

## **How does Kettering Science Academy meet the statutory Careers education Information and Guidance statutory standards?**

### **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 provided to enable 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. In Kettering Science Academy students choose their option programme at the end of year 8 with a three year Key Stage 4.

### **Work Related Learning (WRL):**

Planned activity which uses work as a context for learning. It involves learning through work contexts, about work and working practices, or for work by developing personal attributes and employability skills.

### **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 selfmanagers, 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 three aims CEIAG:

- self-development (helping students to understand themselves and the influences on them);
- career exploration (helping students to investigate opportunities in learning and work);
- career management (make and adjust plans to manage change and transition).

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 are in need of additional support, particularly at transition points.

Parents will be informed about the key components of CEIAG, and given access to appropriate information and additional resources through planned events and the school's website

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. Monitoring, Review and Evaluation.

### **Responsibilities CEIAG Link Governor**

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

### **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 CEIAG**

- To develop the strategic vision for CEIAG, and advice 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 support the work of the Careers Advisor on all aspects of CEIAG
- To contribute to relevant calendared events
- To maintain own CPD in relation to CEIAG
- To deliver individual guidance to students
- To advise parents 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 STEM subjects for a wide range of career paths (STEM teachers).

### **Tutors**

- To deliver the CEIAG programme as directed

- To monitor students' progress and to support them in identifying appropriate pathways at transition points
- To give first line careers advice
- 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 Corner 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.
- ICT resources for Careers will be available on the school network

### **Progress Leaders**

- To monitor students' progress within their year groups and advise on guidance needs to Careers Advisor when identified;
- To ensure the CEIAG programme is delivered within tutorial sessions, where appropriate;
- To contribute to the construction 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 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;

### **SENCO and Special Needs Vice Principal**

To ensure statutory advice and guidance is available for students with Special Educational Needs;

Provision for CEIAG will be made through our dedicated careers advisor. Additional support will be provided from the SEN team 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; sexes and 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.