

**positive** futures  
LOOE COMMUNITY ACADEMY



*Inspiring the  
next generation*

*Careers Education, Information,  
Advice & Guidance (CEIAG) Policy*

*Last review: February 2024  
Next Review: February 2027*



This policy is for the students, parents and carers and staff of Looe Community Academy and the community within Looe and beyond.

At Looe Community Academy there is a longstanding commitment to the belief that developing the skills, knowledge and attributes necessary for adult working life is a vital part of every student's learning. Careers Education, Information, Advice and Guidance programmes (CEIAG) make a major contribution to preparing our young people for the opportunities, responsibilities and experiences they need to succeed. It is our responsibility as a school to raise awareness of the range of careers, career pathways and training opportunities on offer to enable students to make the right choices at key transition points and leave compulsory education or training fully equipped for their chosen path(s) ahead.

## COMMITMENT

The governors, Headteacher and staff at Looe Community Academy are committed to sourcing and delivering high quality independent Careers Education, Information, Advice and Guidance (CEIAG) for all students in Years 7-11. We work in local partnership with our wider school community and local businesses to promote equality of opportunity, social mobility and to make sure no student will be disadvantaged in gaining access to education, training or work. When students leave Looe Community Academy they will have received the appropriate and relevant information to enable them to progress to opportunities in further and higher education or training. Provision for students is based on the DfE Statutory Guidance 'Careers strategy: Making the most of everyone's skills and talents' (Dec 2017), Gatsby Charitable Foundation's Benchmarks and recommendations from the OFSTED report 'Going in the Right Direction' (Sept 2012) and the Ofsted Independent review of careers guidance in schools and further education and skills providers- published September, 2023.



## OVERALL AIMS

- Help students make informed decisions based on course and career awareness;
- Introduce students to the full range of career pathways, for example, apprenticeships, university courses, traineeships etc;
- Ensure students know where and how to access independent information, advice and guidance, for example online through the National Careers Service website and helpline, other websites signposted to them through careers related lessons, as well as the school's Careers Advisor and the Personal Advisor (CSW) assigned to SEN and identified vulnerable students and the Cornwall Careers Hub;
- Provide additional support for students with SEN needs and those from disadvantaged backgrounds (pupil premium);
- Expose students to a broad range of careers and employment opportunities including those available locally, nationally and internationally; enable students to manage transitions in their lives, most importantly at 14, 16 and 18;
- Ensure no child leaves Looe Community School not in education, employment or training (NEET);
- Contribute to strategies for raising achievement, especially by increasing motivation and by ensuring the LCA curriculum has clear links in all subject areas to careers and skills linked to careers-developing reason and purpose to study programmes across the curriculum;
- Support inclusion, challenge stereotyping and promote equality of opportunity;
- Develop enterprise and employability skills;
- Provide opportunities for students to experience the world of work and develop transferable skills;
- Contribute to the economic prosperity of individuals and communities.



## LEADERSHIP & MANAGEMENT

### Lea Riley-CEIAG Strategic Lead Careers Advisor



Role: Overall planning of CEIAG across the LCA school academic year within. Ensures high-quality work experience, conducts and delivers independent one-to-one interviews with students or ensures this is in place from external providers, delivers career-related assemblies, events and provides schemes of work for PSHCE. Ensures CEIAG threads through the whole curriculum. And Curriculum Education is delivered through the 8 Gatsby Benchmarks

[LRiley@looea.net](mailto:LRiley@looea.net)

### Claire Marshall- CEIAG Operational Lead



Role: Deliver, with the strategic lead, the events of CEIAG within the school e.g. work experience, one-to-one interviews with students, career related assemblies, events and experiences. Provides the operational support of planning, delivery and execution of CEIAG and Curriculum Education mapped out over a timeline of each academic year. Ensure with the strategic lead CEIAG that the school is compliant against the 8 Gatsby Benchmarks.

[CMarshall@looea.net](mailto:CMarshall@looea.net)

Elizabeth Fowkes – PSHCE lead

[EFowkes@looea.net](mailto:EFowkes@looea.net)

### Paul Boyes- Headteacher

Role: Oversight of CEIAG across the school and ensures that the programme delivered meets national criteria and meets the needs of the students- ensures that the CEIAG Team are delivering the statutory programme effectively and efficiently and having an impact by raising aspirations, engagement through clear understanding CEIAG leading to successful progression routes for all LCA students.

Careers education is delivered as a combination of the following:

- a) Integrated Careers Education – through the subject teaching within departments and as part of a clear Curriculum Overview Plan by all departments and subjects.
- b) Discrete Careers Education – as part of the PSHCE provision by all Form Tutors, PSHCE Teachers and Leaders of Learning and the Careers CEIAG Team
- c) Extended provision – through Work Experience, collapsed timetable days, employer visits, Alumni support, Further and Higher Education encounters.

