

Acle Academy: Careers Education Information Advice and Guidance Programme

KEY -	CEIAG has four essential and interlinked principles
CI	Careers Information – including learning options, skills, occupations, labour market information (LMI) and progression routes
CAG	Careers Advice and Guidance – Personalised help when required from an adviser to identify long-term goals and plan steps to attain them
CE	Careers Education – that gives students the knowledge and skills for planning and managing their careers... learning how to make an informed decision
WRL	Work-related learning – experiences within and outside of the curriculum which help students learn about economic well-being, careers, enterprise and industry

Acle Academy is committed to preparing its students to manage their future education and career path throughout adult life with a planned programme of events, experiences and activities linked to Careers Education, Enterprise, Personal Finance and Information, Advice and Guidance. We aim to offer a range of activities and opportunities throughout their time at Acle Academy, both in and out of school. All staff contribute to careers education and guidance through their roles as tutors and subject teachers. Our Independent Careers Advisor offers impartial careers advice and guidance in school.

Schools have a statutory duty to provide careers education in Years 7-13 and to give students access to careers information and meaningful and beneficial, impartial advice and guidance. We believe strongly that good careers guidance is the key to social mobility, it is about equipping young adults with the skills needed in a fast changing labour market, showing them the options available to them and supporting them in making the right careers choices for them moving forward.

Rationale

All young people benefit from a planned programme of activities to help them through life. We aim to facilitate encounters with employers, alumni and further and higher education to enable our students to be able to manage their careers and employment throughout their lives with skills, knowledge and understanding needed to take ownership of their pathways and make informed decisions. We focus on developing our students' skills in three areas:

- Self-development: our students can only be successful if they understand the development of their own character, skills and abilities
- Career exploration: our students can only aspire to careers they know about – our challenge is to make that knowledge as wide-ranging as possible.
- Career management: our students need the basic skills necessary to take their first post-16 steps with confidence, secure in the knowledge that they have made the correct choices at this time and have the resilience to cope with what lies ahead.

Assessment

Through evaluation following career-related events we assess whether students have achieved the aims and objectives of the events, as well as standard of provision. Aims and Objectives are shared in Character and Culture lessons, and revisited at end of lessons as well as through end of topic assessments and evaluation, focusing on retention and subject knowledge to see if students have engaged with and understood content.

External Partnerships – Providers. The Baker Clause Statement

A range of external provider are invited into school to support the careers programme. These might include local colleges, universities, training providers, apprentices' organisations, employers, school alumni, or staff from various projects. We are happy to consider requests from training, apprenticeships and vocational education providers. (Please see further information in our Careers Provider Access Statement available on the school website) Acle Academy is proactively seeking to build further relationships with these partners as we plan and develop our CEIAG programme to ensure that providers have multiple opportunities to speak to students and parents across the years.

Opportunities for providers to speak with students may include school assemblies, employer and provider engagement events or via curriculum invitations. In the first instance request by providers should be sent to the Academy's careers Lead Ms C Skarin cskarin@acle.norfolk.sch.uk All requests will be considered on the basis of; staffing availability to support the event, clashes with other planned events, trips or visits, interruption to preparation for examinations or rooming and space availability to host the event.

Equal Opportunities

The academy is keen to promote equal opportunities, challenge stereotypes and address limiting beliefs. All students can access advice, and guidance tailored to their needs, with support to explore options that suit their preferences, skills and strengths. The careers coordinator works closely with the SENDCO on early identification of students requiring additional support. Pupils with SEND need follow the same programme of careers as their peers, with adaptation and support from the SEND team where appropriate. The SENDCO will meet with parents/carers to discuss option suitability where an individual need is likely to have an impact on choices made during the option process. The SENDCO will support with work experience placements, ensuring that providers are aware of individual needs, in order to promote a positive experience.

Aims and Objectives

YEAR 7-9

- ✓ Students explore and establish their suitability to careers and understand the KS4 subject that are important to them.
- ✓ Students understand the factors important to making informed decisions including learning styles and career aspiration
- ✓ Students build a picture of their careers aspirations and subject choices as well as start to evidence understanding of key employability skills.

