

The Farnborough Academy



Careers Education Information Advice and Guidance (CEIAG) Policy 2018/19

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The Farnborough Academy Careers Education, Information, Advice and Guidance Policy 2018

The Farnborough Academy aims to help all students fulfil their potential and experience success through an educational environment, which responds to individual need and stimulates and challenges each and every student. The processes of careers education, information, advising and guiding students are accorded high priority within the school, and are seen as crucial in preparing students to make decisions regarding the opportunities and challenges of adult and working life. To support the school's curriculum there is a planned programme of careers education. IAG is available for all students and works in partnership with external independent providers of guidance provision. CEIAG is deeply embedded in the school and is highly regarded as a tool for raising aspirations in students.

Continuing support for CEIAG will continue as this is seen as a vital element for raising the aspirations of students.

Entitlement

Students at The Farnborough Academy are entitled to receive:

- Clear advice and information about **all** the options available, so that they understand what they involve
- Support and guidance to help them make choices and complete a career plan for the future
- Regular personal support on information on how well they are doing
- Help to decide what to do when they leave their course, including further learning, training or employment
- A programme of CEIAG which helps them to develop skills and knowledge to make choices and the transition to work and learning; by addressing the following themes: self-development, exploration of opportunities, decision making, implementing career plans
- The opportunity to be involved in making decisions about things that effect their learning
- An opportunity to set out and individual learning plan
- An opportunity to learn about the world of work

Students and parents/carers are made aware of this entitlement through the school's website. Students are encouraged to review their entitlement regularly within tutorial settings and designated CEIAG lessons.

The delivery of this entitlement is underpinned by the following values;

- Impartiality
- Confidentiality
- Ownership by the young person
- Promotion of Equality of opportunity
- Transparency
- Accessibility
- Raising aspirations
- Promoting equality of opportunity and actively challenging stereotypes
- Helping young people to progress

Delivery of the entitlement

STATEMENT OF STUDENT ENTITLEMENT FOR KEY STAGE 3

In Years 7, 8 and 9 you will look at yourself and the way you are progressing. You will have interviews with your form tutor and your parents/carers will have an opportunity to come to a parents/carers evening.

In Year 7 you will look at:

- British Values
- Human Rights and FGM
- Staying Safe Online (CSE)
- Economic Wellbeing
- Radicalisation and Extremism
- Anti – Bullying

You will also be involved in a minimum of 3 employability days including a Bright Day (Bright Futures) 'visiting an interesting place' and 'meeting people who do different jobs'.

In Year 8 you will look at:

- Personal Finance
- Drug Education
- SRE
- Crime and Punishment
- Healthy Lifestyles
- Rights and Responsibilities
- Conflict
- Take part in an enterprise day and NTU 'Inspire' Day.

You will also have the opportunity of 'visiting an interesting place'

In Year 9 you will:

- Be introduced to a career database (Unifrog) This will help you with your option choices
- SRE (Sex and Relationship Education) x2
- Year 9 Certificate of Employment*
- LMI and Options
- Prejudice and Discrimination
- Life in Modern Britain

You will also be involved in a minimum of 3 employability days including a Bright Day (Bright Futures) which will include a number of workshops led by outside providers and 'visiting an interesting place'

***ALL YEAR 9 PUPILS WILL WORK TOWARDS AND GAIN 'THE ACADEMY CERTIFICATE OF EMPLOYABILITY':**

- Pass a basic maths test
- Pass a basic English test
- be interviewed by someone
- Visit somewhere you haven't been before and keep a record
- Research a job that interests you and write up
- Take part in an enterprise activity

There will be careers input into the form time learning programme delivered to you by your form tutor and others such as the Academy Careers Coordinator, university, college etc. The work will involve you working on your own or in groups. There will be an evening in school when you and your parents will be invited to look at option choices.

All of you will have access to the Careers library in the school's main library. Here you will find up-to-date, relevant careers. You will all have the opportunity to meet with the Academy Careers Coordinator and your parents/carers will also have access to them.

STATEMENT OF STUDENT ENTITLEMENT FOR YEAR 10

There will be careers input into form time learning delivered to you by your form tutor and others such as the Academy Careers Coordinator, university, college etc. The work will involve you working on your own or in groups.

You will have CEIAG input throughout the course at appropriate times to suit your needs. You will learn about:

- The world of work through the work experience process
- CV and personal statements
- Beliefs (RE) 1
- CSE (Child sexual exploitation)
- Personal Finance
- Drug Education
- British Values (Tolerance)
- Continued access to the career database (Unifrog) which will support with choices about your future

You will also have the opportunity of 'visiting an employer/university/college' and take part in 'interview skills day' and prepare for work experience as part of Bright Day.

There will be opportunities for you to meet with Careers Personal Advisers and find out how they can help you. You will create an action plan with them and review this with your tutor. Your parents/carers will also have access to these advisers and there will be careers events in the school including 'The Farnborough Academy Careers Fair'.

In year 10 you will prepare for the work experience process. This is not simply a week out of school in a work place environment. Throughout year 10 you will be working towards this week by taking an active role in learning about health and safety issues, exploring your own skills and qualities and understanding the links between school and the work place. Whilst on placement you will have tasks to complete and a log book to maintain. You will be de-briefed after your work placement and awarded a certificate if you complete the whole process.

You will be able to find up to date, relevant careers information in the Careers Library in the main school library.

STATEMENT OF STUDENT ENTITLEMENT FOR YEAR 11

There will be careers input into form time learning which will be delivered to you by your form tutor and others such as the Academy Careers Coordinator, university, college etc. The work will involve you working on your own or in groups.

In these sessions you will develop the skills, knowledge and understanding for:

- Self-development through careers and work-related education
- Finding out about careers and the world of work
- Developing skills for career wellbeing and employability
- College Applications
- Revision Techniques and intervention
- Continue to access career database (Unifrog) which will support with choices about your future

You will also be involved in a Bright Day (Bright Futures) .

During the year you will have an interview with SLT when you will set yourself targets and discuss your future plans. You will also review your progress and negotiate targets with your subject teachers. There will be an evening in school when you and your parents will be invited to look at these options. There will also be The Farnborough Academy Careers Fair, the 'What Next Careers Fair in which you will be able to discuss post 16 pathways.

There will be a parents/carers evening and a report sent home once a year. Both you and your parents/carers are invited to contact the school regarding your Post 16 options whenever you feel that it is appropriate. Parents will also have access to the Careers Adviser. There will be opportunities for you to meet with your Careers Adviser and find out how he/she can help you. You

will have access to the Careers Library where you will be able to find up-to-date, relevant careers information. Programs will be available on PCs throughout the school.

Personal Development within the curriculum

The delivery of CEIAG services at The Farnborough Academy is underpinned by the 'Form Time Learning' Planner

Careers Education

The focus is on learning outcomes under three broad aims:

- Understanding themselves and the influences on them (self-development)
- Investigate opportunities in learning and work (careers exploration)
- Make and adjust plans to manage change and transitions (career management)

Experiences of workplaces

A bespoke programme is currently being developed to ensure all pupils have at least one experience of the work place. This could include tailored, structured and meaningful work experience placements. This also includes our unique 'Accelerating Confidence' project specifically for year 10 pupils. This project is currently evolving as more businesses are becoming involved.

Gatsby Benchmark Fulfilment

Please refer to additional document entitled 'Gatsby Benchmark Fulfilments 2018/19'

Flowchart of staff with responsibility for Careers at The Farnborough Academy

