



CAREERS EDUCATION AND GUIDANCE POLICY

1st September 2015

DOCUMENT CONTROL

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Document Reference	Careers Education and Guidance Policy	
Version	01	
Status	Approved	
Publication Date	September 2015	
Related Policies	Equality Policy	
Review Date	September 2017	
Approved/Ratified by	Full Governing Body	Date: 07 July 2015
Distribution:		
Future Schools Trust Staff		
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Version	Date	Comments	Author
01	23.6.15		S Parish/H Farrant

Review Process Prior to Ratification:

Name of Committee	Date
Safeguarding	23 rd June 2015

Introduction

- Rationale for CEG

A young person's career involves the successful partnership of learning and work. All young people need a planned programme of activities to help choose 14-19 pathways and beyond.

The DFE 'Careers Guidance and Inspiration in School' document requires schools to secure access to independent careers guidance for pupils in years 8-13. Careers guidance must be presented in an impartial manner, promote the best interests of the pupils to whom it is given and include information on the range of education and training options available.

The Future Schools Trust (FST) endeavours to follow the Association for Careers Education and Guidance (ACEG) National Framework for CEG 11-19 in England, and offers the Careers Education and Guidance programme to students from years 7 -13, recognising that the decisions that young people make during the 16-18 phase of education is critical to them realising their future potential.

- Commitment

FST is committed to providing a planned programme of careers education, information and guidance for all students in Years 7-13 in partnership with external agencies, local employers and other providers. Sources of careers information are made available through the careers library and the IT packages available for students to use for career exploration and management. Cornwallis Academy has been awarded in 2009 and re-awarded in 2012 and 2015 the Investors in Careers Award and is committed to maintaining these standards. New Line Learning Academy achieved the award in June 2014.

- Development

This policy was developed and is reviewed regularly through discussions with Skills for Life representatives, teaching staff, students, parents, governors, and other external partners.

- Links with other policies

It is underpinned by the Trust's policies for teaching and learning, assessment, delivering PSHE and citizenship, enterprise and work related learning, equal opportunities, health and safety, gifted and talented and additional educational needs.

Objectives

- Students' needs

The careers programme is designed to meet the needs of students at the Academies. The programme is planned to deliver activities in the most appropriate form and ensures that there is equal opportunity of access to careers activities. The programme is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

- Entitlement

Students are entitled to careers education and guidance that is impartial and defined as showing no bias or favouritism towards a particular education or work option. Careers will be integrated into their experience of the whole curriculum, as well as delivered in well-being and in specific sessions. The programme will promote equality of opportunity, inclusion and anti-racism. The Skills for life team work closely with the school's Additional Educational needs team to ensure that students requiring intensive support have access to appropriate provision. All students in year 11 are provided with a careers interview, and these appointments are also offered to students in years 12 and 13.

Implementation**- Management**

The Skills for Life Lead is responsible for co-ordinating the careers and work related learning programme and managing the Skills for Life team. The Skills for Life Lead works closely with the senior management teams and meets regularly with the external providers. Work experience is planned and implemented by the Skills for Life Team with the support of an external provider as required and is detailed by the work related learning and enterprise policy.

- Staffing

All staff are expected to contribute to the careers education and guidance programme through their roles as tutors and subject teachers. Careers education is planned, monitored and evaluated by the Skills for Life Lead. Careers education is usually planned by the Skills for Life team and delivered by tutors during wellbeing time. The Careers Guidance Advisers and other external agencies provide specialist careers guidance. Careers information is available in the Skills for Life area, and online packages are provided by the school which students are able to access in school and from home.

- Curriculum

The careers programme includes careers exploration, careers guidance activities (group work and individual interviews), information and research activities, work-related activities (including focus day activities and work experience) and action planning. Other events, such as Year 8 Careers carousel and Sixth Form Skills Challenge also provide developmental opportunities for students.

- Tracking

The intended and actual destinations of students who leave school at the end of years 11, 12 and 13 are recorded by the school and this information is shared with the local authority and nominated careers providers in order to monitor the September Guarantee and Annual Activity processes. The aim of the school is to ensure that all students leave with a plan and are not in the position of being not in employment, education or training (NEET). The local authority has a responsibility to track the destinations of all young people so that should a young person become NEET, they can ensure support is offered. In order to manage this process, data is shared between the schools and the local authority or nominated agent and back to the school.

- Assessment

Career learning outcomes have been identified and a range of approaches are used for assessing what students have achieved and evaluating the effectiveness of activities.

- Partnerships

The school works in partnership with various external agencies and annual contracts are agreed, identifying the contributions to the programme that each will make and these are evaluated throughout the year.

- Resources

Funding is allocated for the provision of the range of CEG activities that are offered as part of the annual budget planning and this is managed by the Skills for Life Lead.

- Staff development

Staff training needs for planning and delivering the careers programme are identified and activities are planned and supported to meet them. For external training, funding will be accessed from the schools INSET budget. The Skills for Life team will participate in the performance management programme and individual training needs will be identified and planned to be met. CPD is offered for staff and Skills for Life reps regularly attend and contribute to the development of the programme.

- Monitoring and review

Feedback is gained from students, parents and staff to inform future planning. The Partnership Agreements with external providers are regularly reviewed to ensure the needs of students are being met. The governors are kept informed of progress and impact offered by the programme.