



**Ernest Bevin Academy**

The best in everyone™

Part of United Learning

## Careers Policy

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| <b>Responsibility:</b> SLT    | <b>Date Approved:</b> August 2026                     |
| <b>Approved by:</b> Principal | <b>Review Date:</b> July 2027                         |
| <b>Monitored by:</b> SLT      | <b>Links to other policies:</b> <a href="#">here.</a> |

### Ambition, Perseverance, Unity

#### 1. Introduction - The School Commitment

1.1 The School's policy on careers education, information, advice and guidance (CEIAG) is informed by its Mission Statement.

**AIM:** To transform the life chances of all of our students.

**OBJECTIVES:**

- To ensure equality through action
- Learning through a broad, balanced, relevant and personalised curriculum
- A active partnership with parents and the wider community
- A secure and stimulating learning environment
- To develop responsible and considerate citizens
- To develop the self confidence and maturity of all students

1.2 To help fulfil its commitment to students the School works closely with our external advisor of impartial CEIAG Career Events who identify and respond to students' needs and to provide quality education and guidance that is comprehensive, informed, honest and impartial. CEIAG is further supported by our strong links with partners.

1.3 Liaise with Wandsworth 14-19 Education, learning and skills coordinator and attend borough meetings with particular regard to LDD, RPA and NEET

1.4 Careers education, information, advice and guidance is an important facet of the School's comprehensive student guidance, care and support provision.

1.5 The CEIAG policy links to:

- Helping students achieve more by ensuring every student has access to resources and receives guidance in careers
- Inclusion because every student at risk is monitored by the Career Events advisor and extra support provided as required
- Equal opportunities because every child has access to resources and receives guidance in careers
- PHSE to prepare students in terms of opportunities, responsibilities and experience of life

## **2. Aims and Objectives**

2.1 The principal aim of the School's CEIAG policy and programme is to develop students' personal career strategies by:

- helping students to appreciate and understand the relevance of their studies to career and other opportunities;
- promoting the development of students' career management skills and helping them to develop the attributes they will need to get on in life and succeed at work;
- providing up-to-date, high quality information about the opportunities available and enabling students to evaluate accurately the match between their strengths and the demands of the opportunities they are considering.

2.2 The learning outcomes to be attained by students embrace the three aspects of self development, career exploration and career management.

**2.2.1 Self Development through careers & work related learning** - students should be able to:

- review their management of the transition from key stage 3 to Key Stage 4
- analyse critically their own values, styles and abilities
- present this analysis in oral or written form
- undertake and use a range of assessments to confirm medium and longer term goals and update career and learning targets
- assess their career exploration and management skills and identify areas for development

**2.2.2 Finding out about careers and the world of work** – students should be able to:

- review critically the full range of opportunities open to them in the next stage
- investigate career routes through the opportunities available;
- analyse labour market information and entry requirements to establish practical options
- make critical use of a range of information sources to explain how careers are changing

**2.2.3 Develop skills for Career Management & Employability** - students should be able to:

- plan comprehensively for transition to further & higher education or work
- make decisions on the basis of self-evaluation and research about careers
- set themselves challenging but realistic targets for the next stage of their career
- prepare effectively for application and interview
- consider the possible implications of changes in learning and work for their own career goals and plans, including financial considerations
- evaluate and compare different options and make critical use of all available information, advice and guidance

### **3. Implementation**

3.1 The CEIAG programme is comprehensive and flexible, making excellent use of the expertise of the service offered by Career Events and other partners, as well as providing access to information, visits and events to meet the developing needs of different cohorts of students.

3.2 CEIAG STAFF RESPONSIBILITIES – The responsibility for the implementation of CEIAG is shared across the school, the main staff involved includes:

Assistant Principal      Coordinates WRL and career education in 6th Form

Pastoral Leader Adopt a Student Coordinator

Year 12

Careers Advisor      Career Events careers officer providing information to students parents and staff

3.3 The programme relates to local, national and international career opportunities and includes:

- Key stage 5 – university visits, tutor time careers programme, career interviews, apprenticeship opportunities, career workshops

3.4 Part of the programme is delivered within the School's Tutorial Programme using the extended registration period. Some sessions will be dedicated to whole group activity, others to specifically targeted cohorts or to individual guidance, and will be delivered through Off timetable days or by either Personal Tutors, or Careers Advisor.

3.5 A range of activities and resources is provided (for further details see Student Entitlement document).

- Off timetable days working with Partners
- Career Academies
- Self-study units – for individuals (e.g. self profiling and career planning)
- Off site visits – for specifically targeted groups, including visits to HE institutions
- One-to-one guidance sessions
- Guidance on employment and FE interviews.
- Work experience and community service opportunities
- Individual access to the School's Careers Library and Learning
- Resources including interactive software packages

3.6 Different cohorts of students will experience different strands of the education and guidance activity, but in order to attain the specified learning outcomes **all** students are offered opportunities to:

- extend their understanding of work and working roles by drawing on their own and others' research and experience
- develop the skills to investigate and evaluate career opportunities through using labour market information
- extend their knowledge and skills by taking part in such activities as work experience, community service and enterprise activities
- review their career plans regularly in the light of assessments of their own progress and their growing understanding of the information they gather.

## **4. Monitoring and Evaluation**

4.1 The CEIAG programme is subject to the School's quality monitoring system to ensure the provision is meeting students' needs and to measure the extent to which learning outcomes are attained and the aims of the programme are met.

4.2 The means by which this evaluation will be conducted include:

- Observation of CEIAG activities, including the Tutorial Period

- Feedback from students through surveys and/or questionnaires
- Termly review of activities with external provider
- Annual review of the Partnership Service Level Agreement with the Career Events.
- Annual review of off timetable days
- Tutors and students review and feedback on extended registration careers programme, the results of which are fed into future planning

### **Entitlement Statements for Careers Education, Information, Advice and Guidance, Enterprise and Work-Related Learning**

#### **Ernest Bevin Academy is committed to:**

- Encouraging all students to consider their career through school and beyond, from Year 7, through well structured careers lessons, university visits and WRL activities
- Ensuring that all students are knowledgeable about, and effective at using the resources available to them in the careers library, on the VLE and on-line, as well as providing up to date information about courses and events that are taking place locally and nationally
- Encouraging all students to develop decision making skills
- Providing experience of the world of work through work experience and activities such as fund raising charity events
- Developing a careers programme which meets the needs of undecided students
- Equipping all students for independent learning and lifelong learning
- Providing students with impartial and independent careers advice and guidance
- Organising events such as Key Stage 4 and 5 taster days, a careers interview and a careers fair to provide our students with the information they need to build a personal career plan
- Preparing students for university and the world of work by providing support with university visits, university and job applications, interview practice and support with writing personal statements and CVs

#### **By the end of post-16 you will:**

- Have taken part in a Higher Education day
- Have had the opportunity to have a mentor from business through our “Adopt a Student” programme
- Have received information about and attended a university/college open day
- Have received information about alternatives to HE such as degree apprenticeships and employment options

- Have the opportunity to spend one week on work experience
- Have had an individual careers advice and guidance discussion with our Careers Advisor
- Have accessed computer based information about Higher Education and the world of work
- Have access to information on how to apply for sponsorships or Gap Year placements
- Have been briefed on student finances through workshops
- Have been given guidance and support to help write a personal statement
- Be asked about your views and what you know, understand and can do in relation to your career learning