

Careers education information and guidance (CEIAG) PROGRAM



At the heart of the work that we do at Aspire Academy is the firm belief that strong personalized support is essential to ensuring that our students achieve their true potential and are prepared for the transitions into the next stage of their lives.

The intent of our CEIAG provision at Aspire Academy is to provide a stable careers program where all students are provided with the opportunity to prepare for the evolutionary world of work. We intend to raise their aspirations, improve social mobility, develop employability skills and enhance knowledge of labour market information whilst providing them with access and advice to all career and adult pathways. Students will experience a range of encounters tailored to their individual needs and circumstances which will include encounters of workplaces, and employers, an insight into further and higher education establishments and opportunities for personal guidance. Aspire Academy has a statutory duty to adhere to the Careers Strategy and the Statutory Guidance published in January 2018.

All staff at Aspire Academy play an active role in supporting and guiding the students through the process of planning and preparing for their futures. We have a program of careers education, information and guidance that is delivered through the curriculum in Life Skills, ASDAN and PSHRE lessons. We also use the skills builder program to highlight and develop key employability skills within subject areas and tutor time.

Students also have opportunities to attend special events, enrichment programs, educational visits, guest speakers, and encounters with employer's/training providers.

Through the CEIAG program all students can expect:

- Contexts that help raise motivation and attainment
- Help them to follow courses that are appropriate to their needs
- Actively promote equality and challenging gender stereotypes
- Develop a deeper understanding of themselves, their abilities and interests
- Gain a greater knowledge of the range of opportunities open to them
- Take part in work related activities in and out of school
- Understand the labour market and the requirements and expectations of employers
- Learn to make decisions wisely about their future
- Be fully prepared to manage change and be fully supported through key transition periods
- Learn how to improve their own employability: how to find work, how to get work and how to progress their careers
- Learn how to perform important work related tasks

The CEIAG will also provide a range of opportunities that enhance the curriculum:

- Promoting awareness of the world of work
- Promoting a range of opportunities and provisions which assist in raising aspirations and achievement
- Promoting awareness and understanding of work, industry, the economy and community
- Relating skills, attitudes and knowledge learned in the academy to the wider world
- Developing students personal and social skills to relate to the world of work
- Providing informed and impartial guidance
- Enabling students to make considered decisions in regard to future choices
- Maintaining and developing effective links with key partners, including career pilot, JED, Career Hub, SEND cluster meetings, BaNES SEND school partnership, and the Careers and enterprise company
- To prepare students for transition to further education or employment with training

Whilst it is important to have a structured careers program in place, our students also receive personalized support and guidance whenever they need it and the activities and support provided reflect the individual needs of the student, taking into consideration the interests and motivations of individuals and the requirements of the EHCP.

We have a Work Experience Program that is flexible to our student's needs and is arranged on an individual basis in line with each student's aspirations and abilities. Students are supported through the work experience by members of school staff. We work closely with the student and their family to help prepare students, locate suitable placements and monitor student's progress.

We have an independent careers advisor who will meet with students individually to discuss aspirations, opportunities, entry requirements and help students apply for courses, jobs and apprenticeships.

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This program represents our 'core offer' and is what all students will receive in that year. It may be necessary to personalize or enhance the offer for some students based on their needs.

Year 7

Exploring I- Students are supported in their transition from primary school into secondary school. An emphasis is placed on self-awareness; knowing their own strengths, what they enjoy, developing their own values and understanding what is important to them. They will also start to gain understanding about future goals and opportunities.

This is delivered through the PSHRE program, life skills and skills builder.

Year 8

Exploring World of Work – Students explore the world of work gaining a greater understanding of different job profiles, employer’s expectations, employability skills and the labour market. They will also start to gain an understanding about the positive or negative impacts of money and managing a budget. At this stage the students will start looking at individual goals including skills, qualifications and different career options. This is delivered through the PSHRE program, life skills and skills builder.

