

<p><b>GAA</b></p> <p><b>Policy for Careers Education, Information, Advice and Guidance (CEIAG) 2017-18</b></p>	
<p><b>1. Introduction</b></p> <p>Rationale for IAG</p>	<p>A young person’s career is the progress they make in learning and work. All young people need a planned programme of activities to help them make well-informed realistic decisions about their futures through careers information, advice and guidance.</p> <p>From September 2013, schools are expected to deliver independent impartial careers education from Year 8 to 13 (DfE, March 2013). As an Academy, our careers provision is available to Year 7-11 inclusive.</p>
<p>Commitment</p>	<p>GAA is committed to providing a planned, comprehensive and structured programme of CEIAG for all students in Years 7-11, in partnership with local impartial external providers. We endeavour to follow the ACEG Framework (April 2012), the Education Act and DfE statutory duty to secure independent and impartial careers guidance.</p> <p>GAA is working towards the Inspiring IAG (IIAG) Gold Award which recognises high quality CEIAG.</p>
<p>Development</p>	<p>This policy has been developed in consultation with teaching staff, students, parents/carers, governors, and other external partners. This policy is reviewed annually. Students have the opportunity to develop the careers provision through Student Voice activities. Positive Steps undertake an annual evaluation with students to obtain feedback on the careers provision.</p>
<p>Links with other policies</p>	<p>Careers education and guidance is conducted in accordance with the Academy equal opportunities policy, external visits policy and other relevant policies. The whole Academy remit of careers is recognised and the curriculum is developed alongside that of other areas so that careers education is an integral part of the whole school curriculum.</p>

<p><b>2. Objectives</b> Entitlement and Impartiality Statement</p>	<p>Careers provision includes both education and guidance. Careers education helps our students develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into employment. Through guidance, students are able to use their knowledge and skills to make the decisions about learning and work that are right for them. Progress in students' self-development and understanding of careers is regularly monitored. The programme will raise awareness and aspirations, challenge stereotyping and promote equality and diversity. Student entitlements under the CEIAG strategy are: Excellent, personalised and impartial careers information, advice and guidance in Academy. Careers interviews take place in an interview room and drop-in sessions to support activities such as college and apprenticeship applications and completion of CVs are offered. Individual careers guidance interviews for vulnerable students are undertaken by the Careers Advisor from Positive Steps who works in the Academy two days per week. Support is available for parents so they can help their children to make the right decisions. An IAG rep is available at all Academy parent evenings and additional guidance evenings to support learning, progress and key transitions. The Careers Advisor from Positive Steps attends Year 9-11 parent evenings and any other evenings where required. Communication is also delivered through weekly newsletters and letters home. Online IAG resources, accessible 24/7 by young people and their parents including Kudos Inspire. Opportunities for young people to get a feel for different courses and careers, through in-house careers events such as the annual careers fair and mock interview day and external taster sessions at colleges, training providers, universities and workplaces. We are grateful of the support we have had from local and national businesses and higher education institutions. We have strong links with Manchester Higher and The University of Manchester as part of their Gateways Programme and widening access programmes. Opportunities to build a relationship with a respected adult through mentoring or shadowing, especially important for disadvantaged young people who often underestimate their own abilities and how far these can take them.</p>
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<p><b>3. Implementation</b> Management</p>	<p>Vice Principal Theresa James (TJ) leads strategically on the careers programme including planning for curriculum delivery and additionality.</p>
<p>Staffing</p>	<p>All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered by the ECM team. The CEIAG programme is planned, monitored and evaluated in consultation with the Senior Link.</p>

Partnerships	Are negotiated between the Academy and external providers which identifies the contributions to the programme that each will make. Other links are developed, e.g. with local FE and HE institutes. A Positive Steps Careers Advisor delivers targeted careers guidance.
Resources	Funding is allocated in the annual budget in the context of whole Academy priorities and particular needs in the CEIAG area. The Senior link is responsible for the effective deployment of resources.
Staff development	Staff training needs are identified in conjunction with the Academy Inset Coordinator.
Monitoring, review and evaluation	The programme is reviewed annually by the Senior Link using the local quality standards for CEIAG to identify areas for improvement. Action research evaluation of different aspects of CEIAG is undertaken regularly.
<b>4. Approvals</b>	Principal – annually.  Governance (Trust or local) – IEB in place; policy and practice will be reviewed in all areas during 2017-18