



# ST GEORGE'S ACADEMY

## CAREERS EDUCATION POLICY

St George's Academy aims to help all students fulfil their potential and experience success through an educational environment which responds to individual needs and stimulates and challenges each and every student. Careers education and guidance is accorded a high priority, setting goals, showing initiative, using information and guidance, making plans and decisions, using presentation and negotiation skills and coping with transition.

### **1. Aims and learning objectives based on Career Development Institute (CDI) / Gatsby Framework**

The Careers Education, Information, Advice and Guidance (CEIAG) programme aims to equip students with the skills they need to make well informed and realistic decisions about their future career.

Students will:

- Develop a positive self-image, in relation to future learning and work roles, and which is based on an accurate assessment of abilities and aptitudes
- Acquire a sound understanding of the range of opportunities available through learning and work, and of career progression structures
- Develop skills to form and implement effective decisions and a reflective approach to learning from experience

Objectives and outcomes are based on the CDI/Gatsby framework, taking into account the Provider Access Legislation (PAL). These are reviewed and amended regularly to ensure that they meet the students' needs. All amendments are communicated to all Personal, Social, Health and Economic Education (PSHE) tutors, students and anyone involved in the CEIAG programme.

### **2. Definition**

The careers education and guidance entitlement at St George's Academy consists of five elements, which all together provide a coherent and progressive programme for all students at each stage of their career:

- An embedded careers education programme
- Opportunities for experience of workplaces/environments
- Careers information
- Independent guidance
- Impartial education of future career options

### **3. Delivery of the Careers Education**

Careers education is delivered as part of the Personal, Social and Health Education and Citizenship programme for students in Years 7-13. Students receive one lesson per week throughout the year, delivered by form tutors, and all students use careers software throughout the programme. The Careers Team is available to all students to be used during free periods and at break and lunchtimes to continue their career exploration. Visiting groups and speakers enhance the programme for Years 7-13. As well as the PSHE programme, form tutors deliver the tutorial programme which takes place at the start of the day four days per week. In Year 12 and 13, students receive careers education as part of the tutorial programme delivered by form tutors.



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### 4. Work Related Learning (WRL)

The curriculum includes planned learning, which is undertaken through work, for work and about work. Work related learning is part of the Key Stage 3 (KS3) and Key Stage 4 (KS4) curriculum and is provided through industry days and vocational options in KS4. Other WRL takes place across the curriculum and is contained within the WRL matrix. A main element of work related learning is work experience in Year 12 and Futures Week in Year 10.

Year 10 students undertake a Futures Week in February when lessons will be linked to careers and they spend 1 day off timetable studying employability skills. Employers and outside agencies will run core employability workshops as well as interactive sessions.

Work experience for all students in Year 12 takes place in July. Students should locate their own placements assisted by careers staff, and through private contacts with local employers and parents. In Years 12 and 13, students are able to do work experience as part of the enrichment programme one afternoon per week. Students in KS5 studying vocational subjects undertake extended work experience as part of a modified curriculum.

The Unifrog Placement Tool will be used carry out the comprehensive details required, for all work placements. A member of staff calls all students who take part in work experience during their placement.

Preparation for work experience, including health and safety briefing, takes place prior to placements. Students are expected to refer to their work experience activities in order to complete competencies on Unifrog, enhance their CVs and to construct their personal statements.

### 5. Careers Information

The Careers Team are based in the Art Block Library and is open to students before and after school, and at break and lunchtime. The Careers Team is maintained by dedicated careers staff. Students receive help from the careers and work experience officers. ICT access is available in the Careers Centre. Students receive assemblies in Years 7-13 on how to use the Careers Centre.

KS3 also receive further assemblies on Year 8 Options and how it links to their Career pathway. They also receive assemblies and video links to use during form time, which enable them to log on, access and engage in Unifrog as a careers tool from Year 7. Year 7 and Year 8 have opportunities to enter the Unifrog competition to gain Dragon Points.

