



KING JAMES I ACADEMY

Careers Policy & Access Statement

Date adopted by Governors: March 2018

Date of Next Review: March 2020

The CEIAG policy at King James I Academy has been developed through discussions with teaching, support and pastoral staff, transitions tutors, students, parents, governors, advisory staff, business and external partners and the North East Local Enterprise Partnership. It is reviewed every two years. All evaluations completed by these participants feed into the re-development of the CEIAG planned programme for each key stage. This policy supports and is supported by the Academy's policies for teaching and learning, assessment, recording and reporting achievement, vocational education, PSHE, citizenship, enterprise education, equal opportunities, health and safety and special needs. There are strong links between curriculum learning and careers.

Student Entitlement

King James I Academy's CEIAG programme is designed to meet the needs of all students and is based on the government's statutory guidance for schools (January 2018). It is differentiated to ensure progression through activities that are appropriate to all students' needs, stages of career learning, planning and development prioritising careers support for disadvantage young people, those eligible for pupil premium, looked after children and children in need. SEND learners are supported and activities differentiated to ensure access. The programme promotes equality of opportunity, inclusion and anti-racism. Throughout their time at KJIA, students will have many opportunities to participate in high quality careers provision based on the Gatsby Benchmarks while learning from employers about work, employment and the skills valued in the workplace. To focus students and not impinge on academic achievement our annual careers fair is held in September. Here students can investigate opportunities offered by outside providers that may interest them, to include providers of technical education and apprenticeship opportunities.

Students are entitled to:

- Careers and work related activities and opportunities
- Up to date information, advice and guidance which is impartial and confidential
- Access to and contact with a wide range of professionals from the world of work.
- First-hand experience of the work place.

By the end of year 7 students can:

- Describe themselves, their strengths and preferences
- Positively describe themselves, their progress and achievements
- Explain how they have benefited as a learner from careers, employability and enterprise activities and experiences
- Describe the different ways of looking at people's careers and how they develop
- Identify the support available at KJIA

By the end of year 8 students can:

- Explain how they have benefited as a learner from careers, employability and enterprise activities and experiences
- Identify different types of work and how people's satisfaction with their working lives can change
- Describe the organisation and structure of different types of business
- Identify labour market information and how it can be useful
- Recognise the qualities and skills that can make them employable and will have demonstrated them in and out of school
- Know how to look at the choices and opportunities open to them

By the end of year 9 students can:

- Explain how as a learner they have benefited from careers, employability and enterprise activities and experiences
- Identify and use the support provided by KJIA, including CEIAG and know the difference between being objective and bias
- Investigate the choices and opportunities open to them
- Negotiate and make plans and decisions to gain qualifications, skills and experiences they need
- Show positivity, flexibility and be well prepared for life's transition points

By the end of year 10 students can:

- Review and reflect on how they have benefited from CEIAG, employability and enterprise activities and experiences
- Recognise changes in their lives, what they can offer and what is important to them
- Are aware of and can develop the qualities and skills they need for employability
- Research their educational, training, apprenticeship, employment and volunteering options and the right progression route for them
- Know their rights and responsibilities in the selection process and strategies to improve their opportunities

By the end of year 11 students can:

- Review and reflect on how they have benefited from careers, employability and enterprise activities and experiences. Show they have acquired and developed qualities and skills to improve their employability
- Research their education, training, apprenticeship, employment and volunteering options and the right progression route for them
- Find relevant labour market information and know how to use it when planning their career
- Build on and make use of KJIA's support including CEIAG and know the difference between objectivity and bias
- Make plans and decisions including how to solve problems and deal with influences appropriately
- Review and reflect on previous transitions to improve preparation for future moves in education, training and employment

Implementation

All staff at King James I Academy contribute to the CEIAG programme through their roles as tutors and subject teachers. CEIAG is planned, monitored and evaluated by the teacher in charge and progression tutor in consultation with relevant staff. Students are aware of their role and how to access their help. An SLT link and Academy CEIAG link governor contribute planning experience and expertise to the programme and participate in reviews. Up-to-date, accurate Careers information and diagnostic tools are available to students and parents on the Academy website in the 'Careers Zone' this includes the National Careers Service website as a valuable online resource as well as Careersweb, Kudos and Higher Ideas. Students have formal interviews with a qualified careers adviser in years 9, 10, 11 and 12. Also years 7 and 8 students can request a careers interview at any time. SEND students are supported in interviews, reviews and transitions to their chosen career pathway. Student participation in career activities, contact with the world of work and end of key stage 4 and 5

destinations are tracked and monitored. An annual careers fair is held every September where students from year 7 – 13 can access information from training providers, employers, the armed services, technical education providers and apprenticeships, FE and HE providers. NELEP and KJIA business partners work with identified KJIA students on various employability and skill initiatives. More detail on how and when providers can access pupils at King James can be found below:

Year group	Autumn Term	Spring Term	Summer Term
8	Careers Fair- FE, HE and Technical Education providers. Employers and other training providers. STEM – Solutions for the Planet & associated career opportunities	Self-referral CEG interviews STEM Ambassadors & associated career opportunities STEM – Solutions for the Planet & associated career opportunities	Self-referral CEG interviews STEM Ambassadors & associated career opportunities STEM – Solutions for the Planet & associated career opportunities
9	Careers Fair- FE, HE and Technical Education providers. Employers and other training providers. STEM qualifications launch & associated career opportunities STEM – Space Project & associated career opportunities NELEP- NE Ambition project	Individual Careers Guidance interviews STEM qualifications launch & associated career opportunities NELEP- NE Ambition project	Careers Clinic – various professionals Aim Higher – HE opportunities NELEP- NE Ambition project
10	Careers Fair- FE, HE and Technical Education providers. Employers and other training providers. Employer mentoring programme NELEP- NE Ambition project	Aim Higher – HE opportunities Employer mentoring programme Employer visits NELEP- NE Ambition project	Careers Clinic – various professionals Aim Higher – HE opportunities Employer mentoring programme Individual Careers Guidance interviews NELEP- NE Ambition project
11	Careers Fair- FE, HE and Technical Education providers. Employers and other training providers. Individual Careers Guidance interviews	Aim Higher – HE opportunities Employer mentoring project STEM – Durham Science Fair & associated career opportunities	Work Experience DWP Work Experience project
12	Careers Fair- FE, HE and Technical Education providers. Employers and other training providers. Self/tutor referral Individual Careers Guidance	Aim Higher – HE opportunities Work Experience opportunities Self/tutor referral Individual Careers	Aim-Higher – HE opportunities Work Experience opportunities Self/tutor referral Individual Careers

	interviews	Guidance interviews	Guidance interviews
13	Careers Fair- FE, HE and Technical Education providers. Employers and other training providers. Self/tutor referral Individual Careers Guidance interviews	Aim Higher – HE opportunities Work Experience opportunities Self/tutor referral Individual Careers Guidance interviews	Aim Higher – HE opportunities Work Experience opportunities Self/tutor referral Individual Careers Guidance interviews

Contact Information: Any external education providers, training providers, or employers are welcome to contact the relevant staff member at the school email address (available on the Academy website).

Premises and Facilities: appropriate rooming arrangements will be made to accommodate the events on the schedule above. Any specific requests can be made by external providers. Whilst we cannot guarantee that all requested provision can be made, we will endeavour to accommodate colleagues where possible.