



# John Madejski Academy

## Careers, Education & Guidance Policy

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## **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
- External Work Placements
- Practical learning opportunities arranged in partnership with local organisations
- Visits to employers' colleges and training providers.
- Enterprise projects
- Enrichment programmes
- 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.

### **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.

***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:

Hayley Illingworth, CIAG Co-ordinator.

Telephone: 0118 937 0200 or [Hayley.Illingworth@johnmadejskiacademy.co.uk](mailto:Hayley.Illingworth@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.

Please speak to our Careers Leader to take part in an opportunity.

## **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.

## Appendix II

### CEIAG Provision Map 2019/2020

		Term 1		Term 2		Term 3	
		Half Term 1	Half Term 2	Half Term 1	Half Term 2	Half Term 1	Half Term 2
		<i>Public Services and Law</i>	<i>Leisure and Sports</i>	<i>Environment</i>	<i>Hospitality and Health Care</i>	<i>STEM</i>	<i>Arts and Media</i>
<b>Year 7</b>	<b>Curriculum</b>	LIFEE: Careers	LIFEE: Finance				LIFEE: Project Enterprise
	<b>Internal Events</b>				Local MP visit (Paul A. organise)	Advizor – Group work	Deloitte Sports & Arts Week
	<b>External Events</b>						
	<b>Mentoring</b>						
<b>Year 8</b>	<b>Curriculum</b>		NHS comp.	LIFEE: CIAG and NHS comp.			LIFEE: Project Enterprise
	<b>Internal Events</b>		NHS visitor - Assembly and competition	Spotlight (waiting on Asim for this)  Advizor – Group work		Advizor – Group work	Deloitte Sports & Arts Week
	<b>External Events</b>			Digigirlz Microsoft		Digigirlz Microsoft	

				(wait for dates to come out)		(wait for dates to come out)	
	<b>Mentoring</b>						
<b>Year 9</b>	<b>Curriculum</b>		Tutor Time: CIAG (world of work) and NHS comp.	LIFEE: CIAG and NHS comp.			LIFEE: Project Enterprise
	<b>Internal Events</b>		NHS visitor - Assembly and competition		Careers Fair	Advizor – Group work	Sports & Arts Week
	<b>External Events</b>			Spotlight on Careers EBP (waiting on Asim for this)			
	<b>Mentoring</b>						
<b>Year 10</b>	<b>Curriculum</b>			Tutor Time: Careers Pathways			Tutor Time: Careers
	<b>Internal Events</b>				Careers Fair	Study Higher Finance (Asim to arrange)	Sports & Arts Week Advizor – Group work
	<b>External Events</b>			Work Experience		Science Theatre (Asim will arrange)	
	<b>Mentoring</b>						



<b>Year 11</b>	<b>Curriculum</b>	Tutor Time: Careers Pathways Applications Revision Techniques	Tutor Time: CV Writing Applications				
	<b>Internal Events</b>	Advizor –one to one interviews	Advizor –one to one interviews	Advizor –one to one interviews	Careers Fair		
	<b>External Events</b>						
	<b>Mentoring</b>						
<b>Year 12</b>	<b>Curriculum</b>	Careers options – Labour market project	Careers pathways	University Finance	Interview skills	Skills audit and CV writing	Personal statements
	<b>Internal Events</b>				Advizor – Group work	Study higher – Asim in to help with personal statements	Study higher – Asim in to help with personal statements
	<b>External Events</b>	DC – Osbourne House Reading (legal talks) Date & Timings: Friday 4th October, 10:00-13:00					
	<b>Mentoring</b>	Deloitte	Deloitte	Deloitte	Deloitte	Deloitte	Deloitte
<b>Year 13</b>	<b>Curriculum</b>	UCAS Applications	Apprenticeships and finance				

	<b>Internal Events</b>	Final Decisions	Study Higher		Advisor – Group work		
	<b>External Events</b>	Finance University Visits	University Visits (Independently)	University Visits (Independently)	Revision		
	<b>Mentoring</b>						

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