

# **Penrice Academy Careers Information, Advice and Guidance Policy**

## **Rationale**

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing 14 – 19 pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

## **Commitment**

Penrice Academy is committed to providing our students with a programme of careers, education, information, advice and guidance for all students year 7 -11, in partnership with external agencies.

Penrice Academy endeavours to deliver the Gatsby Benchmarks and other relevant guidance and is working towards the new Quality in Careers Standard Award, which recognises the high quality provision within an institution.

## **Aims**

Penrice Academy's Career and Education Policy has the following aims:

- To contribute to strategies for raising achievement, especially increasing motivation
- To support inclusion, challenging stereotyping and promote equality of opportunity
- To encourage participation in continued learning, including further and higher education
- To encourage employer engagement
- To develop enterprise and employment skills
- To reduce the drop out from course switching in education and training
- To contribute to the economic prosperity of individuals and communities
- To meet the needs of all our students through appropriate differentiation
- To focus students on their future aspirations
- To involve parents/carers

## **Development**

The policy was developed and is reviewed by the Careers Lead and her Line Manager (Assistant Principal) based on current Good Practice Guidelines by the DfES/Ofsted and the Gatsby Report.

## **Links with other policies**

The policy for CEIAG supports, and is itself underpinned, by a range of key Academy policies. These include Teaching and Learning, Recording and Reporting Achievement, PSHE, SMSC, Equal Opportunities and Diversity, Children in Care and Special Needs.

## **Student Entitlement**

Students are entitled to CEIAG which meets the professional standards of practice and which is person centred, impartial and confidential. It is integrated into students' experience of the whole curriculum and is based on a partnership with students and

their parents/carers. The programme is expected to raise aspirations, challenge stereotyping and promote equality and diversity.

Careers Education and Guidance is an important component of the 14-19 Curriculum and at Penrice Academy, we fully support the statutory requirement for a programme of careers education in Year 7-11

### **Management**

The Careers Lead co-ordinates the Careers/Work Experience programme and is responsible to the Assistant Principal, Richard Cardigan. This area is supported by a link governor and two Careers Enterprise Advisers.

### **Staffing**

All staff contribute to CEIAG through their roles as tutors and subject teachers. Sessions are delivered by Form Tutors. Each Year Team and Faculty has a link member of staff and is responsible to the Careers Lead.

A member of the Administration Team supports the Careers Lead in the administration of the Work Placements.

### **Implementation of Careers Education**

Careers education is delivered within tutorial time by the Tutors as directed by the Career Lead at appropriate points throughout the academic year. The structured programme includes focused events e.g. Careers Fair, Enterprise Day, Why Would You and Go 4 IT.

### **Curriculum**

The Careers programme includes careers education sessions, career guidance activities, information and research activities, work-related learning and individual learning activities. Other events and activities are planned and organised throughout the year.

### **Partnerships**

- Careers South West works with our targeted students in Year 9-11 and provides the Academy with Destination data.
- Careers 4U provide one to one independent, impartial careers guidance to every Year 11 student during the Autumn Term culminating in a Personal Action Plan. It also supports students on Examination Results Day.
- Next Steps South West is an integral part of the CEIAG programme when promoting Higher Education opportunities.
- Careers Enterprise works closely with our Careers Enterprise Advisers and the Careers Lead to provide training and support.
- Cornwall Education Business Partnership help and support the Work Experience Programme.
- The National Citizenship Service encourage Year 11 students to take part in their programme during the summer of Year 11.
  
- Local Sixth Forms and Colleges provide support in the form of presentations, advice sessions, drop including and Taster days.
- Penrice Academy has very good relationships with Local Business and Industry and is keen to build Employer Engagement for example the Careers Fair.

## **Resources**

Funding is allocated to CEIAG and Work Experience on an annual basis. The Assistant Principal is responsible for the effective deployment of resources. The majority of the resources are now digital based. However, the Academy CORE does include a General section and Further Education and Higher Education Information Section.

## **Monitoring, Review and Evaluation**

The programme is reviewed annually by the Careers Lead and Assistant Principal using the ACEG Framework and Gatsby Bench Marks.

Penrice Academy will assess the impact of its careers programmes on students by completing an annual student survey and analysing destinations data in line with activities that they have taken part in at school. In addition, the views of students and parents will be surveyed after key events. e.g. the Careers Fair, Year 10 Work Experience Programme.

## **Approvals**

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Principal  
Date

Chair of Governors  
Date

Date of next review  
September 2019