



Our Trust Vision

To ensure that all the children and young people in our care have the opportunity to fulfil their potential through achieving highly, regardless of their ability or background. Our 'PRIDE' values of Partnership, Respect, Integrity, Determination and Excellence are the foundations of our Trust and the communities we serve.

Careers Education, Information, Advice and Guidance (CEIAG)

Co-ordinator: Mrs J Kingswood (Principal)
Start date: October 2018
Review date: October 2019

Links with other policies and documents

Careers education is conducted in accordance with the Academy's;

- Equality and Diversity Policy
- Work Experience Policy
- External Visits Policy
- Teaching and Learning Policy
- Marking and Feedback Policy
- Health and Safety Policy
- Special Educational Needs

The whole academy remit of careers is recognised and the curriculum is developed alongside that of other areas so careers education is an integral part of the whole academy curriculum.

Rationale

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing 14 – 19 pathways which suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

Aims

We aim to raise aspirations, challenge stereotypes and encourage students to consider a wide range of careers. Through careers education and guidance it is hoped students will be encouraged to make the most of their talents and progress to courses which suit their needs and intelligence.

In particular our students will;

- develop a broad understanding of the world of work and an ability to respond to changing opportunities
- develop independent research skills so they can make good use of information and guidance
- develop and use their self-knowledge when thinking about and making choices
- develop the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition
- work towards the achievement of the ten D2N2 goals

We recognise that the process of making career decisions is a lengthy one and many of our students will make their final choices after completing their further or higher education courses.

Commitments

The Governing Body and staff are committed to:

- providing resources and advice to enable students to understand and develop career choices and to ensure that careers education is seen as part of the overall curriculum and learning framework for all Years
- encouraging students to achieve and to be ambitious
- involving students, parents and carers in the further development of careers work
- working with Derbyshire County Council 'YouthInc', impartial careers advice and guidance ensuring no student is disadvantaged in gaining access to education, training or work

Provision

Careers includes both education and guidance. Careers education helps our students develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into work. Through guidance students are able to use their knowledge and skills to make appropriate decisions about learning and work. Progress in students' self-development and understanding of careers is regularly monitored.

Careers education forms an integral part of the curriculum in the Character and Well-being programme. The three main areas of careers learning, identified in the National Framework, form themes throughout careers work from Years 7-11;

Self-development
Career Management
Career Exploration

understand themselves and the influences on them
make and adjust plans, to manage change and transition
investigate opportunities in learning and work

Further details of the curriculum programme can be obtained from the Head of Health and PE.

In addition the Academy organises and promotes events/activities such as:

- 'Steps to Success' evenings for parents of Year 10 & 11 students
- an annual 'Where to Next? GCSE and Beyond' evening for Years 9, 10 & 11 students and their parents/carers
- Deep Learning Days with employers and further/education providers conducting mock interviews, theatre in education groups performing and leading follow up workshops and dedicated Work Experience preparation time
- a week's Work Experience for Year 10
- visits to the annual Skills Show at the NEC, Birmingham and the local Job and Skills Fair
- visits to businesses, sixth forms, colleges and universities including Oxford and Cambridge
- assemblies from and visits to Derby University, the University of Nottingham and Loughborough University
- a dedicated careers space with access to career information, laptops and application forms within the Library which is staffed at break and lunchtime
- aspiration surveys which help to identify gaps and potential candidates for specific visits and events

Careers interviews take place on a one to one basis with a Careers Adviser from Derbyshire Youth Inc, who is in the academy one day a week. Careers guidance work is supported by learning in Character and Well-being lessons and during daily tutorial time with Form Tutors, so all staff are involved in the process.

Equal Opportunities

We are keen to promote equal opportunities and try to use every opportunity to challenge stereotypes and raise aspirations. In lessons, teachers are asked to ensure students work in mixed gender groups and girls as well as boys are encouraged to be spokesperson. We monitor careers resources regularly to ensure they encourage both boys and girls and students from minority ethnic groups to enter different careers.

At special events such as 'Where Next? GCSE and beyond' and 'Meet the Employer' we aim to give parents and students a view of successful career women and men. Students are informed of local and national employment trends and opportunities.

Monitoring, Evaluation and Review

The careers programme is monitored regularly and amended after an annual review. Students' opinions are actively sought. Focus groups are formed to enable students to review specific events and activities and feed back to the organisers. All careers visits (FE, HE, Business and Careers events) are evaluated.

Management and Leadership

The overall management of Careers Education and Guidance is with the Vice Principal, responsible for Personal Development, Behaviour and Welfare. The Achievement and Aspiration Co-ordinator (a member of the extended leadership team) manages Work Experience with administrative support and line manages the Careers Adviser.

Resources

We are in the process of creating a Careers Office within the academy library, where interviews can take place as well as small group sessions. Careers information is available for students to use throughout the day until 4pm.

Our careers adviser is a regular visitor and interviews may be booked through form tutors or learning mentors. Students can self-refer for a careers interview too. We recognise the key role that parents and carers play in career choices. They are welcome to use the careers room and to accompany their daughters/sons to interviews.

Past students are a valuable resource and come into help with careers work. We are also grateful for the support we have had from local and national industries as well as further and higher education institutions.

We work closely with Derbyshire Education Business Partnership (DEBP) South Derbyshire Council, local secondary schools and the Derbyshire and Nottinghamshire Collaborative Outreach Programme (DANCOP) to inspire students to find out more information about their Post 16 options.

