

# **CEIAG Policy**

## **(Careers Education Information, Advice and Guidance)**

### **KTS Academy**



<b>Approved by:</b>	Governing Body	<b>Date:</b> 04-11-2021
<b>Policy Author:</b>	Christopher Corcoran	
<b>Last reviewed on:</b>	05-09-2023	
<b>Next review due by:</b>	05-09-2024	
<b>Review Frequency:</b>	Annually	

### **Overall aims**

At KTS Academy, the Careers Education Information, Advice and Guidance Policy has been implemented to enable our young people and their families to make informed decisions about future opportunities.

From Year 9 in the annual review process, the Education Health and Care Plans recognise the individual needs of each student and the support that will be put in place to meet their needs and to equip them fully for their 'next steps'.

We offer a structured framework of support and work with national careers guidance to provide a careers programme which is inclusive, achievable and meaningful.

We implement career activities to meet the 8 Gatsby Benchmarks. These benchmarks are a national framework to ensure that good quality career provision is embedded within education. They are:

- 1: *A stable careers programme.*
- 2: *Learning from career and labour market information.*
- 3: *Addressing the needs of each pupil.*
- 4: *Linking curriculum learning to careers.*
- 5: *Encounters with Employers and Employees.*
- 6: *Experiences of workplaces.*
- 7: *Encounters with Further and Higher Education.*
- 8: *Personal Guidance.*

### **Commitment**

The vision for our young people in our school is that they achieve well and lead happy and fulfilled lives. We enable all learners to achieve the best possible educational and other outcomes, preparing them successfully for 'Preparing for Adulthood'.

We work to ensure that young people choose pathways that are right for them and where possible, achieve paid employment, independent living, housing options, good health, friendships, relationships and community inclusion.

### **Objectives**

We work to raise aspirations of young people, their families and the community by an increased focus on life outcomes, including employment & greater independence.

Young people & their parents/carers will be fully involved in decisions about their support and what they want to achieve.

The careers programme is designed to meet the needs of learners at KTS Academy. Activities are differentiated and personalised to ensure progression in their learning and development.

We work with partners to help young people realise their ambitions in relation to:

- further education &/or employment [including exploring options & help from supported employment agencies
- independent living enabling choice & control over their lives/support/living arrangements
- participating in society including having friends & supportive relationships & participating in the local community
- being as healthy as possible

### **Partnership**

We are a part of the Tees Valley Careers Hub, Duco Digital and the Careers and Enterprise Company Network and DWP; we work closely with these companies to ensure our students have access to lots of different learning opportunities. We also work closely with RCVDA to enhance our learners experiences and encounters as well as ensure 1:1 guidance is current and well informed.

We manage and track our school's careers programme using the Compass Plus benchmark tool.

### **Provision**

At KTS we believe that by 19 all young people should have the skills, knowledge and attributes necessary to participate fully and effectively in their own adult life. They should have had the opportunity to develop their individual potential to the full, whether intellectual, creative, practical, or a combination of these.

The KTS 14-19 Formal Curriculum has been developed around the Preparation for Adulthood agenda which is to support young people into adulthood with paid employment, good health, independent living options, friends, relationships and community inclusion.

Includes.

The Vocational Pathways that are delivered for two full days each week have realistic and achievable outcomes and progression routes to either work, further education or day services, ensuring each individual has the opportunity to work towards their own adulthood options.

Students will also work towards developing their independence skills, confidence communicating with others, as well as using Functional Skills to aid independence in Literacy and Numeracy.

### Resources, Staffing and Delivery

All staff contribute to CEIAG through their roles as teachers. From Year 7 onwards, students following the Developmental Curriculum Pathway will have interactive lessons about Preparing for Adulthood. Students will be provided with experiences which contribute towards the outcomes from the ***Preparing for Adulthood Framework*** which are **Employment; Independent Living; Community Inclusion and Health**. Individual classes will use the steps to plan appropriate learning activities which will be identified on their individual medium term planning. Students in Years 7 to 11 who are based in the KTS3 site will participate in the Talentino Bambino programme and focus on enterprise skills. The programme ensures students are able to identify the seven key employability skills in what they do at school, develop the skills through Business-focused projects and self-evaluate against the employability skills for their future careers education.

Students in Years 10 to 14 who are based at KTS+ site will focus on developing employability skills that are important to access the work place. They will review their own interests, qualities and skills and explore how these translate into different future opportunities for work or volunteering.

All students at KTS+ take part in weekly work experience which is bespoke to their needs and future aspirational targets.

### Accreditation:

Students in our upper school will usually work towards one of the following qualifications between Entry level 1 and 3:

Course	Level	Details / Accreditation
ASDAN Personal Progress.	Entry Level 1	3 Year Rolling Programme. 1: Award 2: Certificate 3: Diploma
NOCN: Using Employability Skills.	Entry Levels 1, 2 & 3	3 Year Rolling Programme. 1: Certificate 2: Diploma 3: Next Level / Additional Units
NOCN: Functional Skills English.	Entry Levels 1, 2 & 3 Level 1	Post 16 group leavers (and some other students where appropriate) will complete the assessments in the Spring term.
NOCN: Functional Skills Maths	Entry Levels 1, 2 & 3 Level 1	Post 16 group leavers (and some other students where appropriate) will complete the assessments in the Spring term.

