



*Thinking Schools Academy Trust*  
**“Transforming Life Chances”**

Careers Education Information and Advice  
Guidance Policy (CEIAG)

This Policy was adopted on	September 2018
The Policy is to be reviewed on	September 2019

## **1.0 CAREERS STRATEGY AND RATIONALE**

A planned programme of careers and inspiration activities is a vital component in preparing young people for the world beyond The Victory Academy. We aim to raise aspirations, challenge stereotypes, maximise students' academic and personal achievements and encourage them to consider a wide range of careers. Through careers education and guidance, it is hoped that students will be encouraged to make the most of their talents and to go on to jobs or courses which suit their needs and intelligence.

The Victory 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 of adult and working life.

## **2.0 AIMS**

CEIAG is crucial in order to meet the skills, knowledge and understanding needed by each student. The staff and Governors at The Victory Academy recognise that career planning is not limited to one stage in life. For this reason, careers education and guidance 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**

Careers Information and Advice is provided through dedicated lessons to provide informative guidance to assist in the development and future career directions of students. Advice and guidance is provided through group workshops, enterprise events, individual interviews, college partnership courses, college and university visits, and presentations by prospective employers. Brochures, leaflets and other forms of printed material are provided and additional advice 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 Learning Resource Centre and the 6th Form Library are stocked with key publications suitable for a range of ages and abilities, with advice on hand from attending staff. The Learning Resource Centre and the 6<sup>th</sup> Form Library are located within the Academy and Sixth form Centre and are 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.

Students in Years 8-13 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 The Victory 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 schools careers programme 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 Miss Simperl (Assistant Head of School – KS4 or Miss Hryniewicz (Assistant Head of School – KS5), via the school contact details.

Local providers are invited to key relevant events. In addition, external providers interested in coming into school should speak to Miss Simperl (Assistant Head of School – KS4 or Miss Hryniewicz (Assistant Head of School – KS5), our named Careers Leaders 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 school 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 the 6th Form Library which is managed by Miss Hryniewicz. The Learning Resource Centre and the 6th Form Library are available to all students at lunch and break times.

## Careers Research, Advice and Opportunities Schedule Template

	Autumn Term	Spring Term	Summer Term
<b>Year 7</b>	<ul style="list-style-type: none"> <li>STEM Club – ‘CREST AWARD’</li> </ul>	<ul style="list-style-type: none"> <li>STEM Club – ‘LEGO Project’</li> </ul>	<ul style="list-style-type: none"> <li>STEM Club</li> <li>Careers – My Values &amp; Skills</li> </ul>
<b>Year 8</b>	<ul style="list-style-type: none"> <li>STEM Club – ‘CREST AWARD’</li> </ul>	<ul style="list-style-type: none"> <li>STEM Club – ‘LEGO Project’</li> <li>KS4 Option Event</li> <li>Department of Work and Pensions support at Year 8 Options Evening</li> <li>KS4 Option/Careers assemblies</li> </ul>	<ul style="list-style-type: none"> <li>STEM Club</li> <li>Careers – world of work, Planning for the Future and Business &amp; Finance</li> </ul>
<b>Year 9</b>	<ul style="list-style-type: none"> <li>Tutor sessions with UNIFROG careers website</li> <li>Royal Institute of Chartered Surveyors (RICS) Inspire Event</li> </ul>		<ul style="list-style-type: none"> <li>Careers – Teamwork &amp; Charity</li> <li>Post-16 Aspirations Workshop</li> </ul>
<b>Year 10</b>	<ul style="list-style-type: none"> <li>UCL Careers talk</li> </ul>	<ul style="list-style-type: none"> <li>UCL Visit – Life after 16+</li> <li>Tutor sessions with UNIFROG careers website</li> <li>NEET Career/College/Apprentice fair provided by Kent Choices</li> <li>HPA visit to UCL – ‘Raising Aspirations Post-18’</li> <li>Girls into Banking Careers via Meryl Lynch &amp; Bank of America</li> </ul>	<ul style="list-style-type: none"> <li>Careers – My Future &amp; World of Work</li> <li>Post-16 Aspirations Workshop</li> <li>Adam Smith Institute Workshop</li> </ul>

<b>Year 11</b>	<ul style="list-style-type: none"> <li>• 1:1 opportunities for Careers interviews with parents and an external Careers advisor</li> </ul>	<ul style="list-style-type: none"> <li>• Post 16 evening</li> <li>• Post 16 taster sessions</li> <li>• NCS assembly</li> <li>• NEET Career/College/Apprentice fair provided by Kent Choices</li> </ul>	
<b>Year 12</b>	<ul style="list-style-type: none"> <li>• Thinking Skills Day</li> <li>• Speakers for Schools: Sir Christopher Hum talk</li> <li>• All students complete "My Future Choice" form which are used for internal careers advice</li> <li>• Students are encouraged to make applications for support programmes. Eg. Teach First Futures Programme, Uni of Kent Succeed Programme, Social Mobility Scheme</li> <li>• Central location for all emailed information relating to Apprenticeships and Careers</li> </ul>	<ul style="list-style-type: none"> <li>• Apprenticeship Fair</li> <li>• Central location for all emailed information relating to Apprenticeships and Careers</li> <li>• NCS Assembly &amp; Lunchtime drop in</li> <li>• 1-2-1 careers meetings where required</li> <li>• International Women's Day celebration event</li> </ul>	<ul style="list-style-type: none"> <li>• UCAS HE Convention</li> <li>• Central location for all emailed information relating to Apprenticeships and Careers</li> <li>• Work Experience</li> <li>• Careers Day</li> <li>• UCAS/Personal Statement Day</li> <li>• CV Building/Job search skills event</li> <li>• NCS Assembly &amp; Lunchtime drop in</li> </ul>
<b>Year 13</b>	<ul style="list-style-type: none"> <li>• Support with UCAS applications, internal and through University of Greenwich</li> <li>• Student Finance Talk</li> <li>• Speakers for Schools: Sir Christopher Hum talk</li> <li>• 1-2-1 Careers meetings where needed</li> <li>• Central location for all emailed information relating to Apprenticeships and Careers</li> </ul>	<ul style="list-style-type: none"> <li>• Applications for University of Greenwich Mentor Scheme</li> <li>• Apprenticeship Fair</li> <li>• 1-2-1 careers meetings where required</li> <li>• Central location for all emailed information relating to Apprenticeships and Careers</li> <li>• Medway Council Careers Event</li> <li>• UCA Portfolio Presentation</li> <li>• UCA Personal statement/application session</li> <li>• NCS Assembly &amp; Lunchtime drop in</li> <li>• International Women's Day celebration event</li> </ul>	<ul style="list-style-type: none"> <li>• 1-2-1 careers meetings where required</li> <li>• Central location for all emailed information relating to Apprenticeships and Careers</li> <li>• NCS Assembly &amp; Lunchtime drop in</li> </ul>