All staff are responsible for contributing to students' careers education and every opportunity should be taken to engage students in conversations about their future. Tutors and PSCHE Teachers also have a specific role in delivering CEIAG within the Personal, Social, Citizenship, Health & Economic education (PSCHE) programme. In addition to this the Careers Team have the responsibility of coordinating and monitoring the impact of the overall CEIAG programme. The external service (CSW Group Ltd and the Cornwall Hub) are responsible for providing independent CEIAG to LCA students, including SEND and identified vulnerable students across the school. The CEIAG Team attends or links into meetings with the SEND Learning Support Department to pass on information and provides the school with written reports, ensuring CEIAG is provided at EHCP review meetings.



## PROVIDER ACCESS POLICY STATEMENT

Schools are required to proactively provide access to their pupils to alternative providers of technical & post 14, 16 & 18 education.

It requires **ALL** schools from 2nd January 2018 to:

**Ensure that ALL pupils have access to hear what the following providers offer:**

At 14: studio schools, university technical colleges, further education colleges, in relation to any opportunities for 14-year-old enrolment

At 16: apprenticeship providers, further education colleges, sixth form colleges, work-based training providers

At 18: apprenticeship providers, higher education providers

In order to fulfill this obligation providers of 14+ opportunities need to contact the CEIAG Careers Leader to arrange to be present at Y9 Options Evening. During this evening students and parents/carers will have the opportunity to visit providers to discuss the courses on offer. The same applies to providers of Post 16 opportunities at the KS4 Yr 11 Careers Fayre or Next Steps Evening. All providers who offer courses within a reasonable travelling distance of Looe will be granted access. Once granted access providers can be expected to be given free and open access to promote their courses on a par with those provided by Looe Community Academy.



## RESOURCES

Students have access to a wide range of resources to support CEIAG. We provide a comprehensive and up to date selection of books, posters, magazines, college and university prospectus as well as Cornwall's labour market information. There is online access to services such as the National Careers Service and [careerpilot.org.uk](http://careerpilot.org.uk).

Looe Community Academy has a thriving alumni community and works in partnership with Enterprise advisors which allows opportunities to hold activities and events both inside and outside of school to engage and inspire our students.

## TRAINING

CEIAG Leads will undertake the necessary training required to deliver the CEIAG effectively.

Staff training needs are identified, and training is offered to all relevant staff when opportunities arise. Staff who deliver PSHCE have training with the CEIAG Lead/PSHCE Lead before they embark on the delivery of schemes of learning.

## MONITORING, REVIEW & EVALUATION

The success of the CEIAG programme is gauged through student voice feedback along with that of staff and parents; analysis of destinations data and tutor/teacher feedback on the Careers programme within PSCHE. An annual audit takes place of careers-related activities within individual subject areas in order to gain an overview of CEIAG received by each year group. The Careers Lead and Headteacher meet regularly to review progress and discuss next steps. Plus to strategically plan across each academic year a timeline. The Senior Leadership Team and Governing Body receive an annual careers report at LGC.

## SHARING OF INFORMATION

Staff are able to view the CEIAG policy on the school system and

parents, students and the wider community are able to view not only the policy but also a wide range of CEIAG information on the Looe Community Academy website.



## PSHCE PROGRAMME

PSHCE (Personal, Social, Health, Citizenship and Economic education) will enable students to feel positive about who they are and to enjoy healthy, safe, responsible and fulfilled lives. Through active learning opportunities students will learn to recognise and manage risk, take increasing responsibility for themselves, their choices and behaviors and make positive contributions to their families, schools and communities. Students will learn to recognise, develop and communicate their qualities, skills and attitudes.

## YEAR 7 - WHAT ARE YOUR GOALS?

**Aim: To introduce the variety for career pathways and enterprising opportunities**

Students start by meeting people from the local community in workshops called '*I Love my job*'. This gives students an insight into the many career pathways that are open to them. Students will then work with a local business during an enterprise day. Team work and communication skills are tested as groups develop an enterprising idea they will pitch to other local business representatives in a Dragons Den.

## YEAR 8 - WHAT COULD YOU BECOME?

**Aim: To investigate career opportunities and challenge stereotypes**

Students review work from Year 7 and recap their goals and dreams. Learning develops by students looking at stereotyping and how to challenge discrimination within careers. Representatives from different careers will join the students for a speed networking event where they will meet workers who challenge common stereotypes.



## PSHCE PROGRAMME

### YEAR 9 - WHAT ARE YOUR OPTIONS?

**Aim: To introduce students to careers education with respect to GCSE option choices, personal skills and attributes and potential career pathways**

Students begin Year 9 analysing their skills and attributes and how these relate to the current and future labour market. Year 9 have a day dedicated to exploring GCSE option choices by working with different external support. Students will work on their enterprising skills and work with successful businesses to see what skills are needed to develop their own successful business in the future.

