

# London Enterprise Academy

## Careers Education Advice and Guidance Policy



**Version:** 3.0

**Date issued:** December 2021

**Prepared by:**  
Sufi Miah  
Assistant Principal

**Review Date:** December 2024

# Careers Education Information Advice and Guidance, Employability and Enterprise (CEIAGEE) Policy

## 1.0 Mission Statement

London Enterprise Academy is a secondary free school in Tower Hamlets set up by serving teachers, professionals and local parents. Our vision is to create a truly outstanding free school delivering the very best educational opportunities, nurture academic excellence and enhanced ambition in all its pupils, inspire the next generation of professionals and entrepreneurs from diverse backgrounds.

## 2.0 Rationale

It is expected at London Enterprise Academy that all students should leave the school and move on to either Further/Higher Education or training or other career opportunities. Careers Information Education and Guidance should help students make informed decisions about continuing education and training and about possible career paths before they leave year 11. It should teach them about self-awareness, and enable them to manage transition to new roles and situations throughout their life and help them to achieve their aspirations. Schools have a statutory duty to provide careers education in Years 7-11 (1997 Education Act) and to give students access to careers information and guidance. Therefore this policy recognises that the provision of effective Careers Education and Guidance is an essential part of the preparation of all students for the opportunities, responsibilities and experiences of adult life. Our Careers Programme is managed by our Careers Lead and Coordinator in consultation with the heads of year and PHSE Coordinator.

## 3.0 The aims of careers education and guidance:

1. For pupils to develop themselves through careers, employability and enterprise education
2. For pupils to learn about careers and the world of work.
3. For pupils to develop their career management and employability skills.

All of the work of London Enterprise Academy is intended to support the delivery of our mission statement in full. This policy specifically relates to:

- improving student outcomes
- providing for an entitlement to high quality careers advice and guidance which supports student progression beyond KS4
- providing for an entitlement to high quality careers information advice and guidance which supports students to make positive choices for Options at appropriate times
- providing a range of wider careers activities
- supporting students to avoid being not in employment, education or training (NEET)

Priorities for Careers Education, Information, Advice and Guidance (CEIAG) will be identified through a range of information, with due regard given to safeguarding issues, such as:-

- Statutory requirements
- Student progress data
- Our self-evaluation processes
- Feedback from students and parents

- Monitoring visits such as Ofsted, internal and external reviews, external consultants and quality standards such as Investors in People

#### **4.0 Statutory Framework**

*Careers guidance and inspiration in schools* - Statutory Guidance (April 2017)

The Programme is designed to meet the requirements of the following:

- Department for Education Careers Guidance and access for education and training providers (October 2018)
- Gatsby Benchmarks of Good Careers Guidance (2014)
- Ofsted School inspection Framework
- The CDI framework for careers, employability and enterprise education

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#### **5.0 Objectives:**

- **Student Needs**

The careers programme is designed to meet the needs of students at London Enterprise Academy. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

- **Entitlement**

In year 9, students will participate in Life skills Workshops

In Year 10, students take part in an employability conference working with employers to gain insight into the world of work. Students will also receive one to one mentoring with a professional visitor practising interview skills and support on CV. These activities will prepare students to undertake one weeks work experience in year 10.

In year 11, students will have a one to one interview with a qualified careers advisor. Students will have the opportunity to visit a Careers Fair externally and one organised by school giving access to local colleges, sixth forms and apprenticeship providers. Students will gain information on the post 16 process through assemblies from external providers and a post 16 programme with the school.

All students will have received information and had an encounter with higher/Further education and employers in a work environment or in school.

