



Queen  
Elizabeth's  
— ACADEMY —

# CEIAG Policy

## Careers Education, Information, Advice and Guidance

### September 2021

*Office use*

<b>Published:</b> September 2021	<b>Next review:</b> September 2022	<b>Statutory/non:</b> Non-statutory	<b>Lead:</b> UPR Team SLT link DPL
<b>Associated documents:</b>			
Provider access			
<b>Links to:</b>			
<a href="https://www.diverseacademies.org.uk/wp-content/uploads/sites/25/2018/08/Provider-Access.pdf">https://www.diverseacademies.org.uk/wp-content/uploads/sites/25/2018/08/Provider-Access.pdf</a>			

## Rationale

In accordance with our Christian vision, we believe that it is essential to give our all to all, enabling our students to develop into the best possible versions of themselves and flourish in the wider world. Careers education and guidance programmes play a major part in helping young people choose a career pathway that suits their individual interests, needs and abilities and helps to raise aspirations in the community we serve.

## Statutory requirements

We are committed to complying to The Education Act of 2011, ensuring that all students in year 7-13 have access to independent, accurate and impartial information advice and guidance. Our programme of careers activities has been developed in line with the eight Gatsby benchmarks and to meet the Department for Education's statutory guidance 2018.

## Aims

To help students to develop the knowledge, skills and confidence to make informed decisions about their futures and to manage the transitions from one stage of their education, training or work to the next.

## Objectives

- To make students aware of the range of opportunities which are available to them in continued education and training at 14+, 16+ and 18+.
- To equip students with the knowledge they need to make informed decisions at transition points.
- To give students an awareness of the variety of education, training and careers opportunities locally and nationally.
- To foster links between the school, local business and further / higher education establishments.
- To enable students to experience the world of work.
- To ensure that wherever possible all young people leave the school to enter employment, further education or training.
- To create a culture of high aspiration
- To promote equality of opportunity, celebrate diversity, challenge stereotypes and ensure that any students requiring extra support receive it.

The team comprises of Miss Tanya Jones, Mrs Rachel Williams and Mrs Lyndsey Eastwood.

## External partnerships

Our programme is enhanced by links with Nottingham University through their Ambitions Programme and Nottingham Trent University's outreach scheme.

Parents are welcome to speak to their children's form tutor or Head of Year if they have any questions or concerns about careers or careers events. Parents are entitled to have access



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to information about the options process provided via letter, options booklet, via the website and on information evenings as appropriate. They are entitled to information about the work experience programme by letter and the academy website. Parents are welcome to contact academy Work Experience lead staff- Mr M Kuffour and Mrs R Humphries.

### Careers Provision map:

Term 2	Term 3		
7	<ul style="list-style-type: none"> <li>Introduction to Unifrog session - Careers Library Treasure Hunt</li> </ul>	<ul style="list-style-type: none"> <li>Unifrog activity – Complete the interest profile</li> <li>Unifrog activity – What’s your dream job?</li> <li>Unifrog activity – What are skills?</li> <li>Employability skills pastoral focus</li> </ul>	<ul style="list-style-type: none"> <li>Unifrog activity - Students learn how to record their activities, linked to the 9 core values.</li> <li>Unifrog activity – Activities and competencies bingo</li> <li>Local business careers assembly</li> <li>Careers Fair</li> </ul>
8	<ul style="list-style-type: none"> <li>Introduction to Unifrog session – What does success mean to you?</li> </ul>	<ul style="list-style-type: none"> <li>Unifrog activity – Careers library treasure hunt.</li> <li>Unifrog activity – Complete the interests profile.</li> <li>Unifrog activity – What are skills?</li> <li>Employability skills pastoral focus</li> </ul>	<ul style="list-style-type: none"> <li>Unifrog activity – What’s your dream job?</li> <li>Unifrog activity – Activities and competencies bingo</li> <li>Local business careers assembly</li> <li>Careers Fair</li> </ul>
9	<ul style="list-style-type: none"> <li>Introduction to Unifrog session – Complete interests profile.</li> </ul>	<ul style="list-style-type: none"> <li>Options evening – Careers support on the night</li> <li>Unifrog activity – Identifying interests activity.</li> <li>Unifrog activity – Subjects library treasure hunt.</li> <li>Unifrog activity – GCSE choices</li> <li>One to one interviews for year 9 struggling with choosing their options.</li> <li>Supporting assembly on post 16 pathways</li> <li>Army event for selected students</li> <li>Employability skills pastoral focus</li> </ul>	<ul style="list-style-type: none"> <li>Parent and Student option interviews</li> <li>Unifrog activity – Leadership: What makes a great leader.</li> <li>Unifrog activity – Talking about your activities.</li> <li>Local business careers assembly</li> <li>Careers Fair</li> </ul>

10	<ul style="list-style-type: none"> <li>• Introduction to Unifrog session – Personality profile.</li> </ul>	<ul style="list-style-type: none"> <li>• Unifrog activity – Careers Library treasure hunt.</li> <li>• Unifrog activity – Work Experience: CVs and cover letters.</li> <li>• Unifrog activity – Teamwork: what makes a great team player</li> <li>• Employability skills pastoral focus</li> <li>• Army event for selected students</li> <li>• Work shop on interview skills</li> </ul>	<ul style="list-style-type: none"> <li>• Unifrog activity – Work Experience: how to contact employers.</li> <li>• Unifrog activity – Wellbeing: being kind to yourself</li> <li>• Local business careers assembly</li> <li>• University visit</li> <li>• Careers Fair</li> <li>• One to one guidance interviews</li> <li>• Supporting assembly on post 16 options</li> <li>• Trip to HSFC</li> </ul>
11	<ul style="list-style-type: none"> <li>• Introduction to Unifrog session – Post 16 choices.</li> <li>• Unifrog activity – Alevel choices.</li> <li>• Trip to HSFC.</li> <li>• CV development via the tutor programme</li> </ul>	<ul style="list-style-type: none"> <li>• Careers hub available during morning tutor for students to search apprenticeship opportunities.</li> <li>• Unifrog activity – Btecs: Busting myths.</li> <li>• Unifrog activity – Introduction to apprenticeships.</li> <li>• Army event for selected pupils</li> <li>• Next step conversations with tutor</li> </ul>	<ul style="list-style-type: none"> <li>• Careers Fair</li> <li>• Unifrog activity - Students complete activity on good and bad revision techniques</li> </ul>
All Year Groups	<ul style="list-style-type: none"> <li>• Unifrog</li> </ul>	<ul style="list-style-type: none"> <li>• Unifrog</li> </ul>	<ul style="list-style-type: none"> <li>• Unifrog</li> <li>• Careers fair</li> </ul>

## Work experience

The objective of the work experience programme is to enable students to experience the world of work first-hand. Where possible students should seek a placement in an environment which is linked to a career which they are considering for their own future. All students will be offered the opportunity to undertake a one-week placement in the summer term of year 10. Where physical face-to-face work experiences are restricted, for example by Covid, replacement virtual events will be offered. It is ultimately the student's responsibility to ensure they have secured a placement before the deadline. However, support will be given to students through this process in assemblies, template letters and phone calls as well as assistance as needed from the work experience lead staff. Prior to the placement, students will participate in preparation activities

such as mock interviews, CV and letter writing. Students will be briefed on expectations prior to their placement. Students will be visited during their placement by a member of staff.

All work experience placements are checked by Safety Measures to ensure we meet our safeguarding requirements.

## Links to other policies

Provider access policy

**This policy will be reviewed at least annually.**

**Next review date- September 2022**