



Greenfields Academy is committed to providing a comprehensive programme of Careers Education, Information, Advice and Guidance (CEIAG) for all students in years 7-11. The effectiveness of the CEIAG provision is assessed using the Gatsby Benchmarks.

It is our belief that each young person at Greenfields Academy should be prepared for the opportunities, responsibilities and experiences for adult life.

Our Careers Education, Employability and Enterprise Programme provides pupils with skills, knowledge, support and insight into the world of work to enable them to make informed choices for their future.

Greenfields Academy also supports pupils in researching and identifying opportunities, raising aspirations and supporting progression to their next steps. In addition, parents and carers are encouraged to play an active role in exploring the options and choices that are best for their child.

### **AIMS & OBJECTIVES**

- To ensure that every pupil will leave school prepared for life in modern Britain.
- To provide a structured programme of teaching and learning that allows each pupil to develop the necessary values, skills and behaviours for life.
- To ensure pupil receive a rich provision of extra-curricular, employability, enterprise and work related learning activities that develop a range of character attributes, such as resilience and aspiration, which underpin success in education and employment.
- To provide access to high quality, independent careers guidance that helps pupils emerge from education as rounded individuals and ready for the world of work.
- To ensure all pupils will be well informed when making subject and career decisions.
- To provide a variety of opportunities to all pupils for engaging with employers, universities, apprenticeship/training providers and colleges, and to experience the working environment
- To provide resources and information that allows parents to support their children in making informed choices.

### **CURRICULUM**

The careers programme includes a wide range of delivery methods including careers education sessions in curriculum time through PSHE, individual 1:1 interviews, information and research activities using on line resources such as startprofile.com, visits and guest speakers.

All pupils will have a 1:1 careers interview with a specialist Careers Advisor. Other events will take place during 'Drop in Days' where speakers from external agencies will contribute to the pupils' experiences.

Where appropriate pupils will be supported with applications to local colleges of Further Education and Apprenticeships.

## **WORK EXPERIENCE**

Work Experience preparation and evaluation occur in Year 11 for all pupils.

The administration of this is managed by an outside provider who supply a service to support the school and business in working together to achieve meaningful and safe work experience opportunities for our young people. Where possible pupils and their parent's/carers are responsible for securing a placement and are supported by the school.

Parents and pupils are informed on the importance of work experience and given an overview of the process. Each pupil will have access to a database of employers who provide work experience. All placements are subject to checks, which are conducted by an outside provider to ensure they are suitably equipped and staffed to provide a full and safe work experience placement.

## **MONITORING, REVIEW AND EVALUATION**

The CEIAG programme is reviewed by the Assistant Headteacher. The overall effectiveness of the CEIAG programme is assessed using the Gatsby Benchmarks and Compass Self-Assessment Toolkit; the results of which will be used to inform improvement priorities and plan developments year on year.

### **Main Activities**

The content of the taught careers education programme is based around the learning outcomes outlined in the Gatsby SEND Framework.

### **Key Stage 3**

Lessons might include what work is, how salaries relate to different jobs, stereotyping around jobs, how to find out about jobs, the skills needed for work, jobs of the future, the geography of jobs. Activities will support the KS4/GCSE options process. By the end of the Key Stage, all students will have had the opportunity to:

- Be introduced to career resources to help them understand their preferences and the options open to them.
- Develop their self-awareness
- Hear from or talk to representatives from the world of work
- Receive support to make the right KS4/GCSE choices, including assemblies, parents events, meeting with senior staff at school and the option of a careers meeting.

### **Key Stage 4**

Lessons include preparing to find and carry out work experience placements; CVs, applications and interview technique in preparation for mock business interviews; an introduction to post-16 options. By the end of Year 11, all students will have had the opportunity to:

- Develop their self-awareness and career management skills, including writing a CV
- Experience at least one week in the workplace
- Be interviewed by someone from the world of work
- Experience a taster day in a college setting.
- Be introduced to the different Post-16 pathways.
- Learn how to write a personal statement for post-16 applications
- Hear from guest speakers in assembly about college and apprenticeships

Greenfields Academy **Careers Education Policy**

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**Careers Education Policy**  
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