#### **6.0 Purposes**

The CEIAGEE programme is intended to improve outcomes for students in terms of higher standards of attainment and greater levels of progress. It will:

- Inform and guide students, to support them to make effective decisions about their future
- Inspire students to achieve through access to work related activities and role models
- Reduce the likelihood of students becoming NEET post 16

- Provide independent, impartial careers guidance
- Develop employability skills in students to equip them for the future world of work
- Raise aspirations and challenge stereotypical career planning
- Boost students' confidence and empower them to students to reach their potential

## **7.0 Commitment**

The Principal and Leadership Group of the school are committed to supporting the delivery of high quality CEIAGEE that:

- Gives high priority to the development of CEIAGEE practice
- Makes explicit the expectation that staff will be reflective practitioners and committed to renewing and refreshing their knowledge and skills
- Demonstrates a commitment to sharing effective, innovative practice and research evidence
- Identifies high quality - independent and impartial - CEIAGEE activities that provide value for money and meet the needs of the student
- Enables effective mechanisms for measuring the quantitative and qualitative impact of CEIAGEE activities on student outcomes
- Is based on a planned and progressive programme with clear learning outcomes
- Is inclusive and accessible to students of all abilities and needs, including SEN and EAL
- Is expressed in an entitlement to careers learning that is communicated to students

## **8.0 Implementation**

The school actively promotes the CEIAGEE programme across a range of delivery mechanisms:

- One-off events
- Trips and visits to universities and colleges
- Speakers and encounters with employers, colleges and apprenticeship providers
- Visits to work environments
- Workshops with external providers
- Work Experience (Year 10)
- Careers assemblies
- Enterprise lessons
- Careers Guidance Interviews with an independent, impartial careers advisor
- Information resources in a careers room and library
- C.V. support workshop
- Interview support workshop
- Post 16 applications preparation
- Participating in careers skills development competitions
- Curriculum-based career learning
- Support for GCSE option choices
- National Careers Week
- LEA Careers Fair
- Attendance to external Careers Fairs

## **9.0 Partnerships**

LEA has established, and is developing, a range of partnerships to deliver effective CEIAGEE.

Firm links have been established with the Tower Hamlets Education Business Partnership (EBP) and with Education Development Trust as an external careers guidance provider. A strong link with Tower Hamlets Young Work Path providing impartial careers advice for NEET students. Currently links are being established with the Careers and Enterprise Company; ASK Programme and National Collaborative Outreach Programme, The talent foundry, Young Citizens and Volunteering matters.

Other links include *STEMNET, MyKindaFuture, Barclays Life Skills, MACE, Accenture, Sky Studios, Young Citizens, Skills London, University College London, Imperial College, City University, Westminster University, Clare College Cambridge, Wadham College Oxford, London Academy of Excellence, Newham Collegiate Sixth Form College, Mulberry Sixth Form College, Newham Sixth Form College, Mulberry UTC, Mulberry Academy Shoreditch, Mulberry School for Girls, St Pauls Way Trust, Stepney Green Sixth form, New City College, Newvic College, BSIX, Central Foundation Sixth form, Sir George Monoux College, Sir John Cass Sixth form.*

## **10.0 Information Resources**

All students receive and are provided with information about the full range of routes, pathways and qualifications post-14, post-16, and post-18, including apprenticeships, traineeships, courses and job opportunities and the options for further and higher education. A dedicated careers stall is organised for each of our Y7 – Y11 parents' evening and during other parents' information evenings such as the Year 8 Options evening and Year 11 parents' information evening.

The school website has a dedicated careers page with links to many free resources and websites for careers exploration, apprenticeship information, course information, university exploration and labour market information.

The labour market is changing rapidly, and there are new and emerging job roles that do not yet exist. We recognise the importance of using labour market information that is up-to-date and the need to develop students and parents/carers' knowledge about the changing and emerging world of work.

A dedicated careers resource area is in the school library with accessible, impartial and up-to-date information. Resources encompass a variety of education and training routes at all levels, jobs and professions at all levels, employability skills development, presentation skills, self-assessment and financial information. Resources also encourage non-stereotypical career planning. Pupils can also collect careers related resources from the Careers Advisor or Careers Coordinator at any time.

### **Role of the Assistant Principal**

- The Assistant Principal (**Sufi Miah**) with responsibility for Careers and Work Related Learning oversees and manages the CEIAGEE Co-ordinator (**Firdawsi Ahmed**)
- The careers budget is held by the Assistant Principal with responsibilities for the school budget
- The Assistant Principal and the CEIAGEE Co-ordinator work collaboratively on strategy development, curriculum planning, evaluation and monitoring of the CEIAGEE programme
- The Assistant Principal and the CEIAGEE Co-ordinator work collaboratively on reporting to Leadership Group and Governors regarding the strategic development, and review and evaluation of the CEIAGEE programme.

