



**Green Oak**

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# Careers Policy

**Updated:** September 2024

**Next review:** September 2026

Ratified by the Chair of Governors

Name: Mawlana Maseehullah Patel

Signature:

## **Green Oak Academy**

### **Careers, Education, Information, Advice and Guidance and Work-related Learning Policy**

#### **Intent:**

Through a planned programme of activities, Careers Education, Information, Advice and guidance (CEIAG) and Work-related learning (WRL), Green Oak Academy seeks to help all students take their place as suitably qualified and responsible adults within society. The focus is upon careers and option choices, raising the aspirations and achievements of individual students and equipping them with skills, attitudes, knowledge and understanding as a foundation for managing their lifelong career and learning.

#### **Commitment:**

Green Oak Academy is committed to:

- Providing a planned programme of activities to which all students from 7-11 are entitled, which will help them plan and manage their careers.
- Providing IAG which is impartial, unbiased and based on their needs.

Ensuring that the CEIAG and WRL programmes follows local, regional and national framework of good practice and other relevant guidance, such as Section 19 Education Act (2011), April 2014 Statutory guidance: Careers guidance provision for young people in schools (2014), as well as guidelines from Ofsted.

#### **Links with other policies:**

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for teaching and learning, assessment, recording and reporting achievement, citizenship, PSHE Education, work-related learning and enterprise, equal opportunities and diversity and gifted and talented.

#### **Aims:**

- The careers programme is designed to meet the needs of the students at Green Oak Academy.
- Prepare girls at Green Oak Academy for opportunities, responsibilities and experience of adult life.
- Help young people develop an understanding of their own and others' strengths, limitations, abilities,
- Potential, personal qualities, needs, attitudes and values.
- Help young people investigate opportunities for further learning and employment, further education or training.
- The programme contributes to improving achievement by raising aspirations and motivation.

#### **Assessment:**

Through evaluation following career related events we assess whether students have met the above learning outcomes. Learning outcomes are shared in PSHE lessons and revisited at the end of lessons to assess whether they have been achieved.

### **Implementation Management:**

Responsibilities are shared between the Deputy- Head Teacher with oversight of CEIAG, the subject leaders for PSHE. They plan, co-ordinate and evaluate the careers programme. They also plan and implement work experience for students in year 10. All subjects have a focus on and link to career development and work-related learning.

### **Implementation Staffing:**

All staff contributes to CEIAG through their roles as tutors and subject leaders. Specialist sessions are delivered by the PSHE team at KS3 and KS4. Career information is available through the library which is overseen by the librarian and through the school notice board which is overseen by the deputy- head teacher.

### **Implementation: The CEG Programme**

The careers programme includes careers education sessions, career guidance activities conducted by local colleges, information and research activities, one- week work experience in year 10 and help with application to institutes for further education.

Students are given help and support to find work experience placements, with sessions such as CV writing workshops and help to write cover letters.

Career Education helps young people to develop the knowledge and skills to make decisions about education and the world of work.

Career Guidance enables them to use knowledge and skills to make decisions about education and the world of work that are appropriate for them.

The programme is provided to pupils through targeted lessons;

- The PSHE curriculum via targeted lessons;
- Careers presentation and activities;
- Guest Speakers;
- The Work Experience Programme;
- University Visits;
- Apprenticeship talks;

### **Resources:**

- A resource area is in the Library. There is availability of PCs and prospectuses for UK universities and local colleges.
- Students at KS4 are enrolled on the ULAS programme where they can access career guidance, create their CVs, apply to jobs and view information related to careers of their choice.

### **Monitoring, review, evaluation and development of CEG**

- The programme is reviewed by the Head Teacher and the Deputy-head Teacher regularly.
- Lesson and tutor observations within PSHE lessons as part of School Self Evaluation.
- Feedback on the effectiveness of the CEIAG programme is sought through focus student groups, questionnaires and parent council groups. Resulting action points are fed into the following year's planning process to ensure they are addressed.

## **Appendix 1**

### **Work Related Learning and Careers Education, Information and Guidance Statement of Entitlement**

As a pupil at Green Oak Academy, you are entitled to receive a programme of work related and career related learning, careers information and impartial advice and guidance, designed to help you to recognise and develop your skills and abilities, know what opportunities are available in the world of work and make plans to help you achieve your education and careers goals.

#### **At all Key stages, you can expect...**

- Access to a planned programme relevant to your year group
- Help to recognise your likes, dislikes, influences, strengths and preferences in relation to career decisions.
- Information about the world of work and how labour market is changing.
- Information about further and higher education, training and apprenticeships and employment routes
- To take part in activities which challenges stereotypes and raises aspirations.
- To develop skills and qualities to improve employability.
- To develop financial capability skills
- to develop and strengthen your personal presentation skills for selection processes.
- Sign posting to relevant up-to-date and impartial sources of career information and advice.

#### **ALL STUDENTS WILL:**

##### **By the end of Key Stage 3:**

- Begins to develop an awareness of your individual skills, strengths and preferred learning styles in relation to career pathways and future goals.
- Be able to access careers resources via the library.
- Receive careers information and on-going support form staff such as your Tutor.

##### **By the end of Key Stage 4:**

- Devise an action plan towards your career goals.
- Have been given opportunity to speak to representatives from various sectors of the world of work.
- Have produced and reviewed a curriculum vitae
- Have written a formal letter e.g. covering letter
- Be given impartial advice and guidance on post-16 education, employment and training and apprenticeship options.
- Develop presentation and interview skills
- Can access career information via the library
- Be offered the opportunities to take part in taster days/ sessions
- Have visited or spoken to representatives of further or higher education institutions such as colleges and universities.
- Have opportunity to evaluate individual's achievements e.g. reward assemblies
- Be given opportunity to take part in work experience