



Joseph Leckie  
Academy

Policy for Careers Education,  
Information, Advice and  
Guidance (CEIAG) and Work  
Experience

This policy is reviewed biannually

**Approved by Governors: 13/12/2018**

**Review date for Document: 13/06/2019**

## Introduction

### **Rationale for CEIAG:**

A young person's career reflects the progress they make in learning and work. It is part of the vision and mission of The Academy that all students need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers, sustain employability and achieve personal and economic wellbeing throughout their lives.

### **Commitment:**

Joseph Leckie Academy recognises that it has a statutory duty to provide careers education in Years 7-11 (1997 Education Act, 2003 Education Regulations) and to give students access to impartial careers information, education and guidance (1997 Education Act, 2008 Education and Skills Act). It is committed to providing a planned programme of impartial careers education and information, advice and guidance (IAG) for all students in Years 7-13, in partnership with Walsall Council and EBS Limited; and to provide extra support as required for students with additional needs.

Joseph Leckie Academy endeavours to follow best practice guidance from the careers profession, from other expert bodies such as Ofsted and from Government departments that might appear from time to time.

### **Development:**

This policy was developed and is reviewed biennially in discussion with teaching and teaching support staff, students, parents, governors, advisory staff and other external partners (e.g. *Prospects Careers*).

### **Links with other policies:**

The policy for CEIAG supports and is itself underpinned by a range of key Academy policies especially those for teaching and learning, assessment, recording and reporting achievement, citizenship, PDP education, work related learning and enterprise, equality and diversity, gifted and talented, looked after children and special educational needs.

## Objectives

### **Students' needs:**

The careers programme is designed to meet the needs of students at Joseph Leckie Academy. Activities are differentiated and personalised to ensure progression in their career learning and development, and to strengthen their motivation, aspirations and attainment at Academy.

### **Entitlement:**

Students are entitled to CEIAG which meets professional standards of practice and which is delivered by trained staff and which is person-centred, impartial and confidential. Activities will be embedded in the curriculum and based on a partnership with students and their parents/carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

### **Engaging Parents:**

Joseph Leckie Academy values the role of parents/carers through their contribution to raising aspirations, option choices and supporting their child's research/career planning.

The Academy involves parents/carers in a variety of ways:-

- Provision for careers discussions at Consultation and Option Choices events.
- Invitations to attend Prospects Careers interviews.
- Careers/feedback questionnaires to support review process.
- Academy newsletter and electronic messaging to publicise careers events.
- Work Experience Diary (parental feedback section).
- Academy Careers and Work Experience section of the Joseph Leckie Academy website. This includes a range of careers resources which encourages parents and children to research career pathways using Fast tomato, the careers curriculum overview, Work Experience database, Parental helpline and a Careers Calendar.
- Careers area on Frog online learning platform

## **Implementation**

### **Management:**

The PDP Co-ordinator co-ordinates the careers programme and is responsible to the Vice Principal (PDP Line manager). This area is supported by a link governor. The PDP Co-ordinator is responsible for the work of the Careers Co-Ordinator. Work experience is also planned and implemented by the PDP Co-ordinator supported by the Work Experience Administrator.

### **Staffing:**

All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered by the Personal Development Programme team. The CEIAG programme is planned, monitored and evaluated by the careers co-ordinator in consultation with the senior leadership team. Careers information is available in the Academy Library which is maintained by the Academy librarian. Administrative support is available to the Careers Co-Ordinator.

### **Curriculum:**

The careers programme includes careers education sessions, career guidance activities (e.g. group work and individual interviews), information and research activities (currently being developed on the Academy VLE), work-related learning (including one week's work experience for Year 11 students), and individual learning planning/portfolio activities. Careers lessons are part of the Academy's Personal Development Programme. Other focused events, e.g. Into the VI Evenings and UCAS Presentations, are provided at different times of the year. Work experience preparation and follow-up take place in careers lessons and other appropriate parts of the curriculum.

Students are actively involved in the planning and evaluation of activities.

### **Assessment and accreditation:**

The intended career learning outcomes for students are based on the careers education framework 7-19 and are assessed using assessment for learning (AfL) techniques.

### **Partnerships:**

An annual Partnership Agreement has been negotiated between the Academy and the Prospects Service and EBS Limited which identifies the contributions to the programme that each will make. Other links are being developed, e.g. with local 14-19 partners and local employers.

