



NEWMARKET ACADEMY

**Title: Careers Education and Guidance Policy**

**Date: July 2015**

**Summary:**

This document defines the policy that the Governing Body has adopted for the delivery of Careers and Education Guidance.

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## **1 INTRODUCTION**

### **1.1 Rationale for CEIG**

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make 14-19 choices that are right for them and to be able to manage their careers throughout their lives. Schools have a statutory duty to provide careers education in Years 9-11 (1997 Education Act, 2003 Education Regulations) and to give students access to careers information and guidance.

### **1.2 Commitment**

Newmarket Academy is committed to providing a planned programme of careers education for all students in Years 9-13 and information, advice and guidance (IAG).

Newmarket Academy endeavours to follow the ACEG Framework for Careers and Work-Related Education (CDI, 2014) and other relevant guidance from the DfES, QCA and Ofsted.

### **1.3 Development**

This policy was developed and will be reviewed biennially through discussions with teaching staff, students, parents, governors, advisory staff and other external partners (e.g. Aim Higher, education-business partnership).

### **1.4 Links with other policies**

It supports and is underpinned by key school policies including those for teaching and learning, assessment, recording and reporting achievement, citizenship, PSHE, SMSC and Britishness, work related learning and enterprise, equal opportunities and diversity, health and safety, gifted and talented, and special needs.

## **2 OBJECTIVES**

### **2.1 Students' Needs**

The careers programme is designed to meet the needs of students at Newmarket Academy. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

### **2.2 Entitlement**

Students are entitled to careers education and guidance that meets professional standards of practice and is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme will promote equality of opportunity, inclusion and anti-racism.

## **3 IMPLEMENTATION**

### **3.1 Management**

An Assistant Head of School is responsible for the co-ordination of the careers programme. This area is supported by a link governor. Work experience is planned and implemented by the Work Experience Co-ordinator who works with the Careers Co-ordinator.

### **3.2 Staffing**

All staff contribute to careers education and guidance through their roles as tutors, mentors and subject teachers. The careers programme is planned, monitored and evaluated by the Careers Co-ordinator. Careers information is available in the Careers Resource Centre which is maintained by the Academy Librarian.

### **3.3 Curriculum**

The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work-related learning (including two weeks work experience) and individual learning planning/portfolio activities. Careers lessons are part of the Academy's Personal Development programme. Many activities take place on Extension Days when the normal timetable is collapsed. Other focused events, e.g. a Careers and Higher Education Fair are provided from time to time. Work experience preparation and follow-up take place in tutor periods and other appropriate parts of the curriculum.

### **3.4 Assessment and Accreditation**

Career learning is assessed using outcomes based on the National Framework and assessment for learning techniques.

### **3.5 Partnerships**

Newmarket Academy works in partnership with the Samuel Ward Academy Trust to develop careers education, advice and guidance. The Academy also works with local employers and the Education Business Partnership.

### **3.6 Resources**

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIG area. The Careers Co-ordinator is responsible for the effective deployment of resources. Sources of external funding are actively sought.

### **3.7 Staff Development**

All staff need to be able to offer careers advice and guidance as part of their mentoring role and therefore there is a need for a regular CPD session dedicated to careers advice and guidance.

### **3.8 Monitoring, Review and Evaluation**

The careers education, advice and guidance are monitored by the Assistant Head of School responsible for the co-ordination of the careers programme.