OFSTED guidance and best practice

## **1.2 Context of the academy**

Walton Academy became co-educational in September 2019, with the introduction of boys in Year 7. It has had a co-educational Post 16 Centre since September 2008. Walton is a non-selective 11-18 Academy in a highly selective area. It was previously Walton Girls’ High School and Sixth Form.

Walton converted to academy status in 2012 and joined the Diverse Academies Learning Partnership (DALP) in June 2016 and is affiliated with the Diverse Academies Trust. DALP is committed to development and improvement through collaboration and partnership. It includes Tuxford Academy (A National Support School and Teaching School), Retford Oaks Academy, East Leake Academy, Holgate Academy and the National Church of England Academy. The Academy has over 40 partner primary schools. They are a mixture of rural and town centre schools. Walton works in partnership with Grantham secondary heads and Lincolnshire Head teachers. The academy serves a rural community in Lincolnshire being extremely well located on the A1 corridor just 23 miles from Nottingham. The expanding

catchment area includes cross-county towns and villages including Newark, Stamford and Melton Mowbray.

The school has committed to working with the Local Enterprise Partnership (LEP) as part of the Enterprise Advisor network. The Employability Framework provides a basis and structure for careers guidance and has been mapped against the schools' core aims for young people. The school is linked with an enterprise advisor from a local business through The Careers and Enterprise Company to support the development of the employability framework in the school.

Walton works with LiNCHigher to promote opportunities for its students to investigate future career paths. LiNCHigher has funded significant events, activities and visiting delivery of Careers learning through NCOP Government funding. LiNCHigher staff are involved in the CEIAG programme through assemblies, Life Skills and Choices Day workshops and student evaluation. CEIAG is part of the Personal Development programme and the academy achieved The Quality in Careers Standard through Career Mark in May 2019.

## **2.0 Objectives and Components**

### **2.1 Aims of Next Steps: CEIAG**

The overall aim of Next Steps: CEIAG is for students to be able to make and implement well-informed and realistic decisions and successfully manage change and transition. The three strands of career learning that support readiness for the next phase of education, training or employment are:

- i) Self-awareness and development
- ii) Career exploration, including researching options for the future
- iii) Career management, including planning for change and decision-making.

### **2.2 Duty**

Walton 'Next Steps' secures independent and impartial careers guidance for Years 8 – 13 alongside our structured programme for all years. We provide unbiased information for all students, high quality careers guidance and opportunities for work encounters.

Our CEIAG Development Plan is reviewed and improved continually in line with the Academy Improvement Plan and provides a detailed plan of how Walton will meet the eight Gatsby Benchmarks before the end of 2020 and provides a summary of progress to date.

### **2.3 Individual Student Needs**

The 'Next Steps' CEIAG programme at Walton is designed to meet individual needs of students, being differentiated and personalised through activities and careers learning that are appropriate to students' stages. We ensure well informed progression at all stages.

Impartial advice and guidance sessions to meet individual needs are met through consultation with the pastoral teams, leadership and parents.

## **2.4 Entitlement**

Students are entitled to a CEIAG programme that meets the professional standards of practice, is person-centred and impartial. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and the parents/carers. The programme will promote equality of opportunity and inclusion.

Walton 'Next Steps' CEIAG programme is shared with students, parents, staff, governors and other interested parties through its website, Life Skills and Choices Days, the tutor programme, parents' evenings, open days and open evenings.

## **2.5 Outcomes and Targets**

The overall outcome for Walton's 'Next Steps' CEIAG programme is for each student to make well-informed, appropriate choices at each stage of their education, training and employment, both at Walton and in their futures.

Delivery of Walton's 'Next Steps' CEIAG programme will ensure each student makes high quality and appropriate choices for their future, to complement their attainment in qualifications. Walton aims to exceed national targets for NEET figures in all measures, including disadvantaged students. All Students in Year 12 will have the opportunity for Work Experience for a week in July and are encouraged to align their chosen placement to their future aspirations. We inspire our students to aim high and work with the universities of Oxford and Cambridge as well as the Russell Group to provide inspirational pathways. All Year 12 students attend a Higher Education convention and a significant number attend university open days.

Walton achieved 'Careermark', the national Quality in Careers Standard in May 2019.

