

Careers Education and Guidance Policy

John Madejski Academy.

Introduction

There is a statutory requirement for schools to provide a balanced and broadly based curriculum which 'prepares students for the opportunities, responsibilities and experiences of adult life' which includes preparation for working life.

The duty on schools, to secure independent careers guidance for all year 8-13 pupils, is intended to expand advice and guidance for young people so they are inspired and motivated to fulfil their potential. Schools should help every pupil develop high aspirations and consider a broad and ambitious range of careers. Inspiring every pupil through more real-life contacts with the world of work can help them understand where different choices can take them in the future.

Careers education must be:

- be presented in an impartial manner;
- include information on the full range of post-16 education or training options, including apprenticeships;
- promote the best interests of the students to whom it is given.

John Madejski Academy is committed to maximising the benefits for every student, in the development of a whole school approach to careers education. We recognise that there should be careers guidance, information, advice and guidance for all students. We wish to promote careers education as part of the learning entitlement for all students and as a means for learning 'about work', learning 'through work' and learning 'for work'.

John Madejski Academy ensures that there is an opportunity for a range of education and training providers to access all pupils for the purpose of informing them about approved technical educational qualifications and apprenticeships. **How we do that is detailed in Appendix I.**

Rationale

Careers education has an important contribution to make to the education of all our students in order for them to make an effective transition from school to adulthood and employment. So that students are able to make this effective transition John Madejski Academy provides a wide range of opportunities for students to learn about, through and for work in a range of contexts.

Aims

John Madejski Academy encourages innovative approaches to careers education in order to motivate students and to raise standards. The provision the school makes for students to prepare for adult and working life and include:

- developing a range of high quality opportunities which enhance the curriculum;
- enabling students to make informed decisions about courses and programmes which are appropriate to their longer term aspirations and needs;
- improving students understanding of the world of work and its demands;

- improving the quality of provision and guidance;
- increasing access and choice for all students;
- equipping students with the skills, attitudes and qualities necessary to make a successful transition to adult and working life

John Madejski Academy's Objectives

The key objectives for careers education are:

- to ensure that students understand themselves and the influences on their self-development;
- to promote the development of key skills and employability;
- to gain an understanding of work, industry, the economy and community;
- to relate the skills, attitudes, concepts and knowledge learned in school to situations in the wider world;
- to develop students' personal and social and enterprise skills in a range of contexts;
- to provide students with informed and impartial guidance on the choices available for education, training and employment as well as other interests;
- to develop effective links with key partners which include local colleges and employers;
- to raise students' aspirations, attainment and employability.

Curriculum Provision

We offer a wide range of activities that contribute towards work-related opportunities in order to help prepare students effectively for adult and working life. These activities complement subject teaching, contribute towards the development of students' key skills as well as contributing to lifelong learning opportunities.

The range of activities we are currently using in order to help meet the objectives include:

- Apprenticeship taster days
- Assembly speakers
- Careers Information, Education and Guidance
- Careers fairs
- Internal and external careers advice
- Extended Work Placements
- Practical learning opportunities arranged in partnership with local organisations
- Visits to employers' colleges and training providers.
- Enterprise projects
- Enrichment programme for year 12 and 13
- Business Mentoring
- Visitors from Industry and Business

The CEIAG plan for delivering these activities are detailed in Appendix II.

Management of Careers Education and Guidance

The careers programme is co-ordinated by the CEIAG Co-ordinator who is responsible for:

- the management, co-ordination and delivery of the various aspects of careers
- a range of activities in each key stage
- how the effectiveness and benefits of careers activities are to be measured, monitored and evaluated
- the assessment procedures and strategies for student evaluation of activities and learning outcomes
- ensuring developments and progress are communicated to the senior management team
- managing the work of careers advisers/business partners in and linked to the school.

Subject Leaders are responsible for:

- Identifying opportunities for careers education in the programmes of study operating in their subject areas.
- Liaising with the CEIAG Coordinator to plan which of these opportunities should be implemented and how this may best be done.
- Coordinating and monitoring the delivery of agreed aspects of the careers provision.

Approvals

Signed by: Principal

Chair of Governors.....

Policy Review

The school policy on careers education and guidance will be reviewed and monitored at various levels and at different times by key groups on an annual basis.

Date: February 2018

To be reviewed annually.

Appendix I

John Madejski Academy policy statement on provider access

Introduction

This policy statement sets out the academy's arrangements for managing the access of providers to students for the purpose 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.