Year 10 also receive assemblies in line with Futures Week, Apprenticeship week, National Careers Week, Apprenticeship Fair and the annual Careers Fair to support their development and understanding of planning for their post 16 options.

### 6. Careers Guidance

Careers guidance is provided by independent and impartial professionals, under arrangements negotiated annually. Students from any year group can request a careers guidance interview. Pupil Premium, National Collaborative Outreach Programme (NCOP) and students with an Education, Health and Care Plan (EHCP) in Years 8 and 11 will receive a guidance interview. All students in Years 9-13 can have careers advice from the Careers Officer. Individual students who are considering a modified curriculum, or a vocational option can have a careers guidance interview.





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One to one help is provided for all students at key decision-making points. In Years 8, 11, 12 and 13, this may be delivered by form tutors, Student Progress Managers, the Special Educational Needs Co-ordinator, the Senior Leadership Team or other appropriate mentors.

### **7. Management and Co-ordination**

The careers education and guidance programme is co-ordinated by the Careers Team. The Careers Team are responsible for:

- Production/updating of the careers education and guidance policy
- In-service training for all staff delivering careers education elements of PSHE
- Liaising with the Life Skills co-ordinators to plan and review the CEIAG life skills programme
- Managing the Careers Centre including resources
- Overseeing all work experience placements, events and activities.

### **8. Monitoring, Review and Evaluation**

- The Partnership Agreement is reviewed annually by the Careers Team and the Careers Guidance Professional
- Students' performance on work experience is monitored by the Futures Team.
- Parents are welcome to give feedback on any aspect of the careers education and guidance programme to the Careers Team via email or letter
- Destinations of students at the end of Year 11 (and Years 12/13) are used to inform the development of the careers education and guidance entitlement
- Systematic planned evaluation takes place on a rolling basis



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### Appendix A – Provider Access Policy

#### 1. Introduction

This policy statement sets out the Academy's arrangements for managing the access of providers to students at the Academy for the purpose of giving them information about the provider's education or training offer. This complies with the Academy's legal obligations under Section 42B of the Education Act 1997.

#### 2. Student Entitlement

All students in Year 7 to 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
- 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
- Understand how to make applications for the full range of academic and technical courses

#### 3. Management of Provider Access Requests Procedure

A provider wishing to request access should contact Mrs Sophie Macdonald, Head of CEIAG via email: [careersoffice@st-georges-academy.org](mailto:careersoffice@st-georges-academy.org).



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### 4. 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 students or their parents/carers:

	Autumn Term	Spring Term	Summer Term
<b>Key Stage 3</b>	Meet our local college and training provider event  Meetings with careers advisor	Year 8 Options Evening  Meetings with careers advisor	Meetings with careers advisor
<b>Key Stage 4</b>	Meet our local college and training provider event  Meetings with careers advisor  Post 16 Applications	Careers Fair for providers of technical education/ apprenticeships to include FE colleges, University Technical Colleges  Futures Week for FE providers, local businesses and Apprenticeship organisations  Meetings with careers advisor  Post 16 Interviews	Meetings with careers advisor  Confirmation of post-16 education destinations for all students
<b>Key Stage 5</b>	Meet our local college and training provider event  Meetings with careers advisor post-18 assembly – higher and degree apprenticeships	Careers Fair for providers of technical education/ apprenticeships to include FE colleges, University Technical Colleges  Apprenticeship Fair  Meetings with careers advisor	Meetings with careers advisor Confirmation of post-18 education destinations for all students

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

### 5. Premises and Facilities

The Academy will make the main hall, auditorium, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The Academy will also make available audio/video (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 or a member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Office or Academy Library, which is managed by the Academy librarian. The Resource Centre is available to all students at lunch and break times.





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Policy Developed by: Sophie Macdonald, Head of CEIAG

Date Adopted: *March 2023*

Reviewing Committee: Teaching and Learning

Frequency of Review: 1 Year

Date last reviewed: *March 2023*

To be reviewed by: *March 2024*

Name ..... *M. Gavin* ..... Signature ..... *[Handwritten Signature]* .....

Committee: *Teaching + Learning*