Atlantic Academy

Careers Education, Information, Advice and Guidance (CEIAG) Policy

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Careers Education, Information, Advice and Guidance (CEIAG) Policy

Introduction

At Atlantic Academy, we use the Gatsby Benchmarks as a guide to plan pathways and enrichment opportunities. As part of our commitment to informing our students and the full range of learning and training pathways on offer to them. At Atlantic Academy we seek to build existing, and new relationships with many partners/ businesses in the local area. Throughout the year there will be multiple opportunities to speak to students and their parents across year groups regarding careers support, guidance and advice. At the academy all secondary students are given the information, guidance and skills they need to make good choices in the future ahead. Ms Winsborough has been designated as the Head of Careers, advice and guidance. For further information please contact Ms Winsborough at Atlantic Academy on 01305 820262 ext 2251, awinsborough@atlantic-aspirations.org . Ms Winsborough is a fully qualified level 6 careers advisor, and is a registered professional with the CDI (Careers Development Institute) and as such abides by their code of ethics ensuring that the guidance she gives is impartial.

Intent

The aim of the Careers & Employability Programme at Atlantic Academy is to provide students with the information they require to enable them to make an informed decision about their future learning and/or career. A programme of activities will help them make choices that are right for them and will help them to manage their future careers. The programme will encourage the students to use self-assessment to understand the opportunities available to them and how to make the most of themselves. They will develop and use the skills they need to review their achievements, plan their future actions, make decisions, present themselves well and cope with change and transition. All students will be encouraged to make good use of the information and impartial guidance available in the school. They will learn about the changing nature of work, local market information, career choices and other relevant information which will affect their decisions.

Commitment

The governing body and staff are committed to providing a planned programme of Careers and Employability activities for all students in the school, working in partnership with our wider school community and extensive number of local business contacts. The programme will promote equality of opportunity and no student will be disadvantaged in gaining access to education, training or work.

When students leave Atlantic Academy they will have received the appropriate and relevant information to enable them to progress to an opportunity in further or higher education, training or employment, wherever possible.

Management and staffing

The Head of Careers is responsible for taking a strategic lead and direction for careers work in the school; working under the direction of the Principal, with responsibility for careers and employability. The Head of Careers will be working closely with the SENCO/ Behaviour team, Heads of Faculty and the Head of Primary.

The Head of Careers leads and manages the development of Careers & Employability at Atlantic Academy, advises senior managers and the LAB, facilitates the contribution of colleagues and partners, develops the careers

programme, supports the organisation of resources and secures high standards of careers teaching, learning and guidance.

The school also contracts a qualified independent Careers Adviser to offer career guidance for an additional day per week. The Head of Careers is currently working towards her Level 6 careers adviser qualification to further increase guidance opportunities for all secondary students.

The Head of Careers attends conferences and network meetings to keep up to date with best practice and legislation.

Careers structure

The Head of Careers leads and manages the development of Careers & Employability at Atlantic Academy, advises senior managers and the LAB, facilitates the contribution of colleagues and partners, develops the careers programme, supports the organisation of resources and secures high standards of careers teaching, learning and guidance.

Guidance

All guidance aims to be impartial, confidential, responsive to students' needs and based on the principle of equality. The Head of Careers is a member of the Career Development Institute and is on the National Register of Careers Development Professionals which has a strict code of ethics.

All staff contribute to the Careers & Employability programme through their roles as tutors, subject teachers and support staff. Staff respond to any careers-related queries that they may receive from students and know how to obtain more specialist advice when it is required.

Training

Staff training needs are identified and training is offered to all relevant staff as opportunities arise. Members of the Careers & Employability Working Group attend conferences, careers fairs, seminars on a regular basis, to ensure their continuing professional development.

Implementation

Career guidance meetings

Students are entitled to appropriate guidance to meet their individual needs. All students at school can request an appointment with the careers adviser but, in practice, Year 9s, Year 10s, Year 11s, are most likely to access the service. Students are identified for careers meetings based on need and through self-referral.

The referral System

Needs-based referral

The referral procedure works as follows:

Heads of School, SENCO/ Behaviour team identify students who would benefit from early intervention, for example students with lack of direction or lack of motivation; students with SEND; certain students receiving pupil premium funding; or those who have potential to become NEET (Not in Employment, Education or Training).

For those students identified as being at risk of NEET, further interventions are arranged as appropriate for each student. This support could include personalised careers curriculum in KS4, visits to colleges and training providers, contact with parents, support from other agencies and ongoing contact as the student leaves school.

Self-referral

Students may refer themselves for a careers meeting at any point, directly via the careers office or via a Form Tutor, or Head of House.
An appointment will then be made with Ms Winsborough or the external careers advisor.

