

Careers Education, Information, Advice and Guidance – appendix

Yeoman Park Academy

Edition – September 2024

Contents

Policy Rationale 3

Purposes & Aims 4

Method..... 5

Management..... 6

Review 7

Policy Rationale

CEIAG has an important contribution to make to the education of all learners to help them make an effective transition from school to adulthood. Schools are obliged to give all learners impartial information advice and guidance on careers education (Education Act 2011). At Yeoman Park Academy our learners are able to meet with a trained Careers Guidance and Employability Advisor who is experienced at working with learners with SEND. They have opportunities for a meeting in Key Stage 4 and again in Key Stage 5. Yeoman Park Academy endeavours to follow the guidance in The Career Development Institute (CDI). The academy will provide a range of opportunities for learners to build employability experiences, to learn about the world of work, the skills required and the Post-18 provision available to them. Effective CEIAG can help give learners informed choices about their future options to enable them to reach their full potential and prepare them to make a smooth transition into adulthood.

Purposes & Aims

The main purpose of CEIAG is to provide learners with the opportunity to engage in a range of activities that will contribute to their knowledge and understanding of the world of work, Post-18 adult services and education suitable for learners' individual needs. Yeoman Park Academy is committed to not just fulfilling its statutory requirements in this area but also to helping learners to recognise and overcome barriers to enable them to make a successful transition into post-18 options. The school recognises that a 'one size fits all' approach is not a suitable delivery method and aims to provide individually tailored support and guidance to meet the diverse range of needs our learners have. The support offered by Yeoman Park Academy, in close liaison with the PFA team, ensures a smooth transition onto their chosen Post-18 provision. The aim of CEIAG is to enhance the provision made to prepare learners for the transition to adulthood through:

- Raising student aspirations,
- Offering a range of AIM awards courses that are appropriate to the needs of individual learners,
- Building strong connections with the PFA team and Post-18 providers,
- Improving understanding of the world of work and life after school,
- Ensuring appropriate and impartial face-to-face provision and guidance through an independent adviser,
- Empowering learners to plan and prepare for their own futures,
- Actively promoting equality and challenging all stereotypes,
- Successful supported transition to the next stage of education, e.g. Day Service Provision, Supported Employment, Supported Apprenticeships, Supported Internships or voluntary/paid employment.

Method

The methods by which Yeoman Park Academy will accomplish these goals are:

- Providing a range of opportunities that enhance the curriculum (visitors into school, visits into our community, opportunities to attend visits to colleges, supported work placements, day service provision, careers and enterprise days.)
- Promoting awareness of Labour Market Information (Contact with local employers for supported work placements, supported work experience, one-to-one guidance, enterprise experiences with local employers and workplace visits to local employers.)
- By embedding careers and enterprise education throughout the curriculum. Each curriculum area identifies building employability experiences (BEEs) and soft skills and these are included on timetables and in lesson plans.
- Providing informed and impartial guidance and careers planning (one-to-one) to help learners to make informed choices in regard to future placements and prepares them for transition to P18 Education, supported employment, supported apprenticeships, employment or day service provision as appropriate and in line with our changing cohort. Learners will have access to a careers guidance interview in Key Stage 4 and have the opportunity for an additional careers guidance interview in Key Stage 5.
- Promoting a range of opportunities and provisions which assist in raising aspirations and achievement through the Pathfinders programme.
- Promoting awareness and understanding of work, community and life after YPA.
- Relating skills, attitudes and knowledge learned in school to the wider world.
- Developing learners' personal, independence and social skills to relate to preparing for adulthood.
- Maintaining and developing effective links with key partners including our Enterprise Advisor, local specialist Colleges, supported work placements, a variety of day service provision in Nottinghamshire and Derbyshire and work in school with local business leaders.

Management

CEIAG is led and managed by Catherine Ketteringham who is responsible for:

- The management and co-ordination of the various aspects of CEIAG,
- Monitoring/evaluation,
- Liaison (Governing Body, SLT, Post-18 providers, local business),
- Careers Strategy and delivery,
- Careers & Enterprise partnership (supported by enterprise coordinator Julia Matthews,)
- Monitoring and evaluation,
- Destination tracking and supporting leavers (alongside Amy Metters-McIntyre, Upper Team Leader.)

The team is supported by our link governor, Lynn Weeks.

Teaching staff and curriculum teams are responsible for identifying and building employability experiences within their timetables and lessons and implementing work-related activities as well as the teaching of 'soft skills'.

The Careers leader works together with Donna Doxey (Pathfinders Leader) and Amy Metters-McIntyre (Upper Team Leader) to oversee:

- The Pathfinders programme, Supported Work Placements, Day Service and College taster sessions and Post-18 transitions.

Review

Each academic year the Careers leader will write a Team Improvement Plan, as part of Yeoman Park Academy Improvement Plan, which are evaluated termly.

Catherine Ketteringham
Careers Leader
July 2024