



Wyvern Academy

A company limited by guarantee, registered in England and Wales. No 8123602

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

Policy: Summer 2023

Members of staff responsible: Senior Leadership Team

Policy History: Approved

Description of Policy Formation and Consultation Process

People involved: Head Teacher
Deputy Head
Full Trustee Board

Signed by Chair of Trustees: _____

Date: 02.05.23

Date for Review: Summer 2024

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Statement of Intent

At Wyvern our intention is that we will prepare all of our students with the skills and confidence needed to live their best possible life. Careers Education will form part of a curriculum designed to achieve this by developing individual students' awareness of the opportunities and responsibilities that are part of adulthood. We will use Cosmic Futures Guidance, local employers, local further education providers and social care providers to ensure that all of the relevant information is shared with students and families in a manner which is appropriate and accessible to them. We will use the Preparing for Adulthood Pathways of Employment, Independent Living, Community and Inclusion to structure the content of the curriculum and we will aim to meet the Gatsby Benchmarks in the provision of our careers guidance.

Implementation

- PfA outcomes will form a central core to the whole school curriculum and all teachers will be responsible for implementing this
- Within the 9 term topic plan, a careers programme will provide a spiral of opportunities to explore different jobs and what they involve and to develop employment skills, independent living skills relating to employment, and self-management skills.
- Cosmic Futures will provide impartial and confidential statutory careers education and guidance to students Year 9 and above.
- PfA skills will be taught across the school and within the Secondary Department specifically via ASDAN 'My Independence' and 'Life Skills Challenge'
- At KS4 and KS5 ASDAN Personal Progress will provide the opportunity for an accredited qualification where students gain credits which can be transferred to further education courses.
- For those students working at Entry level 1 or 2 the opportunity to gain AQA functional literacy and numeracy qualifications will be provided.
- For all students, Person Centred reviews will focus on their individual strengths and areas for development so that outcomes in Cognition and Learning, Communication, Social Emotional and Mental Health, Social and Physical skills and Independent living skills are tailored to extending skills and confidence for individuals. All staff supporting students from the very earliest age will be responsible for ensuring that individual students have the opportunity to voice their opinions at reviews in order that they grow in confidence and feel more able to contribute when transition points are reached.
- PfA outcomes will be core to Person Centred reviews for all Secondary aged pupils and the outcomes on the EHCP will be modified as appropriate to help meet the dreams and aspirations raised in these discussions.
- Staff, Students and families will develop an understanding of the range of opportunities available to students post 16, 18 and post 19 through information sharing at annual reviews and parents evenings, through the careers curriculum, input from Cosmic futures and

through off-site visits. The DPCC (Dorset Parent Carer Council) flow diagram will be used to support staff and families in negotiating key transition points.

- The careers lead will ensure an ongoing programme of visits from local employers, past students and Wyvern staff will be encouraged to share their experiences of employment and further education.
- The careers lead will support teachers to provide Year 11 and KS5 students with opportunities to explore the world of work through tailored work experience opportunities within school and where appropriate out of school. For some students this will involve learning and providing individual tasks rather than a block of work experience. Wyfri will continue to provide KS5 students with a practical experience where they can apply skills learnt.

Impact:

- The Careers programme and input from Cosmic futures will be reviewed by the careers lead and named member of SLT
- ASDAN awards and qualifications will be moderated by KS4 and KS5 teachers and the named member of SLT.
- The relevance of the units completed and the courses offered will be reviewed annually.
- All students and parents will be aware of the opportunities and options available to them and students will be able to contribute their views or preferences through voice or staff observation
- Students will access a broader range of post 16, 18 and 19 provision for further education and where appropriate, EHCP plans will run until the student is 25.
- Where appropriate and with the relevant support students will develop their skills, passions and interests in order to access sheltered employment, paid employment and/or voluntary employment
- The Compass Tool will help us to evaluate our Careers Programme on an annual basis.

Relevant Documents:

- KS3-5 3 year plan
- Gatsby Benchmark checklist
- Work Experience Policy