We have gained funding through the Careers Local Enterprise Grant to support our most vulnerable Year 11 students.

Ethos

We will maintain an environment where our students feel secure, are encouraged to talk, are listened to in a non-judgemental way and are safe whilst they are in our care.

We believe that children should be given the opportunity to share and feel confident that their concerns will be treated respectfully and followed up in the appropriate way.

Curriculum

Year Group	Term 1: 14 weeks – 7 lessons	Term 2: 12 weeks – 6 lessons	Term 3: 12 weeks- 6 lessons
7	<p>Healthy and Safe Lifestyle:</p> <ol style="list-style-type: none"> 1. Playing your part at Granville (Linked to G.R.A.N.V.I.L.L.E) 2. Staying Safe (social media) 3. Staying safe 4. Bullying 5. Bullying (dealing with conflict) 6. My aspirations 7. Careers – Visitor to discuss their career(raising aspirations) 	<p>Healthy and safe Lifestyle:</p> <ol style="list-style-type: none"> 1. Managing changes /Sexual Identity 2. LGBT 3. Mental Health and Wellbeing 4. Mental Health and Wellbeing 5. Drugs (Potential legal high workshop) 6. Drugs (Smoking – NHS Workshop) 7. Resilience 	<p>Democracy:</p> <ol style="list-style-type: none"> 1. Charity awareness (Link with the charity day) 2. Enterprise (Link with the charity day) 3. Equality and diversity 4. Rights and responsibilities as a British Citizen (British values) 5. Britain’s Government 6. What makes a good Citizen?(Reflection from beginning of the year – term 1/lesson 1)
8	<p>Healthy and Safe Lifestyle</p> <ol style="list-style-type: none"> 1.Playing your part at Granville (Linked to G.R.A.N.V.I.L.L.E) 2.Healthy eating and the Importance of exercise 3.Eating disorders 4.Mental health and wellbeing 5.Drugs 6.Bereavement 7.Self-Harm 	<p>Healthy and Safe Lifestyle:</p> <ol style="list-style-type: none"> 1.Resilience 2.SRE 3.SRE <p>Careers:</p> <ol style="list-style-type: none"> 1. What jobs are available? 2. Specific jobs – what is involved in running a football/hospital? 3. What alternative qualifications out there – what can make me stand out from the crowd? 	<p>Democracy:</p> <ol style="list-style-type: none"> 1.Rights and responsibilities 2.Young people and the law 3.Local Government 4.National Government – what are the different types 5.The right to vote 6.Target Setting and personal strengths (reflection on the year)
9	<p>Healthy and Safe Lifestyle :</p> <ol style="list-style-type: none"> 1.Playing your part at Granville (Linked to G.R.A.N.V.I.L.L.E) 2.Racism 3.Homophobia 4.Sexual Bullying 5.Parenting/contraception 6.Healthy v unhealthy 7.Mental Health and Wellbeing An option lesson maybe required in term one dependant on when students have to choose their options 	<p>Healthy and Safe Lifestyle:</p> <ol style="list-style-type: none"> 1.Social media (safety) 2.Grooming/sexting 3.How to manage stress 4.Self- esteem and resilience <p>Careers:</p> <ol style="list-style-type: none"> 1.14-19 options 2.The world of work 3. How to make the correct choice for you? 	<p>Democracy:</p> <ol style="list-style-type: none"> 1.The Government 2.Rights and Responsibilities in society 3.Stereotyping and prejudice 4.Voluntary work 5.Freedom of speech 6.Work experience
10	<p>Healthy and Safe Lifestyle:</p> <ol style="list-style-type: none"> 1. Playing your part at Granville (Linked to G.R.A.N.V.I.L.L.E) 2. Sex and Relationships (Safety) 3. Sex and Relationships (Abusive relationships) and the law (Consent) 4. STI’s 5. Sexual Identity 6. Emotional Resilience 7. Drugs and alcohol abuse 	<p>Careers and work experience:</p> <ol style="list-style-type: none"> 1.Work experience preparation 2.Work experience preparation 3.Employability 4.Employment rights 5.Health and Safety in the workplace 	<p>Democracy:</p> <ol style="list-style-type: none"> 1.Community cohesion 2.Migration 3.Economic Understanding and Personal Financial Capability 4.Economic Understanding and Personal Financial Capability 5.Economic Understanding

	8. Peer pressure (Drugs) – how to get support and help	6.Private and voluntary sectors	and Personal Financial Capability 6.Consumer laws and rights
11	Healthy and Safe Lifestyle: 1. Playing your part at Granville (Linked to G.R.A.N.V.I.L.L.E) 2. Domestic Violence 3. Understanding loss and change 4. Divorce and relationship breakdown 5. Bereavement 6. Managing emotions 7. Work/life balance	Careers: 1.Budgeting and saving - Debt 2.Post 16 finance 3.Interview techniques 4.CV 5.Communication and negotiating skills 6.Unemployment	Exam Preparation/ Revision
Assemblies	Assembly Annual Plan – see theme of fortnight plan on Academy calendar		
Deep Learning Days	Prison me no way (Year 9) – 18th November Road Safety Sex and Relationships (28th September)	Work experience (18th November) Prison me no way (Year 9) – 18th November	Interview day (April)
Form Time	Fair trade	Exams – How to revise Dealing with stress	

Signed  Jo Kingswood (Principal)

Signed Kim Geering (Chair of Governing Board)