



**TEESSIDE
LEARNING TRUST**

Aiming high... Daring to be great

Careers Education, Advice and Guidance Policy

Teesside Learning Trust Policy

Ratification by	Principal
Ratification date	Summer 2018
Review frequency	Two years
Next review date	Summer 2020
Responsibility of	Dougie Forteach



1. INTRODUCTION

1.1 Rationale

It is part of the vision of Teesside Learning Trusts vision that all learners have an entitlement to a planned programme of activities that will help them choose 11 - 19 pathways that suit their skills, interests and abilities, and help them to choose and manage their careers and sustain employability throughout their working lives.

1.2 Commitment

Teesside Learning Trust is committed to providing a planned programme of Careers Information, Advice and Guidance (CEIAG) for all students.

The Academy will meet its commitments under the 2011 Education Act and will endeavour to follow other relevant guidance received from the Department for education, QCA and OFSTED as it appears.

The Academy is committed to continuing with the Quality in careers standard.

1.3 Development

This policy was developed and will be reviewed annually in discussion with teaching staff, the school's careers adviser, students, governors, advisory staff and other external partnerships (SCIP).

1.4 Links with other policies

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for teaching and learning, assessment, recording and reporting achievement, equal opportunities and diversity, higher attainers, and special needs/LDD and links in with the whole Academy development plan.

2. OBJECTIVES

2.1 Student Needs

The careers programme is designed to meet the needs of the students throughout the Trust. It is differentiated and personalised to ensure progression in their career learning and development, and to strengthen their motivation, aspirations and attainment at school. It will be tailored as required to meet the needs of any individual student with any disability to be totally inclusive.

2.2 Entitlement

Students are entitled to CEIAG which meets professional and ethical standards of practice and which is person centred, impartial and confidential. It will be integrated into the students' experience of the whole curriculum and be based on a partnership with students, employers and their parents or carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

3. IMPLEMENTATION

3.1 Leadership

CEIAG within the Academy will be strategically led by a member of SLT from each Academy alongside the Trust CEIAG Lead. The other members of the careers team in each academy will be responsible for the day to day implementation of the careers programme in line with the action plans.

3.2 Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered by the careers team. The CEIAG programme is planned, monitored and evaluated by the CEIAG Lead in consultation with the senior leadership team. Careers information in the school library is managed and maintained by the CEIAG Lead with the support of the Careers teams.

3.3 Curriculum

The careers programme is identified in the student entitlement leaflet and Careers Action plan and includes for example:

- Careers education a (careers talks, assemblies, careers learning embedded in subjects)
- Careers IAG activities (group work and individual interviews)
- Work related Learning including Work experience

3.4 Assessment and Accreditation

The intended career learning outcomes are based on the National Framework (**ACEG 2012**), the National Careers strategy and the guidance around the Gatsby benchmarks and are assessed using these documents.

3.5 Partnerships

An annual Partnership Agreement is negotiated between the Academies and Careers Inc (Freebrough Academy) and Youth Direction (Thornaby Academy) which identifies the contributions to the programme that each will make.

The Trust works in partnership with local universities, all Post 16 providers, training providers and local Primary schools to ensure an impartial careers education is given.

The Trust is a member of the North East Chamber of Commerce and Tees Valley Business club and has a bank of businesses which are involved in the Careers and WRLE programme.

3.5 Resources

Funding is allocated in the annual budget round in the context of whole school priorities and with regard to the 2011 Education Act. The SLT lead will hold the budget for careers within the Academies.

3.6 Staff Development

Staff training needs have been identified and the careers team members are undertaking relevant qualifications. Regular training is also carried out with the CEIAG lead across the academies.

3.6 Monitoring Review and Evaluation

The Partnership agreement with Careers Inc and Youth Direction is reviewed termly. The CEIAG programme is reviewed annually using the IAG and Careers education quality standards and the Governments national careers strategy and a report is submitted to the senior leadership team and governors. Action research evaluation of different aspects of CEIAG is undertaken regularly.

3.7 Employer Engagement Procedures

As part of the careers programme within the Trust a procedure for employer engagement in all curriculum areas has been established. This outlines the steps to be taken in order to ensure successful and meaningful interactions with employers for all students which are measurable, recorded and regularly monitored. This information is then inputted into the Grofar system to show individual students interactions with employers and progression towards the Gatsby benchmarks.