



# Centre Academy East Anglia

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## Careers Policy

### Equality Statement

Centre Academy East Anglia is committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourably on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief. We provide a safe, supportive and welcoming environment

Review Date: Sep-24

Last Review Date: Sep-23

Held on website: Yes

### Signed by Chair of Proprietor Body

Signed:

A handwritten signature in black ink, appearing to read 'R. Murphy'.

Date: 01/09/23

Chair of Proprietor Body

Mr R Murphy

*Centre Academy East Anglia is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

## **CAEA Careers Education and Information, Advice and Guidance (CEIAG) Policy**

### **Rationale**

At the heart of Centre Academy East Anglia (CAEA) Careers Policy are our founding principles: Community, Accept, Encourage, Achieve. We believe that meaningful Careers education and guidance is a major contributor to reaching these goals and we aim to prepare our students for the opportunities and experiences of life and help them make a successful and positive transition to their next destination.

### **Statutory Requirements and Commitment**

The statutory guidelines require schools to provide a programme of careers education in Years 7 to 13 and to give all students access to independent careers information and guidance. The Careers Strategy sets out that every secondary school should use the following Gatsby Benchmarks to develop, encourage and improve careers provision:

- Robust careers programme
- Learning from career and labour market information
- Addressing the needs of each pupil
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces
- Encounters with further and higher education
- Personal guidance

Following the Government's expectations, CAEA is committed to continuing to meet the Gatsby benchmarks. The school is committed to providing all students with good quality, careers education supported by personalised information, advice and guidance delivered throughout their education. CAEA will endeavour to follow the National Framework for Careers Education and Guidance in England (DfE, 2003) the National Career Development Framework (2023) and other relevant national guidance from relevant bodies as they appear.

### **Aims**

The purpose of CEIAG at CAEA is to contribute to the achievement of the following objectives:

- Motivating students and empowering them to plan and manage their futures, including their learning journey
  - Responding to students' individual needs and promoting their personal development, including enabling them to use individual learning planning to assist their progression
    - Supporting students to make informed learning and career choices by providing them with information, resources, and access to multiple providers throughout their education.
    - Raising students' aspirations through practical activities that enable them to explore opportunities in learning and work, including higher education, that they might not otherwise have considered
    - Promoting inclusion, equality of opportunity and challenging stereotypes
    - Improving attainment by providing curriculum activities that develop students' career exploration and management skills and supporting this with personalised information, advice and guidance
- There is a planned programme of learning experiences from Year 7 to Year 13 that includes:
- Core learning activities taught by specialist staff within either specific careers lessons (Years 9 to 13) or PSHE lessons (Years 7 & 8).
  - Teachers will include career information in the curriculum of all subject areas and learning programmes
  - Additional activities for all, including bespoke work experience, visits to external workplaces, STEM and other career-related activities delivered by employers, alumni and local agencies including higher education, apprenticeships, and other providers.

Please see appendix 1 and 2 for full outline on how Gatsby requirements, CDI framework and statutory requirements are being achieved within the Curriculum, through lesson delivery. Staffing CEIAG is planned, monitored, and evaluated by the Careers Leader and Headmistress, with the aid of teachers in other curriculum areas and external IAG providers.

### **Entitlement**

ALL pupils at CAEA are entitled to a careers programme that helps them to:

- Understand their education, training, employment and other progression opportunities and have the information they need to make decisions about learning and career options
- Develop the skills they need to plan and manage their own personal development and career progression with appropriate support.
- Overcome any overt and hidden barriers to progress that they may encounter, celebrating diversity and equality of opportunity.
- Access relevant information about the world of work.
- Make and maintain individual plans to help them improve their prospects of success.

Pupils will have access to and support by using Careers Information that is:

- Easy to find and accessible in a variety of formats (e.g., hard copies of prospectuses, online materials, face-to-face information).
- Comprehensive; giving details of all progression opportunities and support.
- Impartial and up to date.

Pupils will obtain careers guidance that is:

- Impartial and independent.
- Focused on individual needs.
- Supportive of equal opportunities.

Parents and Carers of pupils at CAEA can expect to:

- Be informed of the CEIAG offer at CAEA
- Be able to speak to a member of staff to discuss their child's progress and prospects (via parents' evenings, phone conversations or meetings requested by parents).
- Have access to the Careers Education, Information, Advice and Guidance Policy online and request a hard copy if required.
- Be kept up to date with Careers developments via newsletters
- Have the opportunity to provide feedback on the Careers Programme, through the termly Parent Forum, and offer suggestions for improvement.

### **Monitoring, Approvals, and Review:**

This policy is overseen by the Headmistress, Proprietor, Careers Lead, SLT and school governors. This policy is reviewed annually and key priorities for action are identified and included in the School Improvement Plan.



