

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY



LONDON EAST ACADEMY & AL MIZAN SCHOOL

ISLAMIC SECONDARY SCHOOL FOR BOYS & ISLAMIC JUNIOR SCHOOL

Date agreed	Chair of Governing Body	Head teacher	Review
Sept 2021	Hussain Shefaar	Mohammed Badr	31 st August 2022

RATIONALE

Careers Education, Information, Advice and Guidance (CEIAG) plays an important role in supporting students to make an effective transition from school into adulthood and employment, preparing them for the opportunities, responsibilities and experiences of life. London East Academy is committed to providing CEIAG to all students through both the curriculum and organised activities, enabling them to learn about the world of work, the skills required for work and the qualification pathways available to them.

CEIAG focuses on the specific needs of the individual student to promote self-awareness and personal development, and, coupled with up-to-date, relevant and impartial information enables each student to make informed decisions about their future. Well thought-through decisions about learning and work informed by effective CEIAG can increase participation in learning and, in turn, raise attainment and support further progression.

AIMS

The aims of the CEIAG policy and provision at London East Academy are as follows:

- To raise student aspirations, broaden their horizons and empower them to make informed and realistic decisions at all key transition points in learning.
- To provide students with the opportunity to engage in a variety of activities that will contribute to their awareness and understanding of the world of work and the full range of education, training and employment opportunities available.
- To help students develop an understanding of themselves and others, including their strengths, skills, qualities, needs, attitudes and values.
- To provide opportunities to develop enterprise and employability skills, as well as wider personal and social skills that relate to the world of work.
- To support students in developing and implementing action plans to enable them to manage and take ownership of their own futures.
- To actively promote equality, challenge stereotyping and support inclusion.
- To provide contexts that help to raise student motivation and attainment.
- To encourage sustained participation in learning and reduce dropout rates from education and training.
- To offer a responsive, impartial and confidential advice and guidance service, including face to face contact with an appropriately trained advisor.
- To meet the needs of all students through appropriate differentiation and personalisation.
- To promote involvement of parents and carers wherever possible.

PROVISION

The CEIAG programme is delivered by a combination of methods appropriate to students' stages of career learning, planning and development, including:

- Dedicated careers education lessons for students in Years 7 – 11.
- Employability skills lessons within the Year 10 English curriculum focused on CV writing, job application and mock interviews.
- Work experience placements for students studying vocational courses in Year 10 .

- Provision of range of events and extracurricular activities offering impartial and independent guidance including:
 - Speakers from range of different career paths / industries, including local and national organisations, entrepreneurs and former students.
 - College and Higher Education visits / taster days (including Oxbridge where appropriate).
 - Curriculum linked local workplace visits.
 - Careers-themed events (e.g., Tomorrow's Engineers).
 - Access to local Careers, Skills and Higher Education Fairs.
- Development and maintenance of effective links with key partners including the Local Authority Early Help (Integrated Youth Service) team, local employers, education and training providers.
- Close monitoring of vulnerable students and provision of early intervention targeted support where appropriate.
- Availability of key staff on GCSE and A Level exam results day to assist students in making successful transitions.

In addition, there are a number of on-going delivery methods:

- Face-to-face guidance with a qualified careers guidance practitioner is available to all students, including the offer of one-to-one interviews for all Year 11 students. The advisor is also available at options evenings and parents' evenings (Year 9 to Year 11).
- The school's ICT suit will provide access to resource containing information on a range of careers, educational/training/gap year opportunities and employability skills.

Each curriculum area identifies careers education elements, relating the skills, attitudes and knowledge learned in their subject in school to the wider world of work. Subject specific speakers and visits are arranged where possible. Departments also display subject links to occupations and progressions, particularly during options events.

MANAGEMENT

The CEIAG programme is currently led by a team who are responsible for:

- Management and co-ordination of the various aspects of CEIAG.
- The activities at each key stage.
- Monitoring and evaluation.
- Liaison with SLT and facilitation of contributions (e.g., from employers, partners).

