



Ealing Alternative Provision (EAP)

CAREERS EDUCATION ADVICE POLICY

2023-24

Careers Education, Information, Advice and Guidance and Work Related Learning Policy

Ealing Alternative Provision (EAP) is a supportive high quality fluid educational provision, which has a critical role to play in preparing our young people for the next stage of their educational and training pathway. We offer bespoke programmes of study which safeguard and support the attainment of children resident in Ealing who are educated outside of the mainstream school system.

EAP has the remit to fulfil the Local Authority's statutory duty to make educational provision for:

- children (resident in Ealing) who are permanently excluded from in-borough or out-borough high schools KS3/KS4
- mainstream children with health/medical needs KS1/KS2/KS3/KS4

Also:

- To make provision for children who are deemed 'not ready for mainstream school' through the Fair Access Protocol
- To make interim provision for children with statements of SEN/EHCPs

At EAP we seek to help all students to access CEIAG (Careers, Education, Information, Advice and Guidance) through a coherent and planned CEIAG programme of activities in and outside the classroom to ensure that they are suitably qualified to make responsible career decisions by raising attainment and aspirations. The focus is on future pathways and how to get there by ensuring they have access to a broad and balanced curriculum and individual support that enables them to learn the skills, attitudes, knowledge they need, to have a more rounded and full understanding of the world of work and where different education and training courses could take them in the future. EAP offers a second chance for many students to get back on track and CEIAG plays a pivotal role in ensuring this happens.

The Management Committee

The statutory duty of the Management Committee is to ensure that all students on roll are provided with independent careers advice and guidance at Key Stages 3 and 4. The Management Committee ensures that the independent careers guidance provided:

- ✓ Is presented in an impartial manner
- ✓ Includes information and guidance on a range of educational options including apprenticeships and vocational pathways
- ✓ Is bespoke to the young person and the person providing it will promote what is in the best interest of that young person
- ✓ Is in line with statutory duties and guidelines.

Commitment

EAP is committed to:

- Providing a planned programme of activities for Key Stage 3 and Key Stage 4 students who are entitled to help and support in planning their careers. We provide initial support through our assessment process.
- Providing impartial careers guidance based on students' individual needs.
- Personalised and differentiated CEIAG with the personalised and differentiated CEIAG and Work Related programme aiming to help students by :
 - ✓ Acquiring aspirations, based on a sound understanding of their immediate and lifelong opportunities available through learning, work and of career progress structure.
 - ✓ Preparing them for work related employability.
 - ✓ Increasing their knowledge and understanding of the changing nature of work, learning and careers.
 - ✓ Extending skills learnt to review achievements, plan further actions, make decisions, present themselves well and cope with change and transition. (based on awareness of self)
 - ✓ Supporting inclusion, challenge stereotyping and promoting equality of opportunity.

- ✓ Developing a positive self-image in relation to future learning and work roles.
- ✓ Understanding where and how to access appropriate information, help and guidance.

Context

EAP is committed to providing and sustaining independent and impartial careers IAG as well as careers and work-related learning to all students in Key Stage 3 and 4.

The School's CEIAG policy is underpinned by a number of key policies, frameworks and other up-to-date relevant guidance, such as:

- Section 19 Education Act (2011)
- July 2021 Statutory Guidance (DfES): Careers Guidance and Inspiration in Schools,
- The CDI Framework for Careers, Employability and Enterprise Education 7-19 (2020)
- The Ofsted Inspection Framework (2019)
- The Gatsby Benchmarks, (Good Career Guidance 2021)

We hold and intend to continue to hold the Quality in Careers Standard through seeking Investor in Careers re- accreditation to reflect this commitment. EAP recognises how CEIAG and work-related learning directly correlate with the long term progression of students throughout the whole provision.

Link with other policies

This policy links to other EAP policies,

- Safeguarding and Child Protection Policy
- Community Cohesion Policy
- Teaching and Learning Policy
- Assessment Policy
- SEN Policy

Entitlement

All students are entitled to access the CEIAG and work-related programme and each student is assessed on entry by our work related learning mentor to establish the students experience of CEIAG to date. Careers education is delivered through our Personal and Social Development (PSD) Lessons. All students have PSD. This is taught by tutors and specialist PSD teachers and is supported by mentors and other external providers. The intended career learning outcomes for students are based on the CDI Framework for Careers, Employability and Enterprise Education (7-19) and can be found embedded in the Statement of Entitlement (Appendix 1).

Students at Key Stage 3 and 4 are entitled to careers education and guidance which meets professional standards of practice and which is person centred, impartial and in the best interest of the individual. It is integrated into student's experience of the whole curriculum and based on a partnership with students and their parents or carers. The programmes sets out to raise aspirations, challenge stereotyping and promote equality and diversity.

At EAP the careers programme is designed to meet the needs of all students and is therefore differentiated and personalised to ensure progression through each Key Stage. Activities are planned to ensure they are appropriate to the individual student's stage of career learning.

