



## DUDLEY ACADEMIES TRUST

### Careers Education, Information, Advice and Guidance and Provider Access (CEIAG) Policy

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Dudley College of Technology



*Our mission: Working together we will develop inspirational schools which instil ambition and desire in young learners, open their minds, widen their horizons and equip them to succeed in a challenging world.*

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## Introduction

### Purpose

This policy sets out Dudley Academies Trust arrangements for managing the access of providers to learners at the academy for the purposes of giving them information about the providers' education or training offer. This complies with the academy's legal obligations under [Section 42B of the Education Act 1997](#).

Careers Education helps young people to develop the knowledge, confidence and skills that they need to make well-informed, thought-through choices and plans that enable them to progress smoothly into further learning and work, now and in the future. As an academy we must ensure that high quality information and guidance enables our learners to make the best of their talents and achieve their ambitions by choosing the pathway that is right for them.

### Aims

Dudley Academies Trust has a statutory requirement when delivering careers education in its academies, to ensure that information about learning options and careers is presented impartially and that advice promotes the best interests of learners. We are committed to offering all learners high quality career learning opportunities. A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to learners and/or their parents/carers (see Annual Calendar of Events).

We aim to ensure that our programme:

- Empowers young people to plan and manage their own futures
- Responds to the needs of each learner
- Provides comprehensive information and advice
- Raises aspirations
- Actively promotes equality of opportunity and challenges stereotypes
- Helps young people to progress

## Entitlement Statements

### Learner entitlement

Teachers in the academies and qualified career professionals will support Learners' career development in a number of ways. Learners are entitled:

- To information and discussion in lessons, drop-down days and assemblies to help learners make informed decisions about their future.
- To access to a range of local careers advisers in a variety of ways to hear about the opportunities they offer including technical education and apprenticeships.

- To drop-in sessions, enrichment activities and on results days.
- To careers information and I.T based careers programmes.
- To information and updates on notice boards, plasma screens and the academy website.
- To understand how to make applications for the full range of academic and technical courses.

The academy uses a tracking system to identify the needs of all learners to target learners who require early or additional support in their transition learners, parents/carers and academy staff can refer learners for one-to-one careers support. Learners can access CEIAG through one-to-one interviews, workshops and enrichment activities.

### Parent/Carer entitlement

Parents can access careers support for their child in a variety of ways including:

- individual meetings
- drop-in sessions, options and parent's evenings' and on results days
- Careers information and computer-based careers programmes, such as the Portal and National Careers Service website.
- Information and updates on the academies' website and Twitter

### Equality and Diversity

The careers education and guidance delivery satisfies the requirements of the school's Equal Opportunities Policy. All Learners, regardless of their race, class, gender, faith or special educational needs, have the same access to our resources, wherever possible.

## Delivery of the CEIAG provision

### Place within the Curriculum and Tutorial Support System

The careers curriculum has been devised following the guidance of the [ACEG National Framework](#) for all year groups in core provision and/or drop-down days. This is supplemented by the following:

- Programme of assemblies, enrichment workshops and external visits.
- Inset for staff includes training and updates on careers information by qualified careers professionals.
- On drop-down days a wide variety of companies and apprenticeship providers may also attend offering advice and guidance.
- Academies may also organise specific events for parents/carers and learners to provide specialist support.

### Monitoring and Tracking of Young People

Dudley Academies Trust places a responsibility on its academies to maintain a full and comprehensive tracking system that gives every learner a RAG rating for intervention.

The academy tracks:

- Intended destinations
- Supports the [September Guarantee and Activity Survey](#), (collecting data on sixth form, apprenticeship starters)
- Offering individualised support to those learners who are at risk of becoming NEET (Not in Education, Employment, or Training) or become NEET.
- The academy maintains records of all CEIAG interventions and interviews.
- Vulnerable learners who are at risk of becoming NEET are referred to their Local Authority team for additional support.

## Management of CEIAG Provision

### Management

The CEIAG Programme and work experience is planned and implemented by the nominated member of SLT and involves working closely with the staff, learners, parents/carers and the wider community. This area is supported by a nominated link member of the Education Advisory Board.

### Staffing

All staff contribute to CEIAG through their roles as Tutors, Subject Teachers, Curriculum Leaders Learning Managers, Careers Professionals and Heads of Sixth Form. Staff training is provided on a regular basis and updates are given in briefing or circulated via the virtual learning environment (VLE). Staff are provided with guidance sheets, handouts and option booklets. All staff have access to the [U-Explore website](#) which includes specific information and resources.

### Provision of external and Independent careers guidance

Independent and impartial careers advice and guidance is provided via qualified careers professionals, a range of CEIAG computer-based programmes and websites in addition to our links with businesses and training providers. Learners are also encouraged to access the [National Careers Service](#).

### Other formal and informal partnerships

The academy has a range of formal and informal partnership arrangements including with post-16 providers, colleges, employers, HE and training providers.