The careers adviser will record action plans on the internal database. Students will receive a copy and parents and staff can be shared the information if permission is given. If a student is away or fails to attend, an alternative time will be arranged.

Career information

Career information is available through the careers room, through relevant displays and noticeboards which are cascaded around the school.

The careers library based in the careers room includes a range of university and college prospectuses, career guides, apprenticeship and employer information, as well as guides on job-search activities, online resources, and a range of reliable websites collated by the Head of careers.

External providers / provider access

A range of external providers are invited into school to support the careers programme. These might include local colleges, universities, training providers, apprenticeship organisations, employers, school alumni, or staff from various projects. In all cases, such staff and organisations will be vetted for suitability by the relevant staff at school in accordance with the academy safeguarding policy.

The Skills and Post 16 Education Act 2022, which takes effect as of January 2023 specifies that schools must provide at least six encounters with providers of approved technical education qualifons or apprenticeships. This will include two in yr 8/9 , two in year 10/11 (and if applicable two in year 12/13).

Resources

Students have access to a wide range of resources. A dedicated Careers Information area which provides a comprehensive and up-to-date selection of books, posters, magazines, college and university prospectuses, and is open to all students. Students have access to a number of online careers resources via the school's website. The school is committed to providing resources to enable an effective careers programme, including adequate staffing, staff training and resources.

Support is available for individuals with learning difficulties and/or disabilities. Additional information sources include participation in events and activities both in school and outside, working with our wider school community, including parents, the LAB, past students, staff and local businesses/organisations. The Head of Careers informs staff about useful teaching resources.

Celebration fortnights

Aspiration fortnights take place on weeks eleven and twelve of the unit of work. The fortnight will include a range of activities including speakers in assemblies, employer input in lessons, visits from alumni working in a range of sectors, careers talks, young enterprise and a careers fair,each of the fortnights will have a different theme focusing on STEM subjects, University focus and apprenticeship/ vocational routes into education and employment. Aspirations fortnight will also include activities such as, mock interviews etc gathering informal feedback from external partners and from parents and delivery of quality careers lessons by all staff.

Employer links

Links with employers, businesses and other external agencies continue to grow by building on local community connections; as well as through the support of the school's Enterprise Advisor, and the local Economics Board, as well as the newly established Woman in Business board.

Role models

Including alumni, current apprentices and university students will be brought in to raise aspirations and demonstrate what is possible after Atlantic Academy, while non-traditional routes are supported and encouraged. The destinations of school-leavers are monitored and trends identified.

Equal opportunities

The school is keen to promote equal opportunities, challenge stereotypes and address limiting beliefs. All students can access advice and guidance tailored to their needs with support to explore options that suit their preferences, skills and strengths. The team work on early-identification of students requiring additional support, with no limit placed on how many times a student might see a careers adviser. The careers advisers work with the SENCo to support Education, Health and Care planning.

Impact

Monitoring, review & evaluation

Careers & Employability programme activities are monitored, evaluated (with active involvement of students) and reviewed. Feedback is welcomed from all members of the school community who help with our programme. This provides the basis for the programme's development plan. The service offered by our external careers consultants is reviewed regularly.

The careers programme is evaluated in a number of ways, including: student feedback on their experience of the careers programme and what they gained from it staff feedback on careers lessons. When monitoring the success of the careers programme, the school considers formal and informal measures, qualitative and quantitative data and hard and soft outcomes for students.

Partnership Agreement with Independent Careers Guidance Provider

An annual Partnership Agreement is negotiated between the school and the Education Development Trust which identifies the contributions to the programme that each will make. Other links are being developed, eg with local 14-19 providers. Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEG area.

The Head of Careers is responsible for the effective deployment of resources. Staff training needs are identified as part of the Partnership Agreement process with the Education Development Trust and in conjunction with the School Inset Coordinator. Funding is provided by school funds and Southern University Network (SUN). The school will endeavour to meet training needs within a reasonable period of time. The Partnership Agreement with Education Development Trust is reviewed regularly. The programmed is reviewed annually by the Head of Careers and the Personal Advisor, using the local quality standards for CEG to identify desirable improvements, and a report is submitted to the Senior Leadership Team, LAB, Young people, staff, local employers and parents will be actively encouraged to be involved in all aspects of the monitoring, evaluation and review of IAG provision.

Key Stage 3, 4 and 5 Student Entitlement Statements

(How Atlantic Academy will help me to make an informed decision about my future options and prepare me for the world of work)

In Year 7, by…

- By beginning careers education early students can make better informed decisions at transition stages and are more motivated in school in order to follow a particular pathway.
- Students are encouraged to identify personal traits, strengths and skills and develop confidence and have high expectations of themselves.
- finding out about the careers resources available to me
- presenting types of careers to my classmates
- matching the careers I am interested in with my own strength areas
- meeting business people at lunchtime careers drop-in sessions
- asking Ms Winsborough if I need guidance with my career ideas

In Year 8, by…

- learning about the different routes I can take when I leave school
- finding out about when I will need to make decisions about my future options
- understanding the importance of developing my employability skills
- using the careers resources in more detail to explore career areas and subjects I may be interested in learning about my strengths
- matching my interest areas to suitable careers
- meeting business people in lesson time
- ensuring that the GCSE choice subjects I choose will keep my options open later on when I leave school and choose a career route
- attending special assemblies and parents meetings to help me to choose the option subjects I will do best at
- using the Year 9 Options Booklet to find out what type of careers relate to the subjects I am interested to study using the careers resources to continue to explore career areas and subjects I may be interested in
- asking Ms Winsborough if I need guidance with my career ideas

In Year 9, by…

- Students are encouraged to reassess personal strengths with a focus on transferable skills.
- Students are encouraged to investigate different jobs and careers and what they mean in terms of lifestyle, budgeting and a good work/life balance and develop economic awareness.
- Students are encouraged to challenge stereotypes within the world of work and traditional job roles.
- having the opportunity to attend a careers fair to network with business people, colleges and universities about the options available to me in the future
- finding out which GCSEs I need to study for different careers re-visiting where my strengths are
- visiting local businesses in Weymouth and Portland to explore how a business is run, the working environment, employment opportunities and to learn about the local labour market.
- asking Ms Winsborough if I need guidance with my career ideas

In Year 10, by…

- chatting to past Atlantic Academy students to find out what routes they took and learn from their experiences
- finding out about STEM careers I may not know about yet developing my personal skills in physical team-building activities
- learning about my personal finance – what I need to know now, about student finance, and what I will need to know when I go out to work
- learning about where to find job opportunities
- meeting business people in lesson time

- asking Ms Winsborough if I need guidance with my career ideas or future possible routes
- producing a Curriculum Vitae to use when I am applying for jobs and courses
- learning about good interview technique and appropriate preparation with my tutor
- experiencing what it's like to have an interview, having a practice interview with external business people

In Year 11, by…

- Students are supported with post 16 choices and encouraged to consider all their options including further study and apprenticeships.
- Students are encouraged to consider how Labour Market Information is relevant to their post 16 options.
- All students have a one to one guidance interview with a personal careers advisor (L6 qualified).
- Students use careers interviews to help understand different career pathways and entry requirements and are encouraged to make contingency plans should results be better/worse than expected and set personal targets for development.
- Students have optional access to additional independent and impartial advice via drop in sessions.
- They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.

Monitoring, Evaluation and Review This policy was formally approved September 2026 and will be reviewed July 2027.

Useful links to careers, information, advice and guidance

There is a huge amount of information online to support career awareness and making the right choices. The following are some particularly useful websites:

www.parentalguidance.org.uk/

- Careers information and advice from the Careers Writers Association with a mass of useful information for students aged 11 – 21
- The website section has detailed links to specific employment sectors

www.icould.com/

- Videos and information on a wide range of careers. Also includes quizzes to help generate ideas

www.nationalcareersservice.direct.gov.uk/

- Hundreds of job profiles and career related topics

www.careersbox.co.uk/

- A website with a series of short films describing different jobs
- New film clips are added regularly

www.ucas.ac.uk/

- Main site for university application
- Information for students and parents
- Link to the Stamford Test which helps to match student preferences to courses

www.notgoingtouni.co.uk/

- Lots of information about training courses
- Advice for students about apprenticeships, jobs and training
- Details of employees offering apprenticeships and training
- Students can register to receive weekly updates

www.apprenticeships.org.uk/

- The main website that advertises all apprenticeship opportunities
- Can be searched by geographical region or by employment sector
- Students can register to receive weekly updates

www.prospects.ac.uk/

- National service aimed at graduates but used effectively in schools and colleges
- Options with your subject can help with course choice
- Industry Insights gives information about future trends, graduate job prospects and individual jobs
- What do graduates do? Useful info on postgraduate destinations

www.careercompanion.co.uk

- Comprehensive database describing a range of careers and required qualifications

www.stepintothenhs.nhs.uk/ / www.nhscareers.nhs.uk/

- Two websites specifically designed for students with details about the jobs available in all areas of the NHS
- Case studies of people who work for the NHS
- Links to university courses

www.ncsyes.co.uk -

- *National Citizen's Service which offers Year 11 leavers a four week programme over the summer holidays which includes two weeks residential (weekends are still at home)*

www.movingonmagazine.co.uk

- *discover careers and qualifications information*

CV Samples

- for CV samples