



KING JAMES I ACADEMY

Careers Policy & Access Statement

Date adopted by Governors: October 2021

Date of Last Review: March 2024

Date of Next Review: March 2025

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 annually. 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/Update October 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 the Autumn Term. 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
- 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 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

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 Area' (Student/Careers Information Page). This includes the National Careers Service website as a valuable online resource as well as LMI for All and Higher Ideas. Students have formal interviews with a qualified careers adviser in years 9, 10, 11,12 and 13. 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 in the Autumn Term where students from year 8 – 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:

Aims		Teaching, Events, and Activities			
		Throughout the year	Autumn Term	Spring Term	Summer Term
Year 7	Identify individual interests and understand the relevance of all subjects to future careers pathways	Careers Library <i>Access to Information Sources and Further Reading</i> Early Career Guidance: <i>Opportunity to have a group careers guidance appointment with a trained career adviser.</i> Parents' Evenings: <i>opportunity to speak with our dedicated careers advisor about options and pathways.</i> Unifrog: All students set up a unifrog account to log skills, activities, and achievements. Job of the week: <i>Video played every week during form time.</i> 10-minute tasks: <i>Career themed tasks on unifrog.</i> Skills Builder Programme in unifrog <i>Linking Curriculum Learning to Careers (Co-Curriculum)</i> Virtual careers guidance: <i>Access to a wide range of careers resources and LMI tools and links</i>	<ul style="list-style-type: none"> - Careers Fair - Dedicated careers lessons - Future Skills Questionnaire: Complete FSQ through Compass + 	<ul style="list-style-type: none"> - Dedicated careers lessons - National Apprenticeships Week: Focus in lessons across all areas of the curriculum. - National Careers Week: Virtual events and visiting employer talks 	<ul style="list-style-type: none"> - Dedicated careers lessons - Inspire Curriculum: Curriculum lessons with links to careers
Year 8	Identify the importance of different skill sets and be aware of the LMI and how it can be useful.		<ul style="list-style-type: none"> - Careers Fair: Students attend event and take part in follow up reflection session. - Dedicated careers lessons 	<ul style="list-style-type: none"> - Dedicated careers lessons - National Apprenticeships Week: Focus in lessons across all areas of the curriculum. - National Careers Week: Full day carousel of talks from TAP 	<ul style="list-style-type: none"> - Dedicated careers lessons - Inspire Curriculum: Curriculum lessons with links to careers
Year 9	Identify strengths and preferences when exploring the different pathways and options available in relation to future careers.		<ul style="list-style-type: none"> - Careers Fair: Students attend event and take part in follow up reflection session. - Dedicated careers lessons - Pre-Options Assembly - Non KS3 subject talks and information 	<ul style="list-style-type: none"> - Dedicated careers lessons - Pre-Options Assembly - National Apprenticeships Week: Focus in lessons across all areas of the curriculum. - National Careers Week: Virtual events and visiting employer talks. 	<ul style="list-style-type: none"> - Dedicated careers lessons - Inspire Curriculum: Curriculum lessons with links to careers. - Future Skills Questionnaire: Complete FSQ through Compass +
Year 10	Learn about the world of work through encounters in the workplace and work experience. Research relevant LMI to use it in career planning alongside exploring different pathways and goal setting.		<ul style="list-style-type: none"> - Careers Fair: Attend event and take part in follow up reflection session. - Dedicated careers lessons 	<ul style="list-style-type: none"> - Dedicated careers lessons - Careers Talks: Students opt into a minimum of one talk from a local employer. - National Apprenticeships Week: Focus in lessons across all areas of the curriculum. - National Careers Week: Full day carousel of employer talks and workshops 	<ul style="list-style-type: none"> - Dedicated careers lessons - Work experience: Students have the option to take part in work experience.
Year 11	Research all post 16 options including pathways through to specific goals. Have a personalised action plan and prepare for further education employment or training.		<ul style="list-style-type: none"> - Careers Fair: Students attend event and take part in follow up reflection session. - One to One career Interview: Individual careers interviews and action planning. - Access to Careers virtual classroom 	<ul style="list-style-type: none"> - One to One career Interview: Individual careers interviews and action planning. - National Apprenticeships Week: Focus in lessons across all areas of the curriculum. - National Careers Week: CV and skills builder, Mock Interview, 6 Form taster. - Access to Careers virtual classroom 	<ul style="list-style-type: none"> - One to One career Interview: Individual careers interviews and action planning. - Access to Careers virtual classroom

Provider Access Information

This statement sets out the school's arrangements for managing the access of providers to the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

All pupils in years 8 to 13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- answer questions from pupils.

Management of provider access requests

Procedure

A provider wishing to request access should contact Lucy Mulryan, Associate Assistant Headteacher and Careers Lead

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.