Year 9

Exploring Pathways- Students are given CEIAG to prepare them for the decisions they need to make at this important transition period. They learn about the different options available to study in key stage 4 including the vocational program. These opportunities help them identify their personal interests, strengths and set SMART targets for the next stages of their development.

This is delivered through the PSHRE program, life skills, skills builder and through 1:1 to meetings with the Futura learning partnership Independent Careers advisor.

Year 10

Experiencing the world of work-. During this year students are encouraged to take part in work-related learning experiences with the focus on identifying and developing their employability skills whilst giving them meaningful encounters with employers from different work sectors. They are prepared for this during their vocational, PSHRE and ASDAN lessons focusing on personal attributes, teamwork, communication and problem-solving.

In addition, year 10 complete the ASDAN ‘world of work’ and ‘Number Handling’ modules to link their work experience to the employability skills they are developing. The modules also increase their knowledge of financial related skills in budgeting, understanding pay slips, work/life balance wages, online profile, salaries, salaries, tax, pensions and sources of finance. Each student will complete a Personal Progression Plan as part of their vocational qualification which allows them to set targets, understand different employment pathways and work out the steps needed in order to achieve their personal goals.

All year 10 students will have one to one meetings with the independent careers adviser and these meetings will contribute to their Post 16 plan.

Year 11

Next steps- Students undergo a program of support when making the vital decisions about their future and the next stage of their development. A series of vocational lessons focused on planning a career progression plan, complimented with PSHRE and ASDAN lessons informs them about different career pathways, post 16 options, post 18 pathways, effective decision making and gives them support in the preparation for employment or further training. They will learn how to write an effective CV, personal statement, applications and develop the skills required for a successful interview.

It covers the full range of routes into their future including sixth form, FE College, apprenticeships and other training providers.

All students will be invited to visit local colleges and further education establishments to become familiar with the sites, courses and staff.

In year 11 the students will have an additional work experience placement more tailored towards their employment pathway. This placement is underpinned by the ASDAN qualification with classroom work, reflecting on the placement and their developing understanding of themselves. All students have a post 16 plan and will be supported to stay on in the sixth form or gain entry into further education.

Sixth form- The post 16 offers individualized educational programs for students to follow in either English, Maths or vocational programs whilst developing independent living skills ready for preparation into adult life.

Students will also have opportunities for meaningful employer encounters and work experience based on their aspirations and goals. The independent Careers advisor will help develop plans for post 18 options.

In addition, students at Aspire Academy will have a meaningful encounter with employers which will include a visit to a work place or professionals visiting the Academy. This may include virtual experiences with employers where necessary.

Monitoring of the Careers Program Impact:

We monitor the transitions of our students and their long term successes. With this information we adapt our careers program to ensure we are up to date with market trends in employment and further education.

We have conducted an audit of the GATSBY benchmarks and we are following an action plan developed with the South West Career Hub to ensure we reach these benchmarks. We will adapt the careers program to ensure we are following the action plan and our students have the highest quality career provision available to them.

Responsibility of Teachers:

- All year 7-13 Tutors will hold regular careers meetings with their tutees which will inform the students career plan and the independent advisors support plan allowing for personalised provision
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- Teachers will ensure all careers activities are recorded on the CEIAG tracker to allow the student to reflect on these opportunities in the future.
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- All year 7 – 13 tutors must organise an experience of work opportunity for their tutees. This could be a workplace visit or somebody coming to school to discuss a career. Virtual opportunities might be necessary. This needs to be planned by the end of Term 1 and completed by the end of Term 5.
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- During the school year secondary subject teachers must have CEIAG within their subject planning and lessons.

This could be a variety of learning activities including:

- Workplace visits linked to the subject
- Professionals linked to the subject visiting to talk about their job.
- Exploration of careers related to their subject.
- Attendance at careers focused events.
- Lessons on job applications and finding suitable job advertisements.
- Discussions around the education and skills needed for particular jobs related to the subject.
- Practice interviews and application CV writing.
- Q and A, sessions around jobs related to the subject.

Activities should be suitable to the student's interest's motivation and stage of education.