### YEAR 10 - ARE YOU EMPLOYABLE?

**Aim: To self-reflective on skills and attributes in relation to employability**

Students investigate skills that employers look for and prepare for. Learning about health and safety and rights and responsibilities in the workplace prepare students for a work experience placement in the summer term.



## PSHCE PROGRAMME

### YEAR 11 - ARE YOU READY?

**Aim: To support students in making decisions about Post-16 destinations, complete a CV and prepare for interviews**

Year 11 have a packed programme at the start of the autumn term. Looking into job sectors and labour market information is where Year 11 start to investigate the reality of the job market. Students use Cornwall's labour market information to see where growth and decline in jobs are predicated and which local companies are prominent in each sector. Discussions on how the subjects they study in school help develop transferable skills are shared amongst learners. Students have sessions on writing their CV's that they can take to college or training interviews. They also participate in interview skill workshops and have one-to-one mock interviews with local employers. During our Positive Futures Evening all post-16 colleges and training providers are available for students to meet along with parents and carers. Students have opportunities to visit potential destinations with school and independently. One-to-one personal guidance is offered to all Year 11 students with a Qualified Advisor either from Careers Southwest Group, or Mr Riley, to enable impartial information advice and guidance to be delivered.

### ALL YEARS- SKILLS BUILDER

**Aim: To develop student skills to become successful members of society**

During tutor time each week all students discuss areas of skills development that can relate to their potential careers. These include:

- Listening
- Speaking
- Problem solving
- Creativity
- Staying positive
- Aiming high
- Leadership
- Teamwork
- Character Education



## EXTENDED PROVISION

### EMPLOYER & WORKPLACE ENCOUNTERS

- All learners have opportunities to work with employers within subject areas
- All learners have opportunities to meet and listen to employers within speed networking events and I love My Job workshops
- Learners at KS4 visit Cornwall Skills Show and meet employers from a range of sectors
- Learners in Year 10 complete a week of work experience
- Local employers work with Year 11 during the CV and interview stages of their Post-16 application process

### ALUMNI ENCOUNTERS

- Alumni are invited to join curriculum lessons and school events to support learners in choices

### FURTHER & HIGHER EDUCATION, APPRENTICESHIPS AND TRAINING

- Positive Futures Evening hosts local Further and Higher Education providers, apprenticeships and training providers into school for learners and parents to meet
- Year 11 are invited to open evenings provided by local Further Education providers

### SUPPORT WITHIN SCHOOL

- Careers displays around the school have up to date labour market information, education provider prospectuses and online access to careers information
- Qualified Careers Advisors are available to meet learners for impartial and personal advice and guidance at any point during their time at Looe Community Academy



## USEFUL LINKS

### INFORMATION

Careerpilot- <https://www.careerpilot.org.uk/>

National Careers Service-<https://nationalcareersservice.direct.gov.uk/>

### FURTHER EDUCATION

City of Plymouth College- <https://www.cityplym.ac.uk/>

Cornwall College- <https://www.cornwall.ac.uk/>

Duchy College- <https://www.duchy.ac.uk/>

Plymouth College of Art- <https://www.plymouthart.ac.uk/>

Truro College - <https://www.truro-penwith.ac.uk/>

Callywith College- <https://www.callywith.ac.uk/>

Liskeard 6<sup>th</sup> Form- <http://www.liskeard.cornwall.sch.uk/sixth-form>

Bodmin 6<sup>th</sup> Form- <https://www.bodmincollegesixthform.co.uk/>

Torpoint 6<sup>th</sup> Form- <http://www.torpoint.cornwall.sch.uk/sixth-form/>

Saltash 6<sup>th</sup> Form- <https://saltash.net/sixthform/>

UTC - <https://utcplymouth.org/>

Scott College- <https://www.scottcollege.co.uk/>

Devonport High School for Girls- <https://www.dhsg.co.uk/>

Devonport High School for Boys- <https://www.dhsb.org/>

Transferable skills training- <https://www.transferableskillstraining.com/>

Apprenticeships- <https://www.apprenticeships.gov.uk/>

<https://www.cornwallapprenticeships.com/>

Training providers- <https://ghqtraining.co.uk/>

<https://acacia.ac.uk/>

### ALUMNI

Use the link on the school website under the students tab to register your interest on our Facebook group- Looe Community Academy Alumni

### LABOUR MARKET INFORMATION

CloS Careers Hub- Local information for Cornwall

<https://www.careershubcios.co.uk/schools-colleges/benchmark-2/local-labour-market-information/>