### **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 PDP Co-ordinator is responsible for the effective deployment of resources. Sources of external funding have been provided by Walsall Council for specific projects.

**Staff development:**

Staff training needs are identified in conjunction with CPD Co-ordinator. The Academy endeavours to meet training needs within a reasonable period of time.

**Monitoring, review and evaluation:**

The Partnership Agreement with Prospects Careers and EBS Limited is reviewed annually. The programme is reviewed annually by the careers co-ordinator and the personal adviser using the IAG standards for CEG to identify areas for improvement. A report is submitted to the senior leadership team and governors. Evaluation of different aspects of CEIAG is undertaken regularly.

## **WORK EXPERIENCE POLICY**

**Vision:** Joseph Leckie Academy aims to prepare students for the opportunities, responsibilities and challenges of adult life in the 21<sup>st</sup> century.

**Rationale:** Work experience is an important part of a coherent programme of Work Related Learning at Joseph Leckie Academy. It provides opportunities for students to learn from direct experience of work.

**Legal Context and Entitlement:**

- Enterprise and Employability Key Stage 4 (2005) recognises Work Experience as an opportunity for students to meet most outcomes for Work Related Learning criteria (see Framework).
- Work Experience is an integral element of the Joseph Leckie Academy Work Related Learning Programme for all students, consisting of a five day placement.
- Additional Work Experience opportunities are provided at both Key Stage 4 and Key Stage 5 through both vocationally linked courses and the Flexible Learning Programme.
- Joseph Leckie Academy follows local authority guide-lines working in partnership with the EBS Limited.

**Aims of Work Experience:**

- To enable all students to gain first hand experience of the world of work.
- To enrich the educational experience of all students by relating their work within Academy to the world of work outside Academy.

- To develop the personal and social skills of the students through active learning situations outside their normal educational experience.
- To develop the confidence of the students in relating to adults other than teachers.
- To widen the students' awareness of opportunities available to them in the community and raise aspirations.
- To further enhance Academy – community – industry links for the benefit of both the employers and the students.
- All staff share an understanding of the aims of the Work Experience programme and policy.

### **Equality of Opportunity and Inclusion:**

- Joseph Leckie Academy is committed to the concept of equal opportunities. The Academy will ensure that each student has access to an entitlement curriculum. Differentiated provision may be required for selected students in consideration of Risk Assessment factors.
- Our Academy will challenge discrimination by affirming the following principles and enlisting the support of the wider community.
- It is the policy of this Academy that the Work Experience programme will operate within the framework as outlined:
  - To value all members of our Academy community.
  - To recognise and respect individual identity, needs and potential.
  - To support our students in overcoming barriers to learning and achievement.

### **Curriculum Provision:**

- Work Experience is an integrated element of the Year 11 curriculum, delivered primarily through the Personal Development Programme (PDP), supported by tutorial activities, Academy assemblies, presentations from EBS Limited and off-site Practice Interviews.
- Learning progression will be planned through modular work with specified learning outcomes.
- Simulations and interactive learning activities will give students the opportunity to develop key skills, build confidence and share good practice and expectations.
- Students will be encouraged to apply their learning in a wider context through the completion of Personal Statements (Careers/Progress file) and a key skills profile (Enterprise/Employability).

### **Management of Work Experience (KS4 PDP):**

- The Work Experience Co-ordinator is managed by the Leadership Team.
- The Work Experience Co-ordinator is responsible for developing a framework which shows:
  - The management of the different aspects of Work Experience.
  - The programme of activities in relation to student preparation and debriefing.

- Communication with parents, employers, EBS Limited and JLA staff.
- The management of the role of the designated Administration Officer.
- The strategies to enable students to assess their learning post Work Experience.
- The Review process (see Review and Monitoring).

### **Preparation of Students:**

Students will receive further guidance in relation to:

- Appropriate behaviour.
- Appropriate dress code.
- Employers expectations.
- Employability skills.
- Accessing help/support if needed.

### **Placement Process (student):**

We are committed to developing students' independence skills through their active involvement in the selection of and application for placements. Provision is made for students to:

- Use EBS Limited database to access job website.
- Write individual application letters.
- Interview/discussion with Work Experience Co-ordinators.
- Practice Interview with a local employer.
- Preliminary visit to placement.
- Phone companies or make accompanied visits if appropriate.
- Liaise with the Administration Officer to discuss progress and receive support.

