



The Farnborough Academy

Careers Education, Information, Advice and Guidance Policy Policy

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The Farnborough Academy



Careers Education Information Advice and Guidance (CEIAG) Policy 2019/20

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The Farnborough Academy
Careers Education, Information, Advice and Guidance Policy
2020/21

The Farnborough Academy aims to help all students fulfil their potential and experience success through an educational environment, which responds to individual need and stimulates and challenges each and every student. The processes of careers education, information, advising and guiding students are accorded high priority within the school, and are seen as crucial in preparing students to make decisions regarding the opportunities and challenges of adult and working life. To support the school's curriculum there is a planned programme of careers education. IAG is available for all students and works in partnership with external independent providers of guidance provision. CEIAG is deeply embedded in the school and is highly regarded as a tool for raising aspirations in students.

Continuing support for CEIAG will continue as this is seen as a vital element for raising the aspirations of students.

Entitlement

Students at The Farnborough Academy are entitled to receive:

- Clear advice and information about **all** the options available, so that they understand what they involve
- Support and guidance to help them make choices and complete a career plan for the future
- Regular personal support on information on how well they are doing
- Help to decide what to do when they leave their course, including further learning, training or employment
- A programme of CEIAG which helps them to develop skills and knowledge to make choices and the transition to work and learning; by addressing the following themes: self-development, exploration of opportunities, decision making, implementing career plans
- The opportunity to be involved in making decisions about things that effect their learning
- An opportunity to set out and individual learning plan
- An opportunity to learn about the world of work

Students and parents/carers are made aware of this entitlement through the school's website. Students are encouraged to review their entitlement regularly within tutorial settings and designated CEIAG lessons.

The delivery of this entitlement is underpinned by the following values;

- Impartiality
- Confidentiality
- Ownership by the young person
- Promotion of Equality of opportunity
- Transparency
- Accessibility
- Raising aspirations
- Promoting equality of opportunity and actively challenging stereotypes
- Helping young people to progress

Delivery of the entitlement

STATEMENT OF STUDENT ENTITLEMENT FOR KEY STAGE 3

In Years 7, 8 and 9 you will look at yourself and the way you are progressing. You will have interviews with your form tutor and your parents/carers will have an opportunity to come to a parents/carers evening.

In Year 7 you will look at:

- RSE
- Anti-bullying
- Healthy Lifestyles
- British values
- Substance awareness

You will also be involved in a minimum of 3 employability days including a Bright Day (Bright Futures) 'visiting an interesting place' and 'meeting people who do different jobs'.

In Year 8 you will look at:

- Staying safe
- Healthy lifestyle
- Prejudice and discrimination
- British values
- Employability

You will also have the opportunity of 'visiting an interesting place'

In Year 9 you will:

- Finance education

- Substance awareness
- Staying safe
- RSE
- Certificate of employability

You will also be involved in a minimum of 3 employability days including a Bright Day (Bright Futures) which will include a number of workshops led by outside providers and 'visiting an interesting place'

***ALL YEAR 9 PUPILS WILL WORK TOWARDS AND GAIN 'THE ACADEMY CERTIFICATE OF EMPLOYABILITY':**

- Pass a basic maths test
- Pass a basic English test
- be interviewed by someone
- Visit somewhere you haven't been before and keep a record
- Research a job that interests you and write up
- Take part in an enterprise activity

There will be careers input into the form time learning programme delivered to you by your form tutor and others such as the Academy Careers Coordinator, university, college etc. The work will involve you working on your own or in groups. There will be an evening in school when you and your parents will be invited to look at option choices.

All of you will have access to the Careers library in the school's main library. Here you will find up-to-date, relevant careers. You will all have the opportunity to meet with the Academy Careers Coordinator and your parents/carers will also have access to them.

STATEMENT OF STUDENT ENTITLEMENT FOR YEAR 10

There will be careers input into form time learning delivered to you by your form tutor and others such as the Academy Careers Coordinator, university, college etc. The work will involve you working on your own or in groups.

You will have CEIAG input throughout the course at appropriate times to suit your needs. You will learn about:

- Drug awareness (drop down day)
- Employability and CV writing (drop down day)
- RSE (drop down day)
- British Values (Form Time Learning)
- Finance Education (Form Time Learning)
- Staying safe (Form Time Learning)

You will also have the opportunity of 'visiting an employer/university/college' and take part in 'interview skills day' and prepare for the world of work as part of Bright Day.

There will be opportunities for you to meet with Careers Personal Advisers and find out how they can help you. You will create an action plan with them and review this with your tutor. Your parents/carers will also have access to these advisers and there will be careers events in the school including 'The Farnborough Academy Careers Fair'.

In year 10 you will prepare for the world of work. This is not simply a week out of school in a work place environment. Throughout year 10 you will be working towards this week by taking an active role in learning about health and safety issues, exploring your own skills and qualities and understanding the links between school and the work place. All pupils will be given the opportunity to apply for our bespoke Accelerating Confidence programme with one of the 7 business links we currently have.

You will be able to find up to date, relevant careers information in the Careers Library in the main school library.

STATEMENT OF STUDENT ENTITLEMENT FOR YEAR 11

There will be careers input into form time learning which will be delivered to you by your form tutor and others such as the Academy Careers Coordinator, university, college etc. The work will involve you working on your own or in groups.

In these sessions you will develop the skills, knowledge and understanding for:

- College applications (Form Time Learning)
- Healthy lifestyles (Form Time Learning)
- Revision and study skills (Form Time Learning)
- Perseverance and procrastination (Form Time Learning)

You will also be involved in a Bright Day (Bright Futures) involving planning for next steps.

During the year you will have an interview with SLT when you will set yourself targets and discuss your future plans. You will also review your progress and negotiate targets with your subject teachers. There will be an evening in school when you and your parents will be invited to look at these options. There will also be The Farnborough Academy Careers Fair, the 'What Next Careers Fair in which you will be able to discuss post 16 pathways.

There will be a parents/carers evening and a report sent home once a year. Both you and your parents/carers are invited to contact the school regarding your Post 16 options whenever you feel that it is appropriate. Parents will also have access to the Careers Adviser. There will be opportunities for you to meet with your Careers Adviser and find out how he/she can help you. You will have access to the Careers Library where you will be able to find up-to-date, relevant careers information. Programs will be available on PCs throughout the school.

Personal Development within the curriculum

The delivery of CEIAG services at The Farnborough Academy is underpinned by the 'Form Time Learning' Planner

Careers Education

The focus is on learning outcomes under three broad aims:

- Understanding themselves and the influences on them (self-development)
- Investigate opportunities in learning and work (careers exploration)
- Make and adjust plans to manage change and transitions (career management)

Experiences of workplaces

A bespoke programme has been developed to ensure all pupils have at least one experience of the work place. This could include tailored, structured and meaningful work experience placements. This also includes our unique 'Accelerating Confidence' project specifically for year 10 pupils. We currently have 7 businesses on board with the project and our aim is to have all pupils, in year 10, linked with a business.

Gatsby Benchmark Fulfilment

The Farnborough Academy were accredited 'Career Mark' Gold award in June 2019 which is the highest career mark achievement and acknowledges that we are incorporating all 8 Gatsby benchmarks into our CIAG programme.