

# Royal Alexandra & Albert School



## Careers Education, Information, Advice and Guidance Policy

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**This policy was reviewed by Scott Randolph,  
Head of Citizenship and Careers**

**It was approved by the Pupil Matters Committee  
on 5 February 2019**

**It is next due for re-approval during the Spring Term 2020**

## **1. Rationale/Introduction**

1.1. Royal Alexandra and Albert School is committed to providing Careers Education, Information, Advice and Guidance to students through the curriculum and through organised activities.

1.2. Royal Alexandra and Albert School is a school within Surrey County Council (SCC), which is the educational authority in Surrey whose aim is to improve the educational experience of children and young people in schools and Sixth Form Colleges to prepare them for the opportunities, responsibilities and experiences of later life.

## **2. Commitment**

2.1. Royal Alexandra and Albert School is committed to fulfilling its statutory duty to secure independent and impartial Careers Education, Information, Advice and Guidance (CEIAG) for young people in Years 7-13 under Section 29 of the Education Act 2011 (Section 45A of part VII of the Education Act 1997). This policy also reflects the Careers guidance and inspiration in school's Statutory guidance for governing bodies, school leaders and school staff, January 2018.

2.2. A programme of careers education is delivered through weekly Citizenship and Personal, Social, Health, Educational and Economic Education (PSHEE) lessons. The programme is designed to build upon previous knowledge through activities that are appropriate to the student's stages of career learning, planning and development.

2.3. The school has a designated member of the Senior Leadership team who is in charge of ensuring the careers programme is high quality and meets the statutory requirements.

2.4. The Gatsby Benchmarks are used in order to evaluate and monitor Royal Alexandra and Albert School's careers provision and the school uses the software programme, Grofar, as an evaluation tool. On an ongoing basis, the students and school will evaluate the provision of career activities.

2.5. Royal Alexandra and Albert School actively ensures students