Pupil entitlement

All pupils in years 8-13 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:

Alison Hall, CEIAG Co-ordinator.

Telephone: 0118 937 0200, or Alison.hall@johnmadejskiacademy.co.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 pupils and/or their parents/carers:

	Autumn Term	Spring Term	Summer Term
Year 8		Apprenticeship/Careers week assembly	Meet the Professional / Careers Fair
Year 9	Preparation for options assembly/event	Apprenticeship/Careers week assembly KS4 options event	Meet the Professional / Careers Fair
Year 10		Apprenticeship/Careers week assembly	Meet the Professional / Careers Fair
Year 11	Post 16 options assembly Post-16 Open evening	Apprenticeship/Careers week assembly	
Year 12	Post-18 assembly - apprenticeships	Apprenticeship/Careers week assembly Small group sessions: future education, training and employment options	Futures Week group sessions: future education, training and employment options Meet the Professional / Careers Fair
Year 13	Apprenticeship presentations	Apprenticeship/Careers week assembly Higher Education and higher apprenticeship applications	

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

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers Room.

Approval and review

Approved.....by Governors at Curriculum and Standards Committee

Next review:

Signed:.....Chair of Governors

.....Principal

Appendix II

CEIAG Provision Map 2017/2018

	Term One	Term two	Term Three	Term Four	Term Five	Term Six
Year 7	Citizenship lessons	Citizenship lessons	Citizenship lessons	Business Reading Buddies (selected students)	Business Reading Buddies (selected students)	Business Reading Buddies (selected students) Meet the Professional event
Year 8	Citizenship lessons	Business Reading Buddies (selected students) DigiGirlz @Microsoft	Citizenship lessons	STEM Activities – CGI (selected students)		Meet the Professional event
Year 9	Citizenship lessons	Kudos Workshops	Preparing for options Reading Inspires business event Google trip	STEM Activities – CGI (selected students) Johnson and Johnson Sciences and Careers Workshop.	World of work tours – AWE Engineering Challenge – Thames Water	Meet the Professional event
Year 10		Year 10 Academic Conference (Selected Students) Reading Scholars – Reading University (Selected Students)	Year 10 Passport Days (Selected Students) Careers Survey Developing a good CV Reading Scholars – Reading University (Selected Students)	STEM Girls workshops Deloitte Reading Scholars – Reading University (Selected Students)	Business Mentoring Question Time Business event (Business Students) Microsoft STEM Workshop (IT Students) World of work tours @CGI (Selected Students)	Business Mentoring World of Work Tours @CGI Meet the Professional event Rock Assembly

Year 11	Post 16 Options / Intentions 1 to 1 interviews (Adviza)	1 to 1 interviews (Adviza) Follow up application/guidance meetings 6 th form Open Evening	1 to 1 interviews (Adviza) Follow up application/guidance meetings NCS assembly	UTC /Apprenticeship assembly Follow up application/guidance meetings	Follow up application/guidance meetings (AHA)	EXAMS
Year 12	NCS assembly Enterprise Assembly	Safe Drive Stay Alive Pathway CTM Presentation CV workshop CGI & Deloitte IOT Hackerthon event - CISCO Level 2 WEX placements	Mock Interviews CGI, Thames Water and Deloitte Pathway CTM events Level 2 WEX placements	Higher Education Conference Pathway CTM events Business Enterprise Dragons Den Day Level 2 WEX placements	Business Mentoring (Selected Students) Level 2 WEX placements	Business Mentoring (Selected Students) Futures Week Activities Block WEX Placements Level 2 WEX placements
Year 13	UCAS application prep Pathway CTM Student Finance Talk	UCAS application prep Pathway CTM events Powering Potential @ Dell (Selected Students) 1 to 1 interviews CV Workshops CGI and Deloitte	UCAS applications completed Powering Potential @ Dell (Selected Students) Pathway CTM events 1 to 1 interviews PWC Apprenticeship Presentation Mock Interviews CGI and Deloitte Student finance applications	Apprenticeship Event Powering Potential @ Dell (Selected Students) 1 to 1 interviews Student finance applications Pathway CTM events Higher apprenticeship applications Applications	Student finance applications 1 to 1 interviews Higher apprenticeship applications	EXAMS

			Prudential Apprenticeship Presentation			
			Higher Apprenticeship Applications			

This is not an exhaustive list of activities. Other opportunities arise during the year which will be taken advantage of.