



**Lakelands**  
Academy

# **CAREERS EDUCATION AND GUIDANCE POLICY**

**NEXT REVIEW:  
SUMMER 2022**

## **Introduction**

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 decisions and plan their careers, both in school and after they leave. The 1997 Education Act, (sections 42A1, 42B and 45A, Section 72 of the Education and Skills Act 2008) of the Education Act 1997 and 2011 Education Act, (42A1, 42A2, 42A3, 42A4, 42A5, 42A6 and 42A7), places a duty on schools to give students in Years 9-11 access to careers education, information and guidance. Lakelands Academy follows the National Curriculum programmes of study for PSHE and citizenship, QCA guidance on Work-Related Learning and the guidance in the 'Careers guidance and access for education and training providers. Statutory guidance for governing bodies, school leavers and school staff, January 2018',

## Commitment

Lakelands Academy is committed to providing a planned programme of careers education, information and guidance for all students in Years 7-11 in partnership with the Careers and Enterprise Company and a registered Careers Advisor.

## Development

This policy was developed and is reviewed annually through discussions with teaching staff, the school's Information Advice and Guidance adviser, the school's Careers & Enterprise Coordinator, students, parents, governors, advisory staff and other external partners.

## Links with other policies

It is underpinned by the school's policies for teaching and learning, Everything Else, work related learning, equal opportunities, health and safety, and special educational needs and disabilities

## **Objectives**

The careers programme is designed to meet the needs of students at Lakelands Academy. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. Students are entitled to careers education and guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with students and their parents or carers. The programme will promote equality of opportunity and inclusion.

## **Implementation**

The Assistant Head teacher is responsible for overseeing the delivery of the careers programme and supporting the Careers Leader. The Careers Leader works closely with the school's Information Advice & Guidance Advisor (IAG) and is responsible to the Assistant Head Teacher. Student guidance is managed through the school's Career program and pastoral team and led by the schools independent IAG Advisor and the designated career personnel. Discussions with the Careers Leader and Senior Leadership Team are ongoing re: how work experience in the future is planned and implemented. Advice is also sought from the Enterprise Coordinator for Shropshire Authority.

### Staffing

All staff are expected to contribute to the careers education and guidance programme through their roles as tutors and subject teachers. Careers education is planned, monitored and evaluated by the careers leader in consultation with the Assistant Head and IAG Advisor. The IAG Advisor provides specialist careers guidance and an individual bespoke careers action plan. Careers information is available in careers office, the Inspiration room and within the school library, which is maintained by the careers leader and the IAG Advisor and through the online resource platform 'Start'. Administrative support is available to the careers leader as resources allow.

### Working towards a Curriculum Ideal:

The careers programme includes careers education lessons, careers guidance activities (group work and individual interviews), information and research activities work-related learning (including some form of work experience), action planning and recording achievement through Compass, Tracking for Gatsby Benchmarks, PSHEE, and though 8 Ways to be Great. Careers lessons are part of the school's Personal Development programme. Other focused events, e.g. Futures Morning, Lakelands Business Competition, Bake Off, are provided. Links with businesses through the Careers and Enterprise Advisor, e.g. Young Enterprise and through other external links. Work experience preparation and follow-up take place in tutor time, careers lessons and other appropriate parts of the curriculum.

### Assessment

Career learning outcomes have been identified and a framework for assessing what students have achieved is developed for all year groups through Compass and the Gatsby Benchmarks.

### Partnerships

An annual Partnership Agreement is negotiated between the school, Shropshire Youth Information Advice and Guidance Service Team and Shropshire Youth Services identifying the contributions to the programme that each will make. Other partnerships include working with the Careers & Enterprise Coordinator, the Careers & Enterprise Advisor, the Shropshire Youth Positive Activities, local employers, parents, the Rotary Club and governors and other local colleges and schools.

### Resources

Funding is allocated in the annual budget planning round. Funding for developments in the school's improvement plan are considered in the context of whole school priorities. Sources of external funding are actively sought.

### Staff development

Staff training needs for planning and delivering the careers programme will be identified in the staff development plan in the Partnership Agreement with the Shropshire Youth Information Advice and Guidance Service, and activities will be planned to meet them. Funding will be accessed from the Careers INSET budget held by the assistant Head Teacher. Training from the Careers and Enterprise Company will also be sought.

### Monitoring review and evaluation

A framework for monitoring the delivery of the careers programme is being implemented. The Partnership Agreement with Shropshire Youth Information Advice and Guidance Services is reviewed annually. The programme is reviewed annually by the careers leader, Assistant Head and the personal adviser of Shropshire Youth Information Advice and Guidance service and Compass to identify desirable improvements. Evaluations are carried out from time to time.