### **Role of the CEIAGEE Co-ordinator**

The Co-ordinator's responsibilities are set out in the relevant Job Description.

The CEIAGEE coordinator is accountable for the efficient and effective dissemination of outcomes from CEIAGEE activities; this will all be monitored by the Assistant Principal.

- Records will be kept of all interventions undertaken by staff and will ensure equity of access and involvement
- Systems for effective dissemination of good practice such as feedback to Year teams
- Feedback from Tower Hamlets Network Meetings and CEIAGEE
- Liaising with external partners, including independent careers advisors

- Securing and updating information resources, ensuring students have access to up-to-date information
- Evaluation of activities and feedback from students, other staff and external partners
- Development of curriculum and schemes of work, and providing support and these resources to other staff for delivery purposes
- Collaboration with other specialist staff, e.g. Enterprise Lead, Citizenship Lead to develop the curriculum and provide teaching resources
- Organisation and planning of Work Experience, including arrangements to prepare and debrief students; liaison with EBP, parents/carers and employers, as necessary.

#### **Role of the CEIAGEE Advisor**

- Interview pupils one-to-one or in small groups to discuss career or education options
- Identify skills gaps in pupils and how to deal with them
- Help pupils to draw up action plans for employment, education and training and support them to achieve these goals
- Constantly research careers, options and support organisations to meet people's needs
- Advise pupils on how to source relevant training courses or qualifications and what funding might be available
- Provide advice on CV, applications, job hunting and interview techniques
- Run small group sessions or larger presentations on all aspects of careers work and topics related to personal development
- Help pupils people to understand the current job market
- Liaise and negotiate with other organisations on behalf of people
- Use ICT for administrative tasks, such as recording interactions with and tracking pupils' careers progress
- Use computer-aided guidance packages, skills assessment tools and career planners
- Write careers literature or source information products from elsewhere for use within the school
- Plan and organise careers fairs, work experience and other related events within school
- Keep up to date with labour market information, legislation, and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies
- Manage careers trackers across Year 7 – Year 11

#### **Role of the Link Governor for CEIAGEE (*S Bower*)**

The school has a Link Governor whose role is to review the CEIAGEE programme and to collaborate with the CEIAGEE Co-ordinator to prepare an annual report on CEIAGEE provision within the school. The Link Governor communicates with the LG and the Governing Body about how the school complies with its legal responsibilities.

#### **Quality, Monitoring & Assessing the Impact of CEIAGEE**

- The annual destinations report
- Student attainment and progress
- Effective option choices
- Completion of college/post 16 applications
- Evaluation and feedback data from students, other staff and external partners

#### **11.0 Staff Development**

The AP and CEIAGEE coordinator will identify and attend appropriate CPD. The CEIAGEE coordinator will be supported to attend appropriate CPD and events such as National Careers Guidance Show.

The CEIAGEE Co-ordinator is signed up to a number of professional careers websites to secure regular updating about the sector and opportunities available to LEA students. The external guidance provider provides a regular LMI newsletter.

The CEIAGEE Co-ordinator supports staff to deliver careers sessions through providing materials and information briefings.

Furthermore, the CEIAGEE Co-ordinator will sign up for the Level 6 Diploma in Career Guidance and Development (Qualification in Careers Guidance) and the Careers Advisor will enrol in: Level 2 Award in Delivering, Information, Advice and Guidance, Level 3 Award for Supporting Clients to Overcome Barriers To Learning and Work and Level 3 Certificate in Advice and Guidance, Level 4 Advice and Guidance.

#### **12.0 Communication**

This policy is shared with students, parents and staff via the website, the staff handbook and appropriate curriculum activities

#### **13.0 Links with other policy areas**

This policy links with the following school policies:

- Equality Policy
- Behaviour Policy
- Safeguarding Policy
- SMSC
- Attendance

**Date Adopted**

**Signature of chair of Governors**

**Signature of Principal**