



Rochdale Islamic Academy  
*inspire - believe - achieve*  
G I R L S ' S C H O O L

# CAREERS (CEIAG) POLICY

Reviewed: August 2023

Next Review: August 2024

Approved by Board of Trustees

August 2023

## **CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG)**

### **GENERAL STATEMENT**

Rochdale Islamic Academy prides itself on being a place where pupils make a fresh start, re-engage in their education, and make progress towards their learning and employment goals. It is recognised that an effective CEIAG programme is vital to contributing to the raising of aspirations and enabling pupils to make realistic and informed choices about their future employment options.

### **INTRODUCTION**

The Education Act 2011 places a statutory duty on schools to secure access for pupils Years 9-11 to *independent and impartial careers guidance* that promotes the best interests of the pupils to whom it is given and includes information on all options available to them, including apprenticeships and other work-based learning and training options.

Rochdale Islamic Academy works with internal and external stakeholders to build a cohesive programme of careers education. The development of CEIAG has been a priority in the school's development plan.

Our careers programme is focussed on:

- Addressing the Needs of Each Pupil
- Linking Curriculum Learning to Careers
- Encounters with Employers and Employees
- Experiences of Workplaces
- Encounters with Further and Higher Education
- Benchmark 8: Personal Guidance

This policy should be read in conjunction with the school's policies on Child Protection, Safeguarding and SEND.

### **DEFINITIONS**

**CEIAG** refers to the programme of Careers Education, Information Advice and Guidance intended to assist individuals of any age and at any point throughout their lives, to make education, training, and occupational choices and to manage their careers. The activities may take place on an individual or group basis and may be face-to-face or at a distance (including help lines and web-based services). They include careers information provision; assessment and self-assessment tools; counselling interviews; careers education programmes; taster programmes; work search programmes and transition services. Together, the programme equips pupils with the knowledge and skills they need to make realistic decisions about their own progression.

**Independent** "is defined as external to the school" (*DfE statutory guidance*). The school does not interpret this to mean that it has no role in quality assuring an independent service provided to its pupils.

**Impartial** "is defined as showing no bias or favouritism towards a particular education or work option" (*DfE statutory guidance*).

**Promote the best interests of the pupils to whom it is given** is interpreted in this School (in accordance with our Vision Statement) to include a requirement that advice must not depress pupils' reasonable aspirations/possible attainment. It must consider their potential life-long careers not just their immediate 16+, 17+ or 18+ placements.

## **AIMS**

- Encourage and inspire pupils to consider a broad range of ambitious but realistic options in planning for their next steps so that they achieve success.
- Support pupils at all ages to gain the knowledge, skills and attributes that will make them successful young people, able to confidently take charge of their career progression.

## **CONTENT**

The content and delivery of the Rochdale Islamic Academy CEIAG programme is made up of the following elements:

- A planned programme of careers education across both schools and all Key Stages.
- Impartial careers advice and guidance from both the school and external sources such as sixth form providers/colleges
- Opportunities to experience the workplace and develop the skills needed for successful employment through work experience.
- Career's fair
- Attending open evenings
- Application support and guidance
- Interview preparation

## **CAREERS PROGRAMME**

### **KEY STAGE 3**

At Key Stage 3 Careers is introduced through curriculum areas and external/internal visits such as meeting the Police and Fire Service: visits from employers and speakers from various careers including former students.

### **KEY STAGE 3/4**

At Key Stage 4 Careers is developed through PSHCE and in tutor time. All staff will contribute and support pupils in their career choices but there is dedicated staff on site to ensure that pupils in Year 11 have discussed their pathways prior to leaving school. Pupils can engage in: Work Experience; Employer visits/speakers; Careers Fair, CV writing, Mock interviews, and careers workshops.

Rochdale Islamic Academy works together with employers and local sixth form providers/ colleges to broaden horizons and motivate pupils to develop the highest aspirations. There are regular opportunities for pupils to meet representatives from the workplace for inspiration and advice in a broad range of careers. Speakers from different employment sectors are invited into school to give presentations and workshops throughout the academic year, but with particular focus on National Careers Week.

## **THE ROLE OF THE SCHOOL**

- The school will secure and (when necessary) pay for independent and impartial careers guidance advice. This may take many different forms, including information days; outside speakers and workshops; Employability Skills in PSHCE; National Careers Week; National Apprenticeship Week; access to school support and advice.
- The school will quality assure careers guidance, including that it is offered independently, to ensure that pupils are receiving advice that is impartial and is relevant to their needs, and will raise any concerns that might emerge in good time with advisers.
- The school will provide a range of careers activities, including work-related learning and work experience for example.
- The school works with a range of further education and higher education providers, and work-based training and apprenticeship providers in order to ensure that pupils have access to a range of options at each stage of their education.

## **RESPONSIBILITIES**

- It is the responsibility of the Senior Leadership Team to ensure that the school complies with its statutory obligations regarding CEIAG and in ensuring that sufficient time and resources are given.
- Subject leaders and teachers are responsible for considering how careers education can be built into their subject ensuring that pupils are helped to understand and recognise the links from what they learn and do in the classroom to the workplace.

All staff are responsible for supporting the process that ensure that pupils receive high quality CEIAG that has due regard to individual need. It is the duty of everyone to support, motivate and inspire pupils so that they can realise their ambitions and goals. Pupils at the Rochdale Islamic Academy have proven that, given the correct support, guidance and help they can be very successful in several areas including attending university; working in education; medicine; social work; and office administration to name a few.

## **Monitoring and Review**

This Policy will be reviewed annually, and its implementation will be monitored by the Headteacher.