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**Careers Information, Advice and Guidance Policy**

**Issued by:**

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# Our Mission

LS-TEN aims to motivate and encourage every student through real life contacts with the world of work. They are helped to gain an understanding of where their choices can take them in the future. Our focus is to ensure that our students are not restricted by personal circumstances from developing into self-confident, well-educated and enterprising individuals. We aspire to motivate all of our students to have high aspirations and to aspire to a range of careers.

We allow our students to access a range of activities, including, curriculum vitae writing, employer talks, motivational speakers and targeted career lessons. At LS-TEN we understand that positive post-16 outcomes are the ultimate aim of our work. Carl Harrison, our careers lead, has a range of skills, experience and contacts to assist students to develop their individual career paths.

LS-TEN is committed to providing all students with a planned programme of careers education throughout their school time with us. They will have opportunities at key transition points to access impartial information and to receive expert advice and guidance. LS-TEN involves parents/ carers, external IAG provider C&K Careers, local agencies and employers to expand students’ careers opportunities. LS-TEN recognises that it has a statutory duty to provide careers education in years 7-11 (1997 Education Act, 2003 Education Regulations) and from September 2013 to give all year 8-13 learners access to impartial careers information, education and guidance (1997 Education Act, 2088 Education and Skills Act, 2011 Education Act). We are committed to providing a planned programme of impartial careers education and information, advice and guidance (IAG) for all students and to provide extra support as required for students with additional needs. LS-TEN works hard to follow best practice guidance from the career’s profession, from other expert bodies such as Ofsted and from Government department that might appear from time to time.

The careers strategy from LS-TEN will be informed by the 8 Gatsby Benchmark Standards, as recommended in the DfE statutory careers guidance 2018-2020. Compass will be used to carry out self-evaluation of our practice to ensure that we offer the best careers offer possible to all of our students.

# Rationale for Careers Education Information Advice and Guidance (CEIAG)

Careers Education, Information, Advice and Guidance makes a major contribution to

preparing young people for the opportunities, responsibilities and experiences of life. In order to facilitate a successful transition to adulthood:

* Students are prepared for the opportunities, responsibilities and experiences of life
* Young people are supported to achieve their full potential
* Young people are empowered to plan and manage their own futures
* Comprehensive information on all options are provided
* Aspirations are raised
* Equality and diversity are promoted, and stereotypes are challenged
* Young people are given skills and the opportunity to develop personal characteristics which would enable them to sustain employability and achieve personal and economic wellbeing throughout their lives

# Purpose

At LS-TEN we are committed to the development of our careers education program and ensuring we are fulfilling our statutory obligations. Governors and senior leaders have developed and improved this policy to ensure that CEIAG has a central importance in the curriculum after. All CEIAG activities adhere to the principles of equality and health & safety policies.

# Commitment

LS-TEN is committed to providing all students with a planned programme of careers education.

# Entitlement

The CEIAG programme is designed to meet the needs of learners at LS-TEN. Activities are differentiated and personalised to ensure progression in career learning and development, and to strengthen students’ motivation, aspirations and

attainment. All learners are, however, entitled to a core CEIAG programme which meets professional standards of practice, which is delivered by trained staff, and which is impartial and confidential. The programme seeks to raise aspirations, to challenge stereotyping and to promote equality and diversity.

As part of individual careers entitlement, all pupils studying at LS-TEN under an EHCP will have an adult transition plan and will meet with our career’s leader at various points in the year.

# Management

Our CEIAG programme is overseen by our Head of Education who, in collaboration with our careers leader (Carl Harrison) ensures the outcomes are delivered. The aforementioned members of the leadership team will review and evaluate the provision.

# Collaboration

# Our CEIAG programme is led by C&K Careers as independent careers specialists, however it is supported by our internal package. We work closely with all appropriate colleagues, students, previous schools, governors, parent/ carers, LS-TEN patrons and engaged employers.

# Curriculum Provision

Embedded within the curriculum are opportunities for learners to explore next step progression routes in both education and the world of work. This includes within ICT, Citizenship, PSHE and Mentor Time. Along with this there will be a range of assemblies, group and individual project sessions looking at employability skills.

Develop themselves through career and personalised education projects.

* Learn about careers and the world of work.
* Develop career management and employability skills.
* Make informed progression decisions.

# Personal Provision

Elements of the above will require access to individual information advice and guidance through:

* Carl Harrison, Careers Lead.
* The Careers Lead in school spends time with students in a 1:1 capacity to offer advice and guidance on Post-16 options and LMI (Labour Market Information) for young people. As well as this, learners will be provided with opportunities to focus on individual aspirations and career options, with a use of the link with Leeds Trinity University and Sky Cares.
* Professionals from a variety of companies, named and mentioned in appendix A, will be able to provide in depth advice and support into certain career pathways.

# Resources

LS-TEN will provide resources for the successful implementation of this policy through securing:

• Student and staff access to information (electronic and hardcopy)

• Designated space for individual, group and research sessions

• UCAS Progress

• National Careers Service

• National Citizen Service

• Leeds Enterprise Partnership

• Careers Yorkshire and the Humber Labour Market Information

• Apprenticeship.gov.uk

# Approvals and Review

* The policy is reviewed on an annual basis by the head of education, in conjunction with the career’s lead. The careers guidance is reviewed against the 8 Gatsby Benchmarks to ensure best practice.
* All members of staff are required to familiarise themselves with this policy as part of their induction programme.