### Information resources

A range of careers information, in a variety of formats, is provided in the Careers Hub and the Learning Resource Centre so that it is accessible to all Learners. Resources are managed in the academy to ensure that they are up to date and meet the needs of all learners. The U-explore program also provides quality assured information, links to other approved websites and online resources are also signposted.

### Budget

Funding is allocated in the academy to a careers annual budget, maximum use will be made of quality assured free resources and currency/longevity of careers materials is taken into consideration when purchased priced materials.

## Staff Commitment

The Trust believes that CEIAG impacts on the whole curriculum and will be embedded and delivered through all subjects.

All staff should have access to a minimum of 1 hour per year through CPD time to update their careers knowledge and keep informed of current developments in careers pathways. Specific needs are identified in conjunction with the academy CPD co-ordinator and reviewed on an annual basis.

## Monitoring, Review and Evaluation

A report will be submitted to the Educational Advisory Board on an annual basis, including an account of activities, a review of progress and an evaluation of learner and parental response to provision.

## Appendix A: Learner Entitlement

### Investing in Your Future

The careers education and guidance programme at our academies seeks to positively support you to acquire the educational, social and employability skills necessary for lifelong success in a diverse and changing world of work.

We will support you to aim high in your career goals and aspirations.

As a Dudley Academies Trust learner you are entitled to a careers education and guidance programme which:

- is personal to you and always puts your interest's first
- motivates and inspires you to consider all opportunities open to you within and outside our academies
- helps you to gain the skills you need to make your career ambitions a reality
- provides the support you need to be successful
- helps you access any additional support you might need
- is delivered by trained and qualified teachers and advisers, with up-to-date knowledge and understanding of career pathways and local labour market information
- protects and respects your personal information and shares it only with your consent

Together with a range of career professionals, businesses and training providers we will support your career development in a number of ways including:

- Information and discussion in lessons and assemblies to help you make decisions about your future
- Activities and events
- Access to careers advisers in a variety of ways including individual meetings, drop-in sessions, enrichment activities and on results days

- Careers information and computer-based careers programmes
- Information and updates on notice boards and plasma screens
- The Dudley Academies Trust website

## **Appendix B: Parents/Carers Entitlement.**

### **Investing in Your Son/ Daughter's Future**

Research has consistently shown that parents and carers are the most influential factor in Learners' decisions about the future. Your support and encouragement influences their choices, and the guidance you provide will be invaluable to their eventual achievements and career pathways.

There are some very simple and practical steps you can take to support your child.

- Talk to them about their current educational attainment and estimated grades and encourage them to aim high (the skills shortages of the future will be in higher level jobs)
- Discuss where they want to be and research how to get there (lots of great resources in the academy and on the internet)
- Encourage them to seek out the advice and experiences they need to help them achieve their goals
- Help them with the steps they need to take.

Together with a range of career professionals, businesses and training providers we will support your son's/daughter's career development in a number of ways including:

- Information and discussion in lessons and assemblies to help them make decisions about your future
- Activities and events
- Access to careers advisers in a variety of ways including individual meetings, drop-in sessions, enrichment activities, parents/carers and option evenings and on results days
- Careers information and computer-based careers programmes □ Information and updates on notice boards, plasma screens and websites □ The Dudley Academies Trust website.

You are welcome to attend your child's careers meeting and we encourage you to contact your academy if you need any more help or information.

## **Appendix C: Provider Entitlement.**

This appendix sets out the academy's arrangements for managing the access of providers to learners at the academy for the purpose of giving them information about the provider's education or training offer. This complies with the Academy's legal obligations under [Section 42B of the Education Act 1997](#).

## Management of Provider Access Requests Procedure

A provider wishing to request access should contact the main academy telephone number available from the academy's website.

### Pupil entitlement

All learners in years 7-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

## Management of provider access requests

### Procedure

A provider wishing to request access should contact **Mr M Townley**, Senior Leader responsible for Information, Advice and Guidance

Telephone: 01384253722

Email: [mtownley@pegasusacademy.org.uk](mailto:mtownley@pegasusacademy.org.uk)

### Opportunities for Access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to learners and/or their parents/carers. Please speak to **Mrs Z Turton** to identify the most suitable opportunity for you. The academy policy on safeguarding sets out the academy's approach to allowing providers into school as visitors to talk to our learners.

### [Click Here to View Our Careers Plan 2019 - 2020](#)

The Academy recognises that there may be exceptional circumstances in which (in the best interests of the learner and other learners) it may be necessary to refuse access to external trips and access to career programmes.

Learners can be refused access on the grounds of safeguarding and each case will be considered individually.

Please speak to our Careers Leader to identify the most suitable opportunity for you.

### Premises and Facilities

The Academy will make the main hall, classrooms or private meeting rooms available for discussions between the provider and learners, as appropriate to the activity. The academy will also make available audio visual and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.



Providers are welcome to leave a copy of their prospectus or other relevant course literature with our Careers Co-ordinator who will distribute the relevant information to learners.