



Corby Business Academy

How does Corby Business Academy meet the statutory Careers Education Information and Guidance statutory standards (CEIAG)?

Definitions

Careers Education (CE): the programme of learning which enables students to develop the knowledge, confidence and skills needed to make well informed, considered choices and plans to enable them to progress smoothly into further learning and work.

Enterprise Education (EE): the curriculum enables students to develop enterprise capability, financial capability and business and economic understanding.

Information, Advice and Guidance (IAG): a range of activities and interventions which help students to become effective career managers.

It encompasses:

- accurate and up-to-date information on options in learning, progression routes and career opportunities
- impartial advice and guidance to help students make choices

IAG extends to personal wellbeing, and overcoming barriers to progression and achievement in learning and work. For students who attract Pupil Premium funding, additional support in IAG will be offered.

Transition Points

The end of each Key Stage is when students must make decisions about the next stage of their education or employment in terms of where or what they study next. At Corby Business Academy students choose their level 2 options in Year 9 with a two-year Key Stage 4 programme. Level 3 options are chosen during Year 11, for which students receive impartial CEIAG; and Further Education or Higher Education choices are made during Years 12 and 13 to meet the application deadlines of universities.

Work Related Learning (WRL)

Planned activity which uses employability as a context for learning. It involves learning through work contexts and practices, or by developing personal attributes and employability skills. As a business academy all aspects of the world of work is embedded into the curriculum.

Principles

Careers Education provides students with activities and events to develop the skills, knowledge and understanding of themselves and the community in which they live. It enables them to become self-managers, reflective learners and discerning users of IAG.

Policy Provision

The learning outcomes of Careers Education will enable all students to make well-informed, realistic decisions about their future. This will be underpinned by the six careers development framework aims:

- Grow throughout life
- Explore possibilities
- Manage career
- Create opportunities
- Balance life and work
- See the bigger picture

CEIAG information will be made available in a variety of media, and publicised to all students. The Careers Education curriculum will be taught through Tutorial Sessions and suspended timetable enrichment days. Individualised input will be devised for students who need additional support, particularly at transition points.

Parents and carers will be informed about the key components of CEIAG, and given access to appropriate information and additional resources through planned events, parents' evenings and the school's website. We encourage two-way communications with parents and carers and welcome any feedback.

Local employers and Alumni will be actively engaged to enrich the taught CEIAG programme and to contribute to raising staff awareness of labour market information. Monitor, Review and Evaluation.

Responsibilities - CEIAG Link Governor

The link Governor takes a strategic interest in CEIAG to ensure the statutory requirements are met. They encourage and support employer engagement as well as offering support for interview days etc.

We hold termly meetings with the Link Governors to share information about ongoing events and support us to make continual improvements to our provision.

School Leadership Team

- To ensure statutory requirements are met
- To review the impact of the policy on practice
- To negotiate the contract for CEIAG leadership
- To make opportunities for professional development for all staff
- To provide appropriate curriculum time for delivery of CEIAG

Careers Lead

- To develop the strategic vision for CEIAG using the Gatsby Benchmarks as the careers standard, and advise the School Leadership Team
- To design, monitor, review and evaluate the CEIAG programme
- To be the first point of contact for all staff for CEIAG
- To co-ordinate referrals to outside agencies
- To contribute to relevant calendared events
- To maintain own CPD in relation to CEIAG
- To deliver individual guidance to students
- To advise parents and carers on CEIAG issues
- To review and further analyse Destinations Data in the light of strategic targets

Subject teachers

- To link curriculum learning with careers
- To highlight the relevance of STEAM subjects for a wide range of career paths (STEAM teachers)

Tutors

- To deliver the CEIAG programme with support
- To monitor students' progress and to support them in identifying appropriate pathways at transition points
- To signpost students to relevant careers advice and make referrals
- To refer students for specialist guidance as appropriate
- To follow up specialist interventions with students
- To attend relevant CPD in relation to CEIAG
- To contribute to evaluation

Librarian

- To provide access to the Careers Office and support the development of current resources
- The Careers Office is in a prominent position within the whole school library and is available for all students

IT Support

- ICT resources for Careers will be available on the school network

Heads of Year

- To monitor students' progress and advise on guidance needs to Careers Leader when identified
- To ensure the CEIAG programme is delivered within tutorial sessions, where appropriate
- To contribute to the delivery of the CEIAG programme
- To contribute to evaluation of the CEIAG programme

Sixth Form Leadership Team

- To monitor sixth form students' progress and advise on guidance needs
- To monitor delivery of CEIAG in Tutorial
- To organise appropriate events for sixth form students and their parents and carers about progression
- To manage the UCAS (higher education) process effectively
- To contribute to the compilation of Destinations Data
- To attend relevant CPD in relation to CEIAG
- To assist the organisation of work experience for Year 12 as well as subject specific work experience for degree courses such as medical and vet.

SENCO

To ensure statutory advice and guidance is available for students with Special Educational Needs via the Academy's careers programme.

Additional support will be provided where appropriate to ensure that students are not disadvantaged.

Scope of CEIAG

Informal CEIAG is integral to the curriculum, and students can gain a great deal from discussions during normal lessons and observing what is happening around them. Students can learn about careers from:

- Within the school
- Visitors to the school
- Teachers during lessons
- The local community
- The family
- The media
- Participating in identified careers-related and enterprise activities

Formal

- The agreed programme of study for Careers Education
- Students are introduced to Work Related Learning through the following opportunities:
 - Visits from those in local and national industries
 - Enterprise activities
 - Careers conventions; visits to local further education colleges and universities
 - Employability Skills

Equal opportunities

- CEIAG operates within the framework of the whole school Equal Opportunities Policy
- Resources will be appropriate for varying levels of ability

- Materials will reflect positive images of people and work, irrespective of gender, ethnicity, sexual orientation and beliefs, and will discourage stereotypical images
- Information/resources, will be factually accurate, use up-to-date text, illustrate the variety of routes available, and provide useful statistics
- Appropriate help and advice (including that available from specialist agencies) will be available for students with special educational needs

Visits

Students will be given opportunities, when appropriate, to:

- Visit local and national businesses
- Visit colleges of further education and universities
- Gain exposure to a wide range of careers
- Gain an understanding of the skills and qualities needed for work
- Gain an understanding of career pathway options
- Organisation for visits will be in line with the Trips and Visits Policy

Visitors and visiting speakers

All speakers visiting to deliver CEIAG sessions will be briefed as to what is expected and be accompanied at all times whilst with students. Speakers will be de-briefed after the visit.