YEAR 10-11

- ✓ Students explore their post 16 options and their intended choices relate to preferred learning style and future career aspirations
- ✓ Students and parents understand the application processes and entry requirements for their intended choices
- ✓ Students capture the experiences and achievements that will help them to stand out on paper and in person
- ✓ Students research and compare post 16 options and make decisions based on personal suitability and the availability of options.

Our Careers Programme Overview is set out below,

All students at Key Stage 3 have dedicated careers lessons delivered via Character and Culture lessons. Please visit the CC section of our Curriculum area of the website for curriculum overview and more detailed Scheme of Learning.

- In Year 7 students will have a dedicated careers lessons; exploring how personal qualities, attitudes, skills and achievements can be developed and linked to confidence, progress and careers. Students will explore different careers, thinking about their own future and transition points throughout life. They will also explore money matters and financial wellbeing and the labour market, and what jobs are likely to be relevant in the future. They will also begin to build a careers profile using resources from Compass + and Skills Builder which will help them to identify areas they would like to develop.
- In year 8 students will consider personal traits such as assertiveness and reflectiveness, in order to start to consider the impact of these traits to enterprise skills, careers choices, qualifications and skills. Students will work on problem-solving skills and work-related skills. They will continue to develop their Skills Builder career profile.
- In year 9 students will explore careers education linked to financial education – exploring topics such as budgeting and making financial decisions. Also, in readiness for their GCSEs, information and guidance for Year 9 students focus on the choices they should make to facilitate successful results and pave their route towards the broad career goals they are seeking.

All students will by the end of Key Stage 4:

- In Year 10, students will through the character and culture curriculum explore different careers paths and routes moving forward to the next step, consider the world of work and access to it, with regards to CV writing skills and interview skills. In preparation for work experience students take part in a drop down day where students will receive advice and coaching to ensure that they get the most from their placements, learning about employer expectations and health and safety issues. This will culminate in a week long work experience, where we work wide range of local employers. Students are supported to approach employers to find their own placement and thus gain first-hand experience of job seeking.
- Our Careers Fair in the spring term gives Year 10 and Year 11 the opportunity to meet with a comprehensive range of employers and training providers from the local area, and some universities from further afield who can help with queries about these aspirations.
- Year 11 will receive dedicated time through the character and culture curriculum, assemblies and tutor sessions, to support them in registering with Help You Choose and they can use this platform to research and complete their post-16 applications. All students will receive support appropriate to their needs in order to make an informed choice in relation to their post 16 options, through encounters with post 16 providers, independent careers advice, and visitors to local post 16 educational providers.

CEIAG 2022-23 Career Plans

Key:

CDI Career Development Framework

Grow throughout life	Explore Possibilities	Manage Career
Create opportunities	Balance life and work	See the big picture

Gatsby Benchmarks

1	A stable careers programme	5	Encounters with employers and employees
2	Learning from career & labour market information	6	Experience of workplace
3	Addressing the needs of each student	7	Encounters with further and higher education
4	Linking curriculum learning to careers	8	Personal guidance

YEAR 7								
Overall Outcomes				<ul style="list-style-type: none"> • Positive Relationships • Understanding that everyone has a career/future • Consider “trends” in employment and relate to possible “career” plans. • Consider the qualities, attitudes and skills needed for employability. 				
Focus				Details			Lead	
				Transition Support	A Career Drop down Day as part of Transition programme, introducing ideas and the Careers Journey at Acle Academy. Parental Engagement.			CSK
				Personal Record Keeping-Skills Builder	Students to update their career activities and any personal achievements and skills development via skills builder in form time. Year 7– Dare to Dream - careers survey and personality test. Aspiration and the mapping of skills and abilities.			JCU
				Aspirations and future plans Compass +	Year 7– Dare to Dream - careers survey and personality test. Aspiration and the mapping of skills and abilities.			JCU
				A positive introduction to HE	UEA Outreach - Future Stars – an assembly followed by a workshop where students learn to identify links between HE and careers and skills needed.			CSK/JSA
				Careers and Enterprise Skills (Within ‘Character & Culture’)	Character and Culture: Students focus on the transition from primary school and on understanding their own skills and abilities. To be aware of how careers education can help you plan for the future and recognise the limitations of making career choices based on ‘dream’ ideas. Homework project Careers Bingo - different industries explored. Community, Society, Active citizen, Skills, Jobs for Life.			CSK/HST
				PD Tutor Programme	Tutorial programme – aim to help students to understand more about themselves (self-development), know where to look for useful information, and to explore different careers possibilities. Students encouraged to use the on-line careers tools available to them, and will be given a guidance book to take home and share with parents.			JCU