Students have access to a curriculum that ensures that they:

- ✓ Develop self-awareness

- ✓ Develop self determination
- ✓ Review and reflect on their own learning
- ✓ Have opportunities to explore the world of work through an extensive work related learning programme
- ✓ Investigate jobs market and LMI
- ✓ Exploring values, inclusion and diversity
- ✓ Access CEIAG resource
- ✓ Complete CV s and complete job applications interview
- ✓ Complete individual actions plans
- ✓ Attend job fairs and college open days
- ✓ Build resilience to manage change and transition
- ✓ Plan for post 16 pathways

Assessment

Assessment of student progress is aligned to our teaching and learning and assessment policies. There is a system in place to effectively track progress through PSD of which career education is a component.

Through evaluation following careers related events we assess whether students have met the outcomes outlined above. Learning outcomes are shared in both PSD lessons and tutor time. Teachers are provided with a range of resources and assessments to evaluate pupil progress. Students self-evaluate their progress. Students are required to complete a Buzz test assessment that provides them with their most suitable career pathway.

All tutors will maintain an individual Pupil Support Plan (PSP) for all pupils which will be reviewed by the tutor and reported on at the Student Discussion Forum (SDF).

Implementation: Management

The Pastoral Support Manager plans, coordinates and evaluates the careers programme and is responsible to the Assistant Head teacher. The CEIAG interventions and work experience is led and coordinated by the Career leader. The TLR1 works closely with the PSD coordinator and Year Leads to ensure appropriate cover of careers themes in PSD. Subjects across the curriculum have a focus on career development and work related learning.

Implementation: Staffing

All staff at EAP contribute towards careers education and guidance through their roles as teachers, subject teachers and mentors. Specialist sessions planned throughout the academic year are delivered by external providers for all year groups.

The careers programme is planned, monitored and evaluated by the specialist staff with input from PSD teachers, mentors and teaching assistants and in conjunction with the independent personal advisor (who provides specialist careers guidance) and key, members of staff involved directly with CEIAG.

All staff will undergo training in developing their skills and delivery on CEIAG and endeavour to meet training needs on professional development. This will be reflected in the whole school development plan

Implementation: The CEIAG programme

The delivery of the programme is through lessons within the PSD programme, work experience, Vocational courses and work related learning.

The careers programme at EAP is wide and varied consisting of individual sessions, group work, whole school assemblies and an extensive work experience programme. Year 10 students have access to work experience twice a year and some students opt for our extended work experience programme ensuring young people are prepared for the world of work, jobs and the local labour market.

Our careers programme has a distinct personalised nature as many of our students have experienced difficult transitions and disjointed educational experiences. The careers advice provided is central to ensure students are back

on track and a key element is identifying those that are at risk of becoming NEETS.

Our Independent Careers advisor is available on a weekly basis, The Work related Learning mentor is available every

day and ensures all students are aware of their entitlement on admission. The Work related Learning mentor plays an important role in coordinating all experiences with external providers who, in turn enhance our overall programme.

At EAP our programme offers:

- ✓ The opportunity to explore career ideas through face to face discussions with a range of people including mentors, inspirational speakers, college tutors and coaches.
- ✓ Independent careers advice on request coordinated by the Work related Learning Mentor
- ✓ All students one-to one meetings with an advisor
- ✓ All students discussions regarding their future pathways and opportunities for reintegration
- ✓ Year 11 students help to devise action plans
- ✓ Those at risk of being NEET a bespoke programme and are prioritised
- ✓ Those at risk of disengaging from education are offered a bespoke programme of intervention
- ✓ Those with medical needs are offered a bespoke programme of intervention.
- ✓ Organised events and open days
- ✓ Parental advice and support around CEIAG through parent workshops and coffee mornings.
- ✓ Awareness of the National Careers Service and National Apprenticeship Service.
- ✓ Financial support to fund courses and enrolment fees.

All students in key stage 4 have access to the career hub which is located in Google Classroom under each student's area. This career hub in year 10 and 11 updates students about CEIAG through virtual learning and sessions from external agencies like Oakwood Academy.

Staff Training & Development

Staff are kept up to date about qualification, progression routes e.g. colleges, apprenticeships through INSET sessions and briefings. There are regular meeting with learning providers as part of ensuring staff are accurately informed and knowledgeable. Staffs in specialist roles have opportunities for professional development and updating. Staff can choose to develop their wider professional effectiveness through relevant CPD.

External Partnerships

An annual partnership agreement is negotiated between EAP and an independent guidance provider (currently Ealing Connexions service) which identifies the contributions to the programme that each will make. Other partnerships with local colleges, training providers, a work placement provider and business are in place and will be further developed to maximise opportunities for the young people.

Monitoring of partnerships is done yearly where Service Level Agreements are renewed, DBS checks carried out where appropriate, insurance documentation and policies updated. Partnerships will be reviewed through discussions with the Senior Leadership Team and The Head teacher.

Monitoring, Evaluation and Review

The PSD team and year teams meet regularly to review and identify areas for improvement. Feedback from students, parents and staff will be used and evaluated for the purpose of implanting any necessary changes and developments. The key priorities from the review are incorporated into the on line EAP improvement plan on an annual basis.

Provision is monitored through a range of processes:

- ✓ Whole school curriculum evaluation regarding timetabling and schemes of work
- ✓ Careers activities observed
- ✓ Work sampling
- ✓ Feedback from parents and pupils
- ✓ Student surveys following events or presentations
- ✓ An audit of career guidance using the CDI framework and The Gatsby benchmarks
- ✓ Compass Plus

Review Date: January 2024