Walton ensures provider access to a number of events, integrated into the academy careers programme, to offer an opportunity to come into the academy to speak to students and/or their parents including employers, training providers, further and higher education institutions, parents/carers and alumni to support the CEIAG curriculum. Please see:

<http://www.walton-ac.org.uk/wp-content/uploads/sites/17/2019/04/Appendix-to-Provider-Access-Policy.pdf>

## **3.0 Implementation**

### **Management of the CEIAG Programme**

The Careers Leader (Jane Etherington: Jetherington@walton-ac.org.uk) coordinates the 'Next Steps' CEIAG and reports to the Leadership Team via the Assistant Principal (Personal Development) and Governors are regularly updated. The Careers Leader coordinates staff responsibility for CEIAG in curriculum and pastoral areas through SENDCO, Middle Leaders, Year 11 Progression Leader, Heads of House and Assistant Principal (Post 16).

### **Staffing**

All staff contribute to CEIAG through their roles as tutors and subject teachers. The careers education and IAG programme is planned, delivered, monitored and evaluated by the Personal Development team consisting of 2 core members of staff and additional cross curricular staff subject to the demands of the timetable. Additional administrative support is provided through the Academy Administrative Team for the purposes of work experience and some event planning.

### **Staff Development**

The training and support needs of staff involved in co-ordinating, delivering and supporting Next Steps: CEIAG are identified and met through a continuing professional development (CPD) programme. Additional training is given to the whole staff through the inset programme and through micro teaches as part of weekly briefings.

### **Curriculum Delivery**

The Next Steps: CEIAG programme includes careers education sessions as part of the PSHRE curriculum delivery for Years 7 to 9 and sessions delivered as part of the Life Skills and Choices days. These include group work, individual interviews, information and research activities, an understanding of local and national labour market information and individual projects.

#### **Year 7**

- Introduction to Careers Pathways and skills development (as part of the PSHRE curriculum)
- Access to impartial careers advice
- Individual Unifrog account – online careers database
- Access to employers and universities

#### **Year 8**

- Careers Pathways – further developing employability skills (as part of the PSHRE curriculum)

- Individual Unifrog account – online careers database
- Access to employers and universities
- Access to impartial careers advice

#### Year 9

- Careers Pathways – further developing employability skills (as part of the PSHRE curriculum)
- Careers Pathways – opportunities to explore career paths and have conversations with employers
- Support and advice for GCSE options
- Opportunities to visit universities
- Individual Unifrog account – online careers database
- Access to employers and universities
- Access to impartial careers advice

#### Year 10

- Individual Unifrog account – online careers database
- Opportunities to visit universities
- Industry Visit – all students will visit a workplace
- CV writing workshop
- Mock Interviews
- Access to employers and universities
- Access to impartial careers advice

#### Year 11

- Careers Interview with individual Action Plan for future aspirations
- Careers assemblies
- Individual Unifrog account – online careers database
- Access to employers and universities

#### Post 16

- Individual Unifrog account – online careers and higher education database
- Year 12 visit to Higher Education Convention
- Year 12 Progression Evening – speakers from universities, apprenticeship providers and student finance
- Access to employers and universities
- Individual Careers interview with Action Plan
- Individual support with UCAS/Apprenticeship applications

### **Partnership working**

Walton ensures a wide experience of partnership working to give students a rich experience of meeting people from all walks of life. These include: LiNCHigher (Uni Connect project), DWP Schools Support, CEC Enterprise Co-ordinator and Enterprise Advisor, ASK Apprenticeships, local and national universities and local and national employers. Alumni

are invited back to Walton to share their next steps in assemblies and Life Skills and Choices days.

#### **4.0 Review: Evaluation of our provision**

The 'Next Steps' CEIAG programme is evaluated as part of the comprehensive Quality Assurance programme, which includes a range of strategies. This feeds into the academic calendar where outcomes are reviewed three (Key Stage 3 and 5) and four (Key Stage 4) times during the year. Annual Improvement Reviews (AIR) are held annually and administered by The Diverse Academies Trust.

#### **5.0 Approval of Policy**

This policy is reviewed at least annually to ensure the monitoring of the application and outcomes of this policy are working effectively.