

Policy Title:	Careers Education, Information, Advice and Guidance
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Description:	This policy explains the Careers Education provision at The Oxford Academy
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Category:	Student
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THE OXFORD ACADEMY

Careers Education, Information, Advice and Guidance (CEIAG) Policy

1. Rationale

The Department for Education (DFE) in 2012 made it a statutory duty for all schools to offer impartial Careers advice and guidance for their students in years 8-13. They also recommended that students had access to a planned careers programme which is delivered by the school but supported by specialist input from local employers, apprenticeship and Post 16 providers. In December 2017 and in January 2018 the DFE provided a further Careers Strategy guidance and the requirement for all schools to provide access to providers to promote post 16 opportunities to increase participation.

We recognise that effective careers guidance contributes to raising aspirations, improving motivation and overcoming barriers to success. The Oxford Academy has a critical role to play in preparing our young people for the next stage of their education or training and beyond. Our expectations are high, including for our most vulnerable and those with special educational needs and disabilities, so that every student is challenged appropriately and acquires the knowledge, skills and attitudes for lifelong learning that employers value. This will help every young person to realise their potential and enhance their employability.

The Oxford Academy is committed to not just fulfilling its statutory requirements in this area but to providing students with exceptional support and guidance throughout their time at school. Students have access to impartial and inspirational careers information, advice and guidance from the time they start at The Oxford Academy in Year 7 through to Year 13 and beyond.

We are also committed to meeting the Gatsby Benchmarks as set out in the government careers strategy and supported by the Careers and Enterprise Company as follows:

- i) A stable careers programme
- ii) Learning from career and labour market information
- iii) Addressing the needs of each student
- iv) Linking curriculum learning to careers
- v) Encounters with employers and employees
- vi) Experiences of workplaces

vii) Encounters with further and higher education

viii) Personal guidance

2. Commitment

The Oxford Academy is committed to providing students with a planned and progressive programme of careers education, information, advice and guidance that will increase their knowledge and understanding of the world of work and the qualification pathways suitable for their individual needs.

The careers programme contributes to raising aspirations, improving motivation and overcoming barriers to success.

We employ the services of an external provider, Adviza, to deliver independent and impartial careers guidance to individual students. The careers guidance focuses on the specific needs of individuals providing current and relevant information to support students to make informed decisions about their future.

3. Aims

The Oxford Academy aims to prepare all students for their futures by providing independent and impartial information, advice and guidance, to help students to make successful progression to further and/or higher education, training and work (including apprenticeships).

4. Objectives

CEIAG at The Oxford Academy has clear objectives as outlined in the CDI 'Framework for careers, employability and enterprise education 7-19'. We look to enable our students to:

- develop themselves and their aspirations through careers, employability and enterprise education (Self Development)
- learn about careers and the world of work and build strong connections with employers (Career Exploration)
- develop their career management, employability and enterprise skills (Careers Management)

5. Implementation

5.1 Leadership and Management

The Oxford Academy has appointed a member of the senior leadership team to lead CEIAG (Joe Ewen). The SLT lead will advise on and oversee the management of CEIAG.

The Oxford Academy has a Careers Lead (Tom Peterson) whose responsibility it is to co-ordinate CEIAG and work related learning and to facilitate impartial careers guidance interviews for students.

5.2 Staffing

The Oxford Academy provides access to appropriately qualified, independent and impartial careers advisers employed by Adviza.

All teaching staff contribute to CEIAG through their roles as tutors and subject teachers. Tutors have an important role to play in signposting students to where they can get further information, advice and guidance.

The CEIAG programme is planned, monitored and evaluated by the Careers Lead in consultation with the senior leadership team.

5.3 Staff Training

The Careers Lead has undergone training supported by the Careers and Enterprise Company and will cascade information to relevant staff and tutors.

5.4 Partnerships

An annual Partnership Agreement is negotiated between The Oxford Academy and Adviza which identifies the contributions to the programme that each will make. The Partnership Agreement is reviewed termly and the programme is reviewed annually by the Careers Lead and the Adviza staff using the quality standards for CEG to identify areas for improvement. The Adviza staff provide impartial careers advice to all Y11 students including a link with ASK for apprenticeship advice and education.

The Oxford Academy has strong links with local learning providers; City of Oxford College and Abingdon & Witney College, apprenticeship and training providers and HE institutions through “Study Higher” and school liaison staff at Oxford Brookes University.

The Oxford Academy also works in partnership with IntoUniversity, Study Higher, The University of Oxford, BMW (Mark Massingham is our enterprise adviser) and Oxfordshire LEP in order to provide additional opportunities for students to develop the skills and knowledge required to support their entry to further education or employment.

Links with parents and/or carers are maintained using a variety of methods (parental leaflets, letters, options evenings, Post 16 Evenings).

5.5 Resources

Funding is allocated in the annual budget planning round in the context of whole Academy priorities and particular needs in the CEIAG area. The Careers Lead is responsible for the effective deployment of resources.

6. Curriculum

6.1 The Careers Programme

The careers programme is delivered through PSHCE lessons, targeted workshops and sessions in tutor time. In addition, individual and/or group impartial career guidance meetings are arranged for all students in Year 11 and targeted students in Year 9 to support with option choices. All sixth form students are offered the opportunity to have impartial careers guidance meetings. This service is available on request to students in all other year groups.

The careers programme also includes visits to universities for students across all year groups, employer visits and a Year 11 trip to a careers fair including tailored information on apprenticeships. Motivational workshops and seminars are delivered by providers and partnership organisations such

as IntoUniversity and Oxford Brookes University.

Careers information resources are available to all students in the school library and in the Careers Office as well as on the school website. Access to careers software and the internet is easily available.

Work-related learning includes a virtual work experience placement week in Year 10 and again in Year 12. Work experience preparation and follow-up take place in assemblies, PSHCE lessons and tutor time.

7. Monitoring, Evaluation and Review

The SLT Lead and Careers Lead will be responsible for the monitoring, review and evaluation of the programme. Students will be consulted on the impact of the CEIAG programme and changes may be made as a result.

The programme will continue to be evaluated formally and informally by discussion with key stakeholders, including teachers delivering the programme, students, Adviza staff and parents. This will take place in a variety of formats:

- Evaluation forms will be completed by students at the end of careers activities and small focus groups of students will be convened to discuss the quality of the careers programme
- Feedback to the Careers Lead from Adviza staff about how prepared students are for their careers guidance interview.
- The Gatsby Benchmarks will be used to identify desirable improvements in the programme and will be monitored using Compass+ with support from OXLEP

The Governing Board will review this policy every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout The Oxford Academy.

- Signatures: Headteacher and Chair of Governors
- Date of adoption 22 March 2021
- Date of next biennial review March 2023

Annex 1:

Contact Details

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