



Careers Policy

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1. Introduction

The Department of Education published “Careers Guidance and Inspiration in Schools” in April 2014. It states “The duty on schools, to secure independent careers guidance for all Year 8-13 students, is intended to expand advice and guidance for young people so they are inspired and motivated to fulfil their potential. Schools should help every student develop high aspirations and consider a broad and ambitious range of careers. Inspiring every student through more real-life contacts with the world of work can help them understand where different choices can take them in the future.

1.1 Rationale for CEIAG (Careers Education, Information and Guidance)

- Careers Education, Information and Guidance is part of the school’s broader policy to promote personal and social development.
- To equip students with the skills for lifelong learning.
- To enable them to make informed choices concerning the routes and pathways in school and beyond.
- To raise aspirations.
- To challenge stereotypical attitudes to female education, training and careers opportunities.
- Develop each student’s full potential and prepare them for their future lives in the world of work.

1.2 Commitment

- It is our aim to provide completely impartial, consistent and high quality careers advice and guidance to all Key Stages, which is fully inclusive of all students, regardless of their background, gender, ethnic origin or ability which allows them to reach their own potential.
- West Coventry Academy (WCA) will meet the Gatsby Benchmark for careers provision.
- To employ a full-time, fully qualified Careers Advisor who holds a Post Graduate Diploma in Careers Guidance.
- Provide enterprise education both through the curriculum and through extra curricular events.
- A careers education programme is in place and is supported by all staff and curriculum areas.
- WCA is committed to the entitlement of all students at Key Stage 4 (KS4) to receive some Work Related Learning, work experience and to have the opportunity to recognise experience and develop the key skills for employment.
- Provide all of Yr 11 with a minimum 1 hour careers interview issuing an individual action plan as a result of this which will be saved on sims.
- Enable all students to manage change and transition at key points in their educational life to prevent NEETS (Not in Education, Employment or Training) at both KS4 & 5.
- Provide accurate, well-researched local labour market information and guidance information.



- WCA ensure that parents are aware of the options available at key decision points for young people. The careers advisor will attend parents evenings and Year 9 and 11 options evening.
- Share and celebrate achievement as part of the whole school rewards system and KS4 achievement evening.
- Reviewing and monitoring meetings will take place regularly to ensure the continued effectiveness of CEIAG.

1.3 Development

- Our careers programme is built in line with current Government legislation which includes:
Careers Education: to enable our students to develop their awareness, knowledge and skills about further education, training and future employment and to understand LMI (Labour Market Information).
Careers Advice & Guidance: to enable our students to use the knowledge and skills they develop to make informed decisions about learning and work that are suitable for them.
- We raise awareness of Careers & Employability through our school website, school comms and social media, sharing information on a range of education and training options, including 6th form, apprenticeships and other vocational pathways.

2. Objectives

2.1 Student Needs

- The Careers officer will attend Looked After Children (LAC) and Educational Health Care Plan (EHCP) meetings with appropriate agencies and providing on-going support to families and the students.
- High Attainers (HA) will be encouraged to apply for the Warwick University Summer School.

2.2 Entitlement

- Students are entitled to impartial and confidential careers education, advice, information and guidance. It will be integrated into their experience of the whole curriculum, based on a partnership with students and their parents or carers. This support will also be available at Parents' Evenings and Option Choice Evenings.

2.3 Links with other Policies

- The policy for CEIAG supports and is underpinned by a range of key school policies including those for:
- Teaching & Learning, assessment, recording and reporting achievement, citizenship, Personal Social and Health Education (PSHE), work related learning and enterprise, equal opportunities and diversity, health and safety, gifted and talented and special needs.



3. Implementation

3.1 Management

- The Careers Advisor is responsible for co-ordinating the careers programme and the Year 10 Work Experience. The co-ordinator works closely with Progress Leaders, Pastoral Leaders and College Leaders and is responsible to one of the Leadership Group.

3.2 Staffing

- All staff are expected to contribute to the careers education, information and guidance programme through their roles as tutors and subject teachers. Careers education is planned, monitored and evaluated by the careers co-ordinator in consultation with the Careers Lead/Senior Leadership team link responsible for careers and PSHE.
- Careers information is available in the Career Advisor's office, which is maintained by the Careers Advisor.

3.3 Curriculum

- The careers programme is extensive and includes the following: Careers Fair / Work Experience / Work related learning / Mock Interviews / Enterprise events such as Business Day / CV and Personal Statements / JED / 'What's my Line' / Careers Interview / Careers Visits to Skills Show / KS5 enrichment.
- A more detailed yearly overview is available upon request from the Careers Advisor

3.4 Evaluation

- We evaluate the quality of our careers provision and its impact on our students in a variety of ways including the use of questionnaires and student interviews/discussions. The school monitors and evaluates the destinations of students to help inform & improve on our future decisions and support our curriculum development.

3.5 Partnerships

- The Careers Advisor attends termly the Communities of Practice IAG Meetings led by the Coventry & Warwickshire Local Enterprise Council in addition to working closely with a Senior Enterprise Coordinator from the Careers Enterprise Company. Excellent links have been forged with Mainframe to oversee work experience and training providers such as Coventry and Warwickshire Chamber Training (CWCT) for apprenticeship advice & input & mock interviews. Excellent links exist with local businesses, which form our work experience / visits and trips.
- Provide 'Prospects' with destination information.



3.6 Resources

- Funding is allocated in the annual budget planning in the context of whole school priorities. JED / Higher Ideas programme is renewed annually.

3.7 Staff Development

- The annual school self-evaluation identifies training priorities and these are largely met through internal Continuing Professional Development (CPD) sessions and the teaching & learning hubs. External speakers are sourced where possible to assist in staff development.

3.8 Monitoring, Review and Evaluation

- The CEIAG development plan is monitored by the careers lead/assistant head with responsibility for CEIAG. Bi-weekly meetings take place between the careers lead/assistant head and the careers advisor.