				Employer Engagement	Careers dropdown Day- In partnership with Morgan & Sindell - Broadens knowledge of roles available in the industry and develops employability skills	CSK	
				Employer Engagement	Careers dropdown Day- Challenging Gender Stereotypes	CSK	
				Aspirations and future plans	Apprenticeship Information and activities during National Apprenticeship Week	JCU	
				Aspirations and future plans	National Careers Week – 7th-12 March 2022. Empowering positive change through Careers Education. Focus Week	JCU	
				Aspirations and future plans	Assembly- STEAM Careers	MGR	
				Parental Engagement	Parents' Evening' – an opportunity for interaction between the Careers Leader and parents, answering any questions they may have in relation to careers	CSK	
				Linking subjects with Careers	All curriculum subjects have careers elements built into their schemes of learning, clearly identified on the front cover sheets of their SOLs and have subject specific careers displays.	All Teacher	

YEAR 8							
Overall Outcomes				<ul style="list-style-type: none"> • Re-visit qualities, attitudes and skills needed for employability. • Review experiences and achievements. • Exploring options and choices. • Understanding the functions and uses of money/how to manage money. • Understanding the economic and business environment and how school prepares you for this. 			
				Focus	Details	Lead	
				Personal Record Keeping	Students to update their career activities and any personal achievements	JCU	

				Parental Engagement	Parents' Evening' – an opportunity for interaction between the Careers Leader and parents, answering any questions they may have in relation to careers	CSK	
				Careers and Employability	Renew Your Future from ICANBE	JCU/HST	
				Work preparation and employability skills	Tutorial programme – aim to help students to understand more about themselves (self-development), know where to look for useful information, and to explore different careers possibilities. Students encouraged to use the on-line careers tools available to them, and will be given a guidance book to take home and share with parents.	JCU	
				Aspirations and future plans	Apprenticeship Information and activities during National Apprenticeship Week	JCU	
				Aspirations and future plans	National Careers Week – 7th-12 March 2022. Empowering positive change through Careers Education. Focus Week	JCU	
				Employer Engagement	Learning new skills- Drop-down Day– First Aid training, employer encounters from different professions linked to staying safe.	CSK/TSO	
				Linking subjects with Careers	All curriculum subjects have careers elements built into their schemes of learning, clearly identified on the front cover sheets of their SOLs and have subject specific careers displays	All Teachers	
				Linking subjects with Careers	Drop Down Day, Green Energy. Focus on Green energy, collaboration with local business, STEM focus task.	JCU	
				Work preparation and employability skills	Target intervention- Camouflaged learning- to develop skills linked to employment.	CSK/JCU	

YEAR 9						
Overall Outcomes				<ul style="list-style-type: none"> • Making the link between GCSE courses selected and University life/Careers • Review experiences and achievements • To explore skills required to work as a team through various tasks 		
				Focus	Details	Lead
				Personal Record Keeping	Students to update their career activities and any personal achievements via Tutor folders.	JCU
				Parental Engagement	Parents' Evening' – an opportunity for interaction between the Careers Leader and parents, answering any questions they may have in relation to careers	CSK
				Aspirations and future plans	Options' Evening – a chance for students and parents to understand what subjects are on offer at KS4 – followed by taster sessions in GCSE option classes	SNE
				Work preparation and employability skills	Tutorial programme – aim to help students to understand more about themselves (self-development), know where to look for useful information, and to explore different careers possibilities. Students encouraged to use the on-line careers tools available to them, and will be given a guidance book to take home and share with parents.	JCU
				Aspirations and future plans	Apprenticeship Information and activities during National Apprenticeship Week	JCU
				Aspirations and future plans	National Careers Week – 7th-12 March 2022. Empowering positive change through Careers Education. Focus Week	JCU
				Further Education experience	Year 9 – Researching career choices - Where can my subjects lead and what Qualities of Success and other skills do I need to acquire	CSK/HST

