CAREERS EDUCATION, INFORMATION & ADVICE POLICY (CEIAG)

LGB Date of Ratification	19 June 2023
Review Interval	Annually
Date of Last Review	7 March 2022
Owner & Attached Governor	Joanne Thorne & Ian McConnachie



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 equable 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.

Governor with responsibility for CEIAG: Mr Ian McConnachie <u>Ian.McConnachie@northoxfordshire-academy.org</u> SLT with responsibility for CEIAG: Daniela Faulconbridge <u>daniela.faulconbridge@northoxfordshire-academy.org</u>

Careers Leader: Joanne Thorne joanne.thorne@northoxfordshire-academy.org

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.

A sample of the careers programme of activities and experiences (by year group) is on next page, is detailed on our website under 'Curriculum', 'Careers') and is subject to yearly review. It includes specifically targeted programmes (ie. outreach programmes for pupil premium students or targeted Oxbridge groups) and programmes that are available for all students to access.



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Take advantage of many Attend the Sign up for a vorkshop run by the 'Apprenticeships, Sign up for Take part in a 'Focus opportunities: Exeter Scholars, Warwick uni Group' or survey to give feedback on your Assessment Complete Cambridge University Shadowing student Scheme, Inspire2Involve (Oxbridge), Sutton Trust Summer Schools, Nuffiel Research Fellowships... Centre UCAS/apprenticeship Tutor sessions budgeting simulation day Support and application(s) on VESPA experiences of CEIAG workshop Knowledge Service **Year 13** Uni bitesize sessions in subject lessons Follow-up careers Complete personal statements Preparing for Complete a Oxbridge/Medicine interviews & tests interview ek of w Find out about experience Sign up for Talent Foundry Explore degree and plan a work Attend a UCAS Attend a one-to-one experience Transferable skills level Find out about exhibition and visit Careers Guidance placement masterclasses ticeships and use 'MOOCs' apr Oxbridge Group to universities interview Oxford Uni visit and workshops **Year 12** Sign up for University assemblies and Student Oxbridge and Russell VEW Take part in Apply for leadership and Assessment Centre Develop your personal 'Focus Group' or urvey to provide Finance workshop led by Warwick Group programme volunteering opportunities Simulation Day statement Uni eedback on your Sign up for a workshop run by Attend a series of 'Post-16' Have one or more Tutor: update your experiences of the 'Apprenticeships, Support assemblies by local colleges and training providers careers meetings with the Careers Adviser CV and develop a 'careers action plan CEIAG and Knowledge Service' (ASK) Post-16 Careers Day for all students (in partnership with NOA Assembly & drop-in from NCS Sixth Form and Year 11 Banbury College NEW Have a ock interview Attend NOA Apprenticeship Fair Oxbridge Group to Oxford Uni visit & 'Maths Beyond 16' with GCSE Maths Attend Post-16 Masterclasses from OBU for borderline open days with with a business business volunteers on how they use Maths in their jobs volunteer + Apprenticeship Bus workshops parents/carers Learn about Labour Market Information in Sign up for University Tutor programme Leadership Uni bitesize Attend the NOA day (on site) for all students Passport day at OBU/Reading on evidencing skills opportunities an assembly and during Apprenticeship Fair and CV writing incl. Prefects tutor time **NEW Spotlight on** PPG Leadership Year 10 careers with EBP course with Into Engineering & University Healthcare Sign up for the National Skills NEW 'Gear up' Take part in the 'Duke of NEW 'All About Me Show at NEC with Study Higher skills audit with EBF Edinburgh Sch Oxbridge NEW 'Launchpad' programme programme starts Tutor session on broadening Sign up for visit to Big with JDE - experience in a career perspectives leading up to options evening Tutor sessions on explori work place Bang STEM Fair at NEC options post 14 Take part in the election Assembly on cess for College Com university & Year 9 Finance, led by Study . Higher Financial Sign up for an options interview Sign up for the 'Duke of literacy led Sign up for university Attend 'Options Evening' with Careers Team/SLT and Edinburgh Scheme by St James residential and workshops with your parents/carers your parents/carers Fund Tutor session All year group Career films on Aspire programme & 'Employability skills' on goals & visit to 'where my subject complete a self-audit and action plan ba university (OBU) has taken me rriers . Watch films about different iob sectors Year 8 NEW 'My Learning, My Apply for 'leadership roles' Future Work in a small group during a Explore Attend drop-in lunchtime Lesso ns around in the school sessions in apprenticeships and higher talks by people in 'Creative Take Over Day' led by OXLEP 'Find Study Higher Your Future different job roles education courses virtual careers Meet the Careers Team platform Tutor sessions on career skills and look around the Resource Library Take part in 'Science Week' – focusing on scientific issues in the wider world & challenging stereotypes Tutor sessions on broadening careers Year 7 perspectives Reception/ Library work Assembly on experience Assembly on NEW Talk to 'The Right Complete the Attend Finance &

My NOA Careers Learning Journey (2021/22)

North Oxfordshire Academy The best in everyone Part of United Learning

Budgeting led

university

myth busting

people with

different job

Fit' in subject

lessons -

'Aspire'

programme

'Aspirations

Assembly' led by

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 <u>http://www.lmiforall.org.uk</u> for national LMI and <u>http://oxme.info/cms/earn/working-oxfordshire</u> for more localised LMI. The National Careers Service also offers information and professional careers advice for both students and parents: <u>https://nationalcareersservice.direct.gov.uk</u> 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.

