

CAREERS EDUCATION, INFORMATION & ADVICE POLICY (CEIAG)

LGB Date of Ratification	14 May 2018
Review Interval	Annually
Date of Last Review	N/A
Owner & Attached Governor	Joanne Thorne & Jon Carlton



Introduction

Rationale

A structured and embedded careers programme allows every student, irrespective of their starting point, the opportunity for successful outcomes into viable employment. In line with the 2011 Education Act (2014 Statutory Guidance) and the new Careers Strategy (2017), all schools have a statutory duty to provide independent and impartial careers guidance from year 8, information on 16-18 education and training options and now must be working toward meeting the eight Gatsby Benchmarks by 2020.

The Eight Gatsby Benchmarks:

1. *A stable careers programme*
2. *Learning for career and labour market information*
3. *Addresses the needs of each student*
4. *Linking curriculum learning to careers*
5. *Encounters with employers and employees*
6. *Experiences of workplaces*
7. *Encounters with further and higher education*
8. *Personal career guidance*

Our Commitment

Tailored to individual need, Careers Education, Information, Advice and Guidance (CEIAG) at North Oxfordshire Academy will be aimed at widening student's horizons, challenging stereotypes and raising aspirations so as to provide students with the necessary knowledge and skills to make viable transitions that allow for successful future employment outcomes. As an inclusive school, this commitment includes positively supporting social mobility to ensure improved opportunities for all students, especially those from disadvantaged backgrounds and those with special education needs and disabilities. We are committed to working towards all of the Gatsby benchmarks so that every student can have the right information, right skills and right experiences to build a rewarding career.

This policy has been compiled with and supported by the Senior Leadership Team and has been ratified by the School Governing Body.

Objectives

Our aim is to ensure that our careers provision is both effective and impartial with equality of opportunity so that every student can benefit. To support this, and in line with statutory

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responsibilities, we will utilise the Gatsby Benchmarks for 'Good Careers Guidance' as our measure and careers activities will be designed to meet them. This will including ensuring that

- All students have access to independent careers guidance including access to external sources of information and the full range of education and training options post 16, post 18 and beyond: apprenticeships (including technical, higher and degree apprenticeships), A levels, vocational college courses, T Level training and university pathways.
- That every student in Y11 and above has access to face to face 1:1 careers advice that is tailored to their needs and is with a qualified Careers Advisor.
- That the careers programme of activities (see NOA Experience for full details) from years 7 to 13 fully meets the career requirements of each stage and offers equitable opportunity.
- That the careers programme engages students with the width and knowledge of the various career learning opportunities available to them and how an understanding of their knowledge and skills will enable them to find suitable careers.

Entitlement

All students are entitled to receive CEIAG that meets the statutory guidelines and that is delivered by appropriately qualified careers staff. All careers staff at North Oxfordshire are appropriately qualified and are centred on raising aspirations, challenging stereotypes and promoting equality and diversity.

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The Careers Offer

A Personalised Approach

Every student, in year 11 and above will receive face to face 1:1 careers advice with a level 6 qualified Careers Advisor and an action plan around their next steps. In year 12, every student will be involved in a mandatory and targeted work experience week, supported by the Careers Team.

The full careers programme of activities and experiences (by year group) - The NOA Experience - is on next page and is subject to yearly review. It includes specifically targeted programmes (ie. outreach programmes for pupil premium students) and programmes that are available for all students to access.



The NOA Experience

Equipping each and every student with the necessary skills so that they can make informed choices that enable successful outcomes into viable quality employment and for personal wellbeing and preparation for adult life.



Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
<p>What are my dreams? What type of things do I like doing? What careers can I choose from? What skills do I have?</p>	<p>What choices are there post 16/18? How can I start my CV & evidence my skills? What careers match my aspirations?</p>	<p>What is the reality behind the different careers & choices?</p>	<p>How do I gain the right experience, right skills, make the right choice, at the right time & for the right career?</p>	<p>What is the reality behind the different careers & choices?</p>	<p>How do I gain the right experience, right skills, make the right choice, at the right time & for the right career?</p>	<p>How do I gain the right experience, right skills, make the right choice, at the right time & for the right career?</p>
<p>Universal Offer</p> <ul style="list-style-type: none"> PSHE/Careers Tutor programme Industry specific assemblies Summer camp - team building challenge Student Leadership (Diversity Ambassadors and Library Assistants) Students Receptionists programme Banbury Literary Live Pantomime trip After school clubs College committee Music – peripatetic 1:1 Animal Care course STEM events ASC programme <p>Targeted Offer</p> <ul style="list-style-type: none"> Girls in STEM day Shooting Stars 	<p>Universal Offer</p> <ul style="list-style-type: none"> PSHE/Careers Tutor programme Industry specific assemblies STEM club events Student Leadership (Diversity/ Peer Ambassadors and Library Assistants) Banbury Literary Live After school clubs Army/ Police Cadets Apprenticeship Fair (Milton Keynes) College committee PGL challenge visit Music – peripatetic 1:1 Business speakers Guru assemblies ASC programme <p>Targeted Offer</p> <ul style="list-style-type: none"> Girls in STEM day Shooting Stars 	<p>Universal Offer</p> <ul style="list-style-type: none"> PSHE/Careers Tutor programme Future First assemblies Student Leadership Banbury Literary Live After school clubs Army/ Police Cadets RyLA Outward Bound Music – peripatetic 1:1 Big Bang Fair at NEC (STEM Careers) University/FE visits College Committee and Leadership Business speakers University residential Microsoft HQ visit ASC programme <p>Targeted Offer</p> <ul style="list-style-type: none"> 3 day university leadership programme Oxbridge workshop Shooting Stars 	<p>Universal Offer</p> <ul style="list-style-type: none"> PSHE/Careers Tutor programme University/ FE visits and lectures 1:1 careers guidance Student Leadership (Junior Prefects and Peer Ambassadors) Banbury Literary Live Future First assemblies Army/ Police Cadets NOA Apprenticeship Fair College Committee Duke of Edinburgh Newquay challenge visit Music – peripatetic 1:1 STEM trips and projects Business speakers <p>Targeted Offer</p> <ul style="list-style-type: none"> World of Work days Unitracks Programme UL Scholars Club Care skills workshops 	<p>Universal Offer</p> <ul style="list-style-type: none"> PSHE/Careers Tutor programme Industry led assemblies 1:1 Careers guidance and profiling Careers psychometrics Voluntary work experience Careers workshops in CV/Interview skills Student Leadership (Senior Prefects, Sports and Music leaders) Banbury Literary Live After school clubs Army or Police Cadets NOA Apprenticeship Fair 1:1 Apprenticeship interviews with AIM Business speakers <p>Targeted Offer</p> <ul style="list-style-type: none"> Music – peripatetic 1:1 National Skills Show Unitracks Programme 	<p>Universal Offer</p> <ul style="list-style-type: none"> Careers guidance CV/Interview workshops Assessment Centre day HE/Careers assemblies University Fair Work ready programme External mentorship Mandatory work experience week Student Leadership (Peer Mentoring, Youthworkers and Buddy Reading) Duke of Edinburgh Award Banbury Literary Live NOA Apprenticeship Fair Music – peripatetic 1:1 Youth work qualifications Apprenticeship Interviews Business speakers <p>Targeted Offer</p> <ul style="list-style-type: none"> Okbridge university trip and residential visit SMF mentors/internship Unitracks programme 	<p>Universal Offer</p> <ul style="list-style-type: none"> Careers guidance CV/Interview workshops HE/Careers assemblies UCAS support University Fair Career Ready programme External mentorship Student Leadership (Peer Mentoring, Youth Workers and Buddy Reading, Head Girl and Head Boy) Bursary for University Open Days Banbury Literary Live NOA Apprenticeship Fair African Wild Trails – conservation challenge <p>Targeted Offer</p> <ul style="list-style-type: none"> Investment 20:20 trip 1:1 Apprenticeship interviews with AIM Business speakers Unitracks programme



Careers and the Curriculum

At North Oxfordshire Academy, the importance of Maths and English as a foundation for all careers is instilled from year 7 and there is extensive support available throughout the school years for students to achieve the appropriate grades in these subjects.

All students will receive weekly PSHE, delivered by their tutor, during tutor time and part of this PSHE programme includes career education and information. All PSHE sessions are targeted to the needs of the particular year group and the stage of their career cycle. In addition to PSHE, North Oxfordshire Academy recognise that students need to understand how the skills they are learning in specific subjects are used and are relevant in the World of Work so, where possible, curriculum learning is also linked to careers. The GCSE and A Level option process is also focused on careers so that students can make more informed subject choices that facilitate their further career plans.

Partnership Approach

As well as Teachers acting as important career informants, North Oxfordshire Academy will also provide students with the opportunity to interact with a wide range of professionals from the World of Work. These programmes (again, see NOA experience) are designed to open students' eyes to the wide range of career possibilities and provide students with transferable work skills so that they can readily access these. To this end, North Oxfordshire Academy has built good partner relationships with local and National businesses as well as with HE, FE and other training providers.

In addition, and to further support social mobility, North Oxfordshire Academy will work with a variety of outreach partners to access outreach programmes that can provide positive advantage to our more disadvantaged students (particularly pupil premium) in terms of breaking down barriers, challenging perceptions and raising aspirations.

Learning from Career and Labour Market Information

North Oxfordshire Academy will ensure that all students have access to good quality information about future opportunities through our 1:1 careers advice including up to date and relevant Labour Market Information (LMI) as this can help social mobility and supports students in decisions.

To further support our students and parents with readily accessible labour market information, we would recommend visiting <http://www.lmiforall.org.uk> for national LMI and <http://oxme.info/cms/earn/working-oxfordshire> for more localised LMI. The National Careers Service also offers information and professional careers advice for both students and parents: <https://nationalcareersservice.direct.gov.uk> or 0800 100 900.

Monitoring and Review

Staff development and Evaluation

North Oxfordshire Academy commit to ensuring that all careers staff training needs are identified and met so that CEIAG remains current, relevant and timely.

The actual CEIAG programme and its staff are subject to the normal rigours of monitoring, review and evaluation in line with statutory responsibilities and the 5 year school improvement plan. The outline programme is reviewed annually to ensure it is still 'fit for purpose' and evaluation of destination data as well as student and parent feedback are also used to track best use of resources.

