

**The Totteridge Academy – Careers Education, Information, Advice and Guidance Policy January 2018**

**CEIAG The Totteridge Academy**

*Careers Education, Information, Advice and Guidance (CEIAG) is recognised as playing an important role in motivating our students, promoting equality of opportunity and maximising their academic and personal achievements. We are committed to providing a programme of careers education for all students in years 7-11 to prepare them for the opportunities and challenges of adult and working life.*

*Careers Education and Guidance has a high profile at The Totteridge Academy and all students have an equal entitlement to high quality careers education, information, advice and guidance that will provide them with an understanding of the world of work, help them to explore career options and support them in making decisions about opportunities open to them.*

The Totteridge Academy, Barnet Lane, London. N20 8AZ.

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**Aims**

CEIAG is crucial in order to meet the skills, knowledge and understanding needed by each student. We fully subscribe to the Careers Education Framework 7-19 (2010) and the 6 principles of impartial careers education:

- 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

The Staff and Governors at The Totteridge Academy recognise that career planning is not limited to just one stage in life. For this reason careers education and guidance aims to develop career management skills which students can draw on at each stage in their career planning. The CEIAG programme is continually evaluated to improve its effectiveness.

This policy is informed by the following documents: Careers Education Framework 7-19 (2010)

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### **Objectives**

The CEIAG programme at The Totteridge Academy is integrated within the curriculum and is designed to provide help at specific decision times. The Totteridge Academy is committed to raising the aspirations of all learners. Careers education and guidance aims to develop the skills, talents, understanding and aspirations of all our learners, enabling them to become responsible citizens who achieve personal success and fulfilment in life.

Our CEIAG programme will:

- Link effectively with the curriculum in order to maximise student learning and avoid unhelpful repetition
- Provide totally impartial and up to date information through close working with independent careers professionals, employers and FE and HE institutions
- Challenge stereotyping, deal with prejudice and discrimination, use skills of assertiveness and negotiation and encourage students to widen their career ideas
- Reflect the true nature of today's and tomorrow's world of work
- Support key policies including those for teaching and learning, assessment, recording and reporting achievement, equality and diversity, health and safety, able and talented, and inclusion (special educational needs)
- Raising students' achievements to their full potential is a key goal of the Careers Education and Guidance policy.

### **Delivery and Content**

Careers Education is delivered through our morning tutor time programme and in addition to this, careers information, advice and guidance is provided through group workshops, individual interviews, enterprise events, college/university visits, employer presentations, posters, leaflets, the JED resource and through subject teachers.

A local authority Careers Advisor is at The Totteridge Academy on a weekly basis to provide individual advice and guidance to our students. All careers advice and guidance given is person-centred, impartial, unbiased and confidential (within legal confines) and also meets professional standards of practice. Careers advice is also available during Parents Evenings, Options Evenings and Open Evenings.

The Careers Library is user-friendly and well stocked with key publications suitable for a range of ages and abilities. The Careers Library is opposite our Library and is easily accessible to students and staff. Materials are audited annually to ensure information is up-to-date, accurate and relevant to the students' needs.

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### CEIAG Programme

Students in Years 8-11 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
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
- Understand how to make an applications for the full range of academic and technical courses.

At points across the school year, a variety of employers and external providers are invited into The Totteridge Academy to talk about different careers. Please see appendix 1 for details on Provider Access.

Directors of Learning and tutors are responsible for teaching and giving feedback on the taught aspects of the CEIAG programme.

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
Year 7		Life skills – assembly and tutor group opportunities  Employability and Progression Day  Launch of JED careers resource	JED careers resource workshops
Year 8	STEM Careers Research	Life skills – assembly and tutor group opportunities  Employability and Progression Day  Launch of JED careers resource	Life Skills – assembly and tutor group opportunities  JED careers resource workshops
Year 9	Group sessions on career routes (college and apprenticeships)  Use of career websites	KS4 Options event  1:1 interviews with SLT to discuss Options  Employability and Progression Day	JED careers resource workshops

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		Launch of JED careers resource	
Year 10	Life Skills – assembly and tutor group opportunities  Interview Days – preparation for work life	Group sessions on career routes (college and apprenticeships)  Employability and Progression Day  World of work sessions with speakers from business  Launch of JED careers resource	Futures Week – work experience preparation  JED careers resource workshops
Year 11	1:1 opportunities for Careers interviews with local authority Careers advisor  Group sessions on career routes (college and apprenticeships)  NCS Assembly	World of work sessions with speakers from business  Employability and Progression Day  Launch of JED careers resource	Life Skills – assembly and tutor group opportunities  JED careers resource workshops

**Monitoring, Evaluating and Review**

Students and parents are welcome to give feedback on any aspects of the CEIAG programme through student and parent voice.

The CEIAG policy is reviewed regularly; this allows us to incorporate new initiatives. This review involves the Governing Body, Senior Leadership, Student Council and our Careers Advisor.

## **Appendix 1 – Provider Access Statement**

### **Agreed by:**

Local Governing Body:

Date: January 2018

The Totteridge Academy:

Date: January 2018

Review Date: Spring 2021

### **Introduction**

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes of giving them information about the provider's education or training offer.

This complies with the school's legal obligations under Section 42B of the Education Act 1997.

### **Management of provider access requests**

#### **Opportunities for access**

Our provision includes various opportunities for students to access a range of events. These are mainly integrated into the schools careers programme and curriculum. These events are therefore delivered internally, with contribution from external providers where appropriate.

#### **Procedure**

A provider wishing to request access should contact us via the school contact details [office@tta.org.uk](mailto:office@tta.org.uk) or telephone us on 02084459205.

Local providers are invited to key relevant events. In addition, external providers interested in coming into school should speak to our careers leader to identify the most suitable opportunity.

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

#### **Resources**

Once visits have been agreed, the school will provide appropriate rooming to facilitate the visit, along with any equipment requested by the provider, where it is available.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception to be sent to the Careers Library. The Careers Library is available to all students at lunch and break times.