## **Transition**

KTS Transition Events take place at KTS+ during the Autumn term. Parents of students from Year 12-14 are invited to attend the events. The first event focuses on colleges, welfare rights and careers advice. The second event focuses on Day Services and independent travel training. All providers have information stalls and deliver a presentation to parents and students at the start of each event. Parents and students are then able to walk around the stalls and talk to the providers individually. Parents could choose to attend both or one event depending upon the needs of their individual young person.

Every year, we hold our annual Careers Information Day at KTS+ and KTS3. The day is organised to engage our young people in interactive activities and experiences that will inform them about future options such as day services, education, jobs and careers. For our students with more complex needs, activities were provided which would give them different encounters and experiences. At our last event in school, we had representatives from: Askham Bryan College, Beyond Boundaries, Middlesbrough College, Redcar and Cleveland College, Botton-Camphill Village Trust, NCS, Fire Service, Police and St. John's Ambulance.

Our older students and leavers will also have the opportunity to attend transition events and placements at different colleges and day services so that they become prepared and accustomed for their next steps after KTS.

## **Work Related Learning**

Students have the opportunity to visit a range of external workplaces to understand different job roles in various sectors.

As appropriate, students will be able to access programmes of work-related learning, accessing a range of internal and external work placements alongside developing their employability skills.

## **Aims**

- To promote students' personal and social development.
- To help students make the transition from school to work.
- To provide experience of the work place.
- To provide work related learning for all students attending KTS Plus.
- To provide at least one week's work experience with outside providers.

## **Outcomes**

- Develop personal and social skills through active learning situations.
- Widen their experiences of opportunities available to them in the community in order to make informed choices regarding education, training and employment.
- Increase their confidence in relating to adults other than family and school staff.

- Record their experiences and the key skills used in a work experience diary.
- Write a thank you letter to employers after attending and taking part in work related learning.

### **Student Preparation**

Preparation for work experience includes: Identifying individual skills and qualities, application form filling and completing CV profiles, understanding health and safety issues, understanding rights and responsibilities at work and understanding work standards.

### **Health and Safety**

Every placement provider will be visited beforehand by the work experience co-ordinator or SLT member to ensure that the placement is suitable for our students. In accordance with the *Health and Safety Executive* guidance, we will ensure that:

- Staff will work with parents to ensure employers know in advance about the individual needs of our students.
- Staff will talk to the employer and confirm that they have arrangements for managing risks; staff will also discuss and take a copy of the following documents from providers:
  - Employer Liability Insurance if the business has 5 or less employees.
  - Health and safety policies where business' have more than 5 employees.
- After meeting with employers, staff will make a report of the visit and complete a full risk assessment.
- Staff will also ensure that our students know how to raise any health or safety concerns.

### **Placements**

- Staff at approved providers are approved with the Disclosure and Barring Service.
- Students will be completing work experience placements at either Guisborough Branch Walkway and Cafe, Beyond Boundaries and KTS+ Community Cafe.
- Other external work experience placements are actively researched which may be suitable to our students and their particular interests.

### **Evaluation**

- Weekly reflections will be completed by students after attending their placements to record their learning and skills used whilst there.
- Termly reflections will be completed by employers, students and school staff to monitor and evaluate students' experiences and progression of skills in the work place.

- Staff will work with parents to ensure that they are fully informed about their child's placements and what will be involved, parents will be encouraged to discuss concerns and celebrate achievements.
- The Work Experience database listing details of all the different placements and providers will be monitored and updated on the school server by the Preparing for Adulthood coordinator.
- The Careers Leader and Preparing for Adulthood coordinator will attend relevant CPD sessions and meetings to liaise and develop links with other agencies.
- A report will be sent by the Careers Leader to other members of the Senior Leadership Team and Governors each year to summarise and monitor the progress of work related learning at KTS Academy.

### **KTS3:**

#### **All students will:**

- Participate in the Preparing for Adulthood Curriculum.
- Create a career action plan (different levels of support where appropriate).
- Have experience / encounters with local providers within our annual Careers Information Day.
- Take part in Enterprise activities.

#### **Some students will:**

- Work towards a qualification in Personal Progress.
- Have 1:1 careers interview with a qualified careers advisor.

### **KTS+:**

#### **All students will:**

- Participate in the Preparing for Adulthood Curriculum.
- Create a career action plan (different levels of support where appropriate).
- Take part in Enterprise activities.
- Have experience / encounters with local providers within our annual Careers Information Day.
- Have experience / encounters with local providers within our annual Transition Events.
- Have 1:1 careers interview with a qualified careers advisor.
- Have experience with at least one work experience placement.

#### **Most students will:**

- Work towards a qualification in Functional Skills.
- Work towards a qualification in Using Employability Skills.

### **Monitoring, Evaluation and Review**

This policy will be reviewed annually in light of any changes to legislation, DfE guidance and feedback from pupils, parents/carers and staff and assess its implementation and effectiveness using the Compass careers benchmark tool.