				Linking subjects with Careers	All curriculum subjects have careers elements built into their schemes of learning, clearly identified on the front cover sheets of their SOLs and have subject specific careers displays	All Teachers	
				Work preparation and employability skills	Target intervention- Camouflaged learning- to develop skills linked to employment.	CSK	
				Aspirations and future plans	Pathways assembly- options subjects' presentation. Week focus.	All HoDs	
				Work preparation and employability skills	Learn to Earn delivered by Young Enterprise- a daylong session designed to help students plan their financial futures.	CSK	
				Employer Engagement	The North Norfolk Careers Fair – an opportunity to talk to different education/training/employment providers.	JCU	
				University life – Widening Aspirations	UEA Summer School Assembly – to introduce activities and opportunities on offer. Opportunity for students to experience university life.	CSK/JSA	
				Linking subjects with Careers	Character and Culture: To understand what the common features of a payslip are, to be able to work out using calculations Gross Pay and Net Pay on a payslip and to evaluate the importance of paying tax and NI contributions. To identify a variety of employment rights and responsibilities in the UK. To understand different issues related to employee rights and to explore the gender pay gap in society.	All teachers	

YEAR 10						
Overall Outcomes				<ul style="list-style-type: none"> • Making the link between GCSE courses selected and careers • Review experiences and achievements. • Interview and employability skills 		
				Focus	Details	Lead
				Personal Record Keeping	Students to update their career activities and any personal achievements via Tutor folders.	JCU
				Parental Engagement	Parents' Evening' – an opportunity for interaction between the Careers Leader and parents, answering any questions they may have in relation to careers	CSK
				Work preparation and employability skills	Tutorial programme – aim to help students to understand more about themselves (self-development), know where to look for useful information, and to explore different careers possibilities. Students encouraged to use the on-line careers tools available to them, and will be given a guidance book to take home and share with parents.	JCU
				Aspirations and future plans	Apprenticeship Information and activities during National Apprenticeship Week	JCU
				Aspirations and future plans	National Careers Week – 7th-12 March 2022. Empowering positive change through Careers Education. Focus Week	JCU
				Work preparation and employability skills	Tutorial programme – Labour Market Information, college & apprenticeship information/research sessions, work experience preparation	JCU
				Linking subjects with Careers	All curriculum subjects have careers elements built into their schemes of learning, clearly identified on the front cover sheets of their SOLs and have subject specific careers displays	All teachers
				Parental Engagement	Year 10/11 Study skills evening - Parent support session on and applications	JSA

				Employer Engagement	Norfolk Skills and Careers Festival. Wednesday, March 2022; Careers Fair – an opportunity to talk to different education/training/employment providers	CSK	
				Further Education experience	UEA Wonderfest – collaborative event for Year 10 students which aims to provide knowledge of HE and increase students' confidence to progress. With a focus on non-traditional subjects, the event delivers an exciting programme of academic taster sessions in partnership with local HEI's.	JCU	
				Work preparation and employability skills	Year 10 Business day - Researching Post 16 routes and the further developing /embedding employability skills through work experience - Developing skills, mock interviews and interests profile	CSK	
				Pathways – Future Planning	All students in Year 10 with a particular focus on SEN and PP will have the opportunity to discuss potential career pathways with a Careers Adviser from Beacon East if this is identified as a need.	LFR/CSK	
				Pathways – Future Planning	Introductory assembly from Norfolk County Council Apprenticeship Team.	CSK	
				Career Learning / Employer Engagement	Work experience for a week in June, to develop skills and employer engagement, also in light of future planning.	JCU	
				Work preparation and employability skills	Character and Culture: To understand what the common features of a payslip are, to be able to work out using calculations Gross Pay and Net Pay on a payslip and to evaluate the importance of paying tax and NI contributions. To identify a variety of employment rights and responsibilities in the UK. To understand different issues related to employee rights and to explore the gender pay gap in society.	CSK/HST	
				HE Engagement / Employer Engagement	Futures Fest fair in Great Yarmouth and meet 12 universities and 8 local and national employers	CSK	

