



**The Albion Academy CE/IAG Policy
2016/2017**

Overall Aims

- The Careers Education, Information and Guidance programme at The Albion Academy aims to make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. Promoting a career development culture is an essential part of the ethos of our school. We aim to support the aspirations of all our students to ensure they receive the help they need to develop the knowledge and skills to make successful decisions and manage transitions as both learners and workers. We believe that effective career education and guidance not only contributes to the wellbeing of the individual students but also to the wellbeing of the family and the communities to which they belong.
- The Albion Academy endeavours to follow the guidance in the Careers Education Framework and the QCA Work Related Learning Guide at Key Stage 4.
- The Albion Academy is committed to providing independent and impartial careers guidance through a planned programme of careers education and guidance for all students in years 7 - 11 in partnership with Salford Connexions and the Career Connect Service. In implementing this duty we will pay particular attention to the DFE's principles of good practice (Section 10 of the statutory guidance, March 2015) and OFSTED's inspection criteria for evaluating career provision in school.
- This policy has been developed and will hence be reviewed annually through discussions with teaching staff, the Connexions careers adviser and students.
- It is underpinned by the school's policies for teaching and learning, assessment, recording and reporting achievement, enterprise and work-related learning, equal opportunities, health and safety and special needs in order to fulfil our duties under the Equality Act 2010 to promote equality of opportunity.
- The Careers Education, Information and Guidance programme plays a central part in meeting the Every Child Matters agenda at The Albion and through the policy and the actions it promotes all of the strands of ECM are supported.

The Albion Academy is an inclusive school and supporting every child in their learning and well-being is at the heart of our work and success. We believe it is every child's entitlement to receive the very best advice, guidance and support so that they can make informed decisions both during their time with us and throughout their life. Our Careers Education, Information and Guidance programme plays a key part in ensuring that all of our students leave The Academy able to become responsible and proactive members of society.

Commitment

Our Careers strategy is informed by these current priorities.

- Supporting individual aspirations, improving attainment and ensuring positive destinations
- Meeting the needs of specific groups including looked after children, young carers and those with SEND.
- Improving young people's working lives by helping them to identify the values that are important to them and to the community in which they live.
- Working with parents, carers, Business and the local community to meet the needs of both the student, their family and beyond.

- Working with partner organisations to achieve the highest level Aspiring IAG award.

Strategy Management

To achieve the objectives in this policy the academy staff will:

- Ensure the governing body are fully involved in the shaping and implementation of the careers policy.
- Ensure a member of the School Leadership Team advises the SLT and governing body on curriculum, staffing and resource requirements. Ensure the development implementation and evaluation of the school's career provision with the support of other key post holders (e.g. Connexions, SENCO) and teacher in charge of Careers and Enterprise and Key Stage 3 manager.

Staffing

All members of staff are expected to contribute to the careers education and guidance programme through their roles as tutors and subject teachers.

Careers education is planned, monitored and evaluated by the SLT link in consultation with the Connexions careers adviser. A vocational and careers mentor is also employed by the Academy to plan a series of Careers and Employability events designed to showcase different pathways to employment. Their day to day duties include:

- talking to students about their abilities, interests and achievements
- exploring learning and work opportunities
- helping students make decisions and plans of action
- giving support to overcome barriers
- keeping to rules on equal opportunities
- developing relationships with employers, colleges, universities and training providers
- keeping up to date with occupational and labour market information
- giving talks, updating records and meeting targets

The APT system organises a system of guidance for all students each year, where students discuss their progress and plan their future targets/pathway.

The Connexions careers advisers provide specialist independent and impartial careers guidance.

Curriculum

The careers programme includes careers guidance activities (group work and individual interviews), information and research activities (in the school library or in IT rooms), work related learning (including one week work experience), College taster sessions, action planning and careers mentoring in Years 10 and 11.

All curriculum areas are expected to highlight the Enterprise, Professional and Employability (EPE) links between their subject and the job market; this can be knowledge-based such as languages or skill-based such as written or oral communication skills. EPE skills are also addressed through form time provision which encourages discussion on a wide range of issues.

All students in all years also have access to START, an online programme which helps students to navigate the ever-changing job market and tracks their strengths to suggest future pathways.

Year 9 Options

- Students are given general advice by subject teachers and detailed information during timetabled careers sessions.
- Individual advice is given to students by the Careers Personal Advisor on specific courses.
- Form teachers/ subject teachers and the Senior Leadership Team support individual students in decision making.
- A Year 9 Careers Activity day is held in the Spring term prior to the Pathways Evening
- Pathway evenings are held in the spring term to consult with parents, students and teachers to enable them to make the best choice for Key stage 4 qualifications. Individual action planning takes place and every student has an interview with an appropriate member of staff to assess the suitability of option choice.
- Form tutors support and counsel students with individual action planning

Year 11 College Applications

Visiting speakers from the local colleges and the Connexions Services is a regular feature of the Year 11 programme and inform students of the opportunities available post 16.

Representatives from business and industry attend school to support and participate in a planned range of "Industry/Enterprise" days and events.

The school supports students in finding out about the post 16 opportunities available through use of the UCAS application process

Other focused events e.g. Army Day, Enterprise Days, talks by outside speakers, drama performances take place throughout the year where appropriate. Work experience takes place in Year 10 and preparation and follow-up take place with the vocational mentor and during form-time.

Resources

Funding is allocated in the annual budget planning round. Careers information is available in the school library and on the school computer network.

The Connexions careers advisor works from an office where private 1-1 interviews can take place.

Staff Development

Staff training needs are identified in the staff development plan in the Partnership Agreement with Connexions.

Training for new teachers to the EPE modules in the SOL take place in after school training within the school's CPD programme throughout the year.

Review

- This policy will be reviewed by The Academy Trust every 2 years
- The Partnership Agreement with Connexions will be reviewed annually.