### **Placement Process (Academy):**

Students will be consulted throughout the process.

The identification and selection of placements will be made in relation to the following criteria:

- Student preferences.
- Health and Safety (see Risk Assessment).
- Academic ability.
- Special Needs.
- Medical and health factors.
- Behaviour issues.
- Ethnicity and genders.

### **Placement Process (Parents and Employers):**

Parents will receive a basic outline of the programme in the Autumn Term, parental consent secured with opportunity for further discussion.

Employers will be contacted by both students and the Work Experience Administrator. Relevant student information, placement requirements and documentation will be shared. Students will visit placement at a mutually agreed date.

### **Health, Safety and Risk Assessment:**

- It is the policy of this Academy that only placements checked and cleared by EBS Limited for both employer liability, public liability insurance, and risks, are used.
- If EBS Limited are unable to complete this process then these companies will not be used.
- In some specific cases i.e. students working for parents, an exception may be made if appropriate safeguards are met and terms mutually agreed by EBS Limited, parents/student and the Academy.
- Vulnerable students will be assessed by a team of staff comprising of Child Protection Staff, SENCO, Pastoral Leadership team member, Work Experience Co-ordinator, parents/student and EBS Limited/employer, where appropriate. Relevant information will be shared within a framework of confidentiality.
- Additional support and monitoring will be implemented to support vulnerable students.
- All students are briefed about Health and Safety in the workplace.

### **Preparation of Students:**

The Academy makes provision within the curriculum to ensure that students are briefed prior to placement and debriefed through a Work Experience module consisting of:

- 5 lessons plus.
- EBS Limited Presentation.
- Assemblies and role plays.
- Health and Safety Presentation.
- Use of Work Experience Log Book.
- “What If” scenarios and responses.

### **Preparation of Staff:**

The Academy ensures participating staff are briefed through:

- Detailed lesson planning and relevant resources.
- Assessment sheets for visiting staff to include health and safety induction questions.
- Staff debriefing following placement visits and follow up responses if required (see below).

- Should a student be at risk on placement, follow up action will include discussions with student/parents, monitoring staff, Work Experience Co-ordinators and Leadership Team and action taken.

### **Communication:**

Contact with student/parents and employers will be provided through:

- (a) Academy telephone number during Academy hours.
- (b) Emergency contact mobile number for out of Academy hours.

### **Monitoring:**

It is the Academy's policy that all students will be telephoned and visited/monitored at least once whilst on work experience by a member of staff.

A member of the teaching staff will make visits and the following will apply:

- There will be a review of the student's health and safety, and welfare at the workplace.
- Reviews and checks will involve the student and an appropriate representative of the company, but depending on circumstances they may be seen independently.
- An employer assessment sheet will be provided within the student diary for the employer/supervisor to complete.
- Records will be made of all visits and of the findings.
- Staff will pass on to the Work Experience Co-ordinator all findings and recorded information, both positive and negative.

### **Review, Monitoring and Continued Development:**

A review will be based on reports back from:

- Students
- Visiting Staff
- Employers
- Work Experience Co-ordinator
- EBS Limited Support Team

A review and evaluation of the work experience programme, involving where possible all partners, will be undertaken annually.

The evaluation report results in an action plan for the development and improvement of the work experience programme.

A strategy for the continuous improvement of the work experience programme is in place.



**Related Policies and Directives:**

This policy is further supported by guidance and provision in relation to:

- Work Related Learning.
- Careers.
- Child Protection.
- SMSC

**Parents and Guardian (also see Placement Process):**

It is the policy of this Academy that links with parents must be maintained through the following:

- Letter/parental consent form/application form
- Personal details
- Parents' section of Work Experience Diary

They are consulted on consent, involvement and provision of information.

**Staff Development:**

It is the policy of the Academy that we remain committed to the updating and development of its staff as appropriate, to enable them to effectively carry out support activities associated with the work experience scheme and to develop an understanding of work experience that will enable them to support curriculum learning.

All placement visiting staff are offered inset regarding health and safety on placements and issued with both general and specific written guidelines associated with their visits.