The team is line managed by a designated member of SLT. Subject staff members are responsible for identification of work-related learning elements within schemes/plans and implementation of work-related elements, with support from the CEIAG team as appropriate. All staff can contribute to CEIAG through their roles as tutors and subject teachers.

EQUALITY AND DIVERSITY

CEIAG is provided to all London East Academy students and is designed to enable all to access the curriculum. The programme will promote equality of opportunity, diversity and inclusion, whilst promoting the best interests of the students to whom it is given. Students are encouraged to challenge gender, class, religious and disability issues relating to the world of work and to follow career paths that suit their interests, skills and strengths.

PARENTS AND CARERS

Parental/carer involvement is encouraged throughout all Key Stages. Parents/carers are welcome to attend guidance interviews and where appropriate, are specifically invited. They are also able to discuss career-related issues with the careers advisor at parents' evenings. To ensure they are kept up-to-date, the school will be looking to develop an online access area for all parents to utilize on Bromcom.

MONITORING, REVIEW AND EVALUATION OF CEIAG PROGRAMME

CEIAG delivery will be regularly monitored and evaluated throughout the year to recognise and share good practice, identify areas for further development and therefore facilitate the continuous improvement of CEIAG at London East Academy. The process of review and evaluation incorporates the following:

- Qualitative and quantitative feedback from students at all Key Stages.
- Discussions with key staff members including the SENCO and tutors.
- Feedback from external participants supporting CEIAG delivery (e.g. employers, agencies, colleges and training providers).
- Assessment of activities / lessons by the CEIAG line manager / staff delivering
- Continuous Professional Development activity undertaken in relation to CEIAG

Each academic year the team will write an Action Plan for the careers department. The Action Plan will be reviewed annually and the provision on offer to students will be audited utilising the National Foundation for Education Research CEIAG Audit tool. At the end of the year, an annual report will be submitted to the SLT and school governors.

Opportunities for access

We welcome input into our careers provision from employers, employees, Universities, Apprenticeship and Further education providers. Our connections include former pupils, parents and local employers and providers and we are keen to widen this participation.

	Autumn Term	Spring Term	Summer Term
Year 7	Explore different types of careers throughout PSHE sessions.	Life skills – assembly and tutor group opportunities including research into the Labour market historically, currently and in the future.	Life skills – assembly and tutor group opportunities. A key topic is career stereotypes.
Years 8 & 9	Life skills – assembly and tutor group opportunities	KS4 options event January Workshops by external provider on water and impact on the physical environment to Year 9.	Residentials
Year 10	Assemblies on CVs, letter	Life Skills – work experience	Life skills – assembly and

	writing, interview skills, applying for work experience.	preparation sessions. Mock interviews (January)	tutor group opportunities Work Experience.
Year 11	Life Skills – assembly on opportunities at 16.	Post 16 evening and interviews.	

Premises and facilities

Rooms and presentation resources will be made available for discussions between the provider and pupils, as appropriate to the activity. This will 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 literature in the library to be made available in the careers resource section, which is managed by the School Librarian. This resource is available to pupils before, during and after school.

Post 16 options

In LEA we strive to prepare our students for life after Key Stage 4. In order to help students make informative decisions about their futures, we provide the necessary guidance through assemblies, workshops and visits. Colleges are invited into school to run assemblies and specific workshops that are aimed to cater for the specific needs of individual students. Moreover, students are taken on open evenings to various colleges around London, this further enhances their understanding of life after secondary school.

In addition, we visit Universities, this allows students access to an understanding of what University life is like and what opportunities are available to them after completing their courses at college. All of this acts as means of inspiration and motivation. There are always some students that have yet to decide on what they want to do after their GCSEs and this helps them broaden their horizons of what is available to them.

Furthermore, we have a close connection to our alumni and maintain close contact with them to see how they progressing in life after school. Many of our ex – students have a close affiliation to the school and want to help students progress to achieve their full potential. We intend to utilize their expertise in both the academic field and their job experiences. Having professionals that have come through the ranks of our school will motivate our students to achieve their full potential.

Moreover, we also take our students to events such as Skills London, this allows them access an understanding of the apprenticeship opportunities that are available to them. Also, our website provides further details and links to online services that offer more support on careers.