YEAR 11						
Overall Outcomes				<ul style="list-style-type: none"> • Making the link between GCSE and FE and HE • Review experiences and achievements. • Interview and employability skills • Preparing for Success 		
				Focus	Details	Lead
				Personal Record Keeping	Students to update their career activities and any personal achievements via Tutor folders.	JCU
				Parental Engagement	Parents' Evening' – an opportunity for interaction between the Careers Leader and parents, answering any questions they may have in relation to careers	CSK
				Pathways – Future Planning	One-to-one meetings with qualified careers guidance personnel	JCU
				Linking subjects with Careers	Tutorial programme – aim to help students to understand more about themselves (self-development), know where to look for useful information, and to explore different careers possibilities. Students encouraged to use the on-line careers tools available to them, and will be given a guidance book to take home and share with parents.	JCU
				Aspirations and future plans	Apprenticeship Information and activities during National Apprenticeship Week	JCU
				Aspirations and future plans	National Careers Week – 7th-12 March 2022. Empowering positive change through Careers Education. Focus Week	JCU

				Linking subjects with Careers	All curriculum subjects have careers elements built into their schemes of learning, clearly identified on the front cover sheets of their SOLs and have subject specific careers displays	All teachers	
				Pathways – Future Planning	Year 10/11 Study skills evening - Parent support session on and applications	CSK/JSA	
				Pathways – Future Planning	College/Sixth Form application forms to be completed during form time - rolling booking of ICT rooms. Drop-in sessions at lunchtimes and after school with LCA	CSK	
				Pathways – Future Planning	Assemblies from local Colleges, Training Providers and Apprenticeships during Form Time	CSK	
				Pathways – Future Planning	National Citizenship Service (NCS) assembly and workshop	CSK	
				Work preparation and employability skills	Employability Sessions to take place during CC including interview skills, CV creation, writing a covering letter...	CSK	
				Aspirations and future plans	Introductory workshop from Norfolk County Council Apprenticeship Team, on how to apply for apprenticeships.	CSK	
				Work preparation and employability skills	Character and Culture: To understand what the common features of a payslip are, to be able to work out using calculations Gross Pay and Net Pay on a payslip and to evaluate the importance of paying tax and NI contributions. To identify a variety of employment rights and responsibilities in the UK. To understand different issues related to employee rights and to explore the gender pay gap in society.	CSK/HST	
				HE Engagement	Futures Fest fair in Great Yarmouth and meet 12 universities and 8 local and national employers	CSK	

Acle Academy Whole School Events	
	<ul style="list-style-type: none"> • Whole School Careers Assemblies – World Science Day, Global Entrepreneurship week, National Careers week, STEAM focus assembly, Step into the NHS, Apprenticeship Week • Personal Development Form time Programme on Careers, 6 times a year, with focus on skills, and development of understanding of LMI and Local careers opportunities. • Apprenticeship week whole school Focus. • Careers Week whole School Focus. • Termly Careers News included in the Acle Academy newsletter to parents and Students- informing them about current events and opportunities.

The Gatsby Benchmarks

1: Stable Career Programme:

Embedded programme of career education and guidance understood by all. Evaluated regularly with feedback from pupils. Put on school website, have the backing of the senior management team.

2: Learning from Careers and LMI:

By the age of 14 all pupils should have accessed and used information about career paths and the labour market to inform their own decision on study options.

3: Addressing the needs of each student:

Individually tailored to the needs of all students. Embed quality and diversity.

4: Linking curriculum learning to careers:

All teachers should link curriculum learning with careers. Stem subject teachers should highlight the relevance of stem subjects for future career paths.

5: Encounters with employers and employees:

Every student should have multiple opportunities to learn from employers about work and the skills that are valued in the workplace Every year from the age of 11, pupils should participate in at least one meaningful encounter with an employer.

6: Experiences of workplaces:

Every student should have first- hand experiences through visits, shadowing and work experience. By the age of 16, every pupil should have had at least one experience in addition to any part-time job they may have. By the age of 18, every pupil should have one further such experience additional to any part-time job.

7: Encounters with Further and Higher Education:

All students should understand the full range of learning opportunities that are available to them. By the age of 16, every pupil should have had a meaningful* encounter with providers of the full range of learning opportunities and meet both staff and pupils. By the age of 18, all pupils who are considering applying for university should have had at least two visits to meet staff and pupils. (*what it is like to learn in that environment)

8: Personal Guidance:

Every student should have opportunities for guidance interviews with a Careers Advisor (can be internal school staff) every pupil should have an interview by the age of 16 and a further interview by the age of 18.