

Careers Education Information and Guidance Programme (CEIAG) and Provider Access Statement

Enrichment at Laureate Academy

Along with our knowledge-rich curriculum, Education Enrichment is one of the key pillars of Future Academies. We believe that a strong Education Enrichment programme is an essential part of raising the aspirations of our pupils and giving them both the knowledge and the skills to achieve excellence, regardless of their background or individual circumstances.

Our Enrichment scheme encompasses the following four areas:

- Connect pupils to the world of work, future education, training and employment
- Enrich the curriculum
- Provide exposure to culture, the arts and sport
- Build character, integrity, resilience and judgement

Part of the scheme is covered by the PSHE programme and part is covered by the Careers Education Information and Guidance programme.

The Careers and Enrichment Coordinator is Alice Seller, her contact details are:

a.seller@laureateacademy.org.uk 01442 404333 extension 4450

The Senior Leadership Team member responsible for Careers and Enrichment at Laureate Academy is Debbie Shannon.

Careers Education Information and Guidance Programme (CEIAG)

Careers Education Information and Guidance is an important part of preparing young people for the opportunities, responsibilities and experiences of life. A planned programme of activities supports the students in choosing pathways at key transition points that suit their interests and abilities and helps them to work towards a career path and sustainable employment.

Our programme empowers young people to plan and manage their own futures. We acknowledge that availability of information is a key factor in career choice and pathway decisions. It raises aspirations, promotes equality, diversity, social mobility, challenges stereotypes and supports young people to achieve personal and economic well-being throughout their lives.

We are committed to fulfilling the Government statutory requirements which state that “Section 42A of the Education Act 1997 requires governing bodies to ensure that all registered pupils at the school are provided with independent careers guidance from year 8 (12-13 year olds) to year 13 (17-18 year olds).” Careers guidance must be presented in an impartial manner and promote the best interests of

the student to whom it is given. Careers guidance must include information on the range of education or training options, including apprenticeships and technical education routes.

At Laureate Academy, a Personal Adviser in school from YC Hertfordshire is in school on one or two days per week and is available to all students for one-to-one guidance. Every student in year 11 is offered an individual meeting with the Personal Adviser, and meetings are arranged for other targeted students throughout the year.

We look for and promote opportunities to collaborate with partners to support the programme to help students move on to positive, suitable and sustained destinations.

A school careers fair is held once a year, in the evening so that parents can attend to support their child with their career decisions.

There is a stable programme of Careers Education, delivered in tutor times, in assemblies, on off-timetable Enrichment Days, and through other occasional events in the school year.

Year 7

- Focus: Adapting to a new community and learning about the wide range of employment opportunities
- Access to visiting speakers
- Participation in an enterprise activity, to develop teamwork, communication and problem solving
- Performance in music or stagecraft, to develop confidence and presentation skills

Year 8

- Focus: independence skills
- Work shadow Day to start to appreciate the world of work
- Visit to university
- Residential trip to develop resilience, learn to take risks and be challenged
- Access to school careers fair

Year 9

- Focus: self-assessment, career paths and option choices for Key Stage 4
- Options assembly and parents evening and meeting with senior team
- Speed networking event with visitors invited from business and industry
- Access to guidance with YC Personal Adviser
- Opportunity to take part in STEM activities
- Using career planning software to explore career paths
- Access to school careers fair

Year 10

- Focus: developing employability skills
- Work experience week, supported by preparation beforehand, and reflection afterwards
- Employability session: employer expectations, CVs and interview skills
- Speed networking event with visitors invited from business and industry
- Further use of career planning software to explore career paths and record own progress
- Access to school careers fair

Year 11

- Focus: Post 16 options and making applications; choosing pathways and making personalised decisions.
- Post 16 information sessions including 6th form, FE colleges and Apprenticeships
- 6th form induction day with taster lessons and orientation
- Visit a university or college or apprenticeship employer/provider
- Access to guidance with YC Personal Adviser
- Further use of career planning software to explore career paths and record own progress
- Access to school careers fair
- Students are encouraged to participate in the NCS programme (National Citizen Service) in the summer after their GCSEs.

Sixth form

- Focus: developing students' ability to access Further Education, Higher Education or Employment/Apprenticeships
- Guest speaker programme throughout the school year
- Communication and leadership skills through Student Leadership team
- Employability week in summer term: in-school programme including mock interview day with visiting employers and tailored CV-writing skills sessions
- Work experience week: students are encouraged and supported to research and organise their own placement
- UCAS preparation and support with applications for other opportunities such as Nuffield Foundation placements
- Visit to UCAS university convention and access to university open days including a visit to a Russell Group university
- Autumn and Summer School programme at University of Hertfordshire
- Access to guidance with YC Personal Adviser
- Further use of career planning software to explore career paths and record own progress
- Dragons' Apprentice Challenge: enterprise activity working with a local business contact and a charity
- Access to school careers fair

Provider Access Requests

We are interested to hear from providers who could offer opportunities relevant to students' progression and information on the full range of education and training options available at each transition point, technical education qualifications and apprenticeships opportunities.

A provider wishing to request access should contact Alice Seller, Education Enrichment Co-ordinator, Telephone: 01442 404333 extension 4450; Email: a.seller@laureateacademy.org.uk

or Nick Berman Head of Education Enrichment, Telephone: 020 7828 0881 ext. 547 Email: nick.berman@futureacademies.org

As part of the school careers programme, providers will have the opportunity to come into school to speak to pupils and/or their parents/carers. The school will make the main hall, classrooms or private

meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. Arrangements will be discussed and agreed in advance of the visit with the Education Enrichment Co-ordinator or a member of the school team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Office.

Document control table			
Document Suite:	Careers	Document Title:	Careers Education Information and Guidance Programme (CEIAG) and Provider Access Statement
Document Type:	Policy	Version number:	V1
Author (name & job title):		Philippa Shaw, Careers & Enrichment Coordinator	
Staff responsibility: (name or post)		Chief Executive Officer	
Date Formally approved:		Formal Approval by:	CEO
Review information:	<i>Scheduled</i>	Next Review Due By	
Internal Review	Annually	January 2021	
Formal Approval	Every two years	January 2022	
Document History			
Version	Date	Reviewer	Note of revisions
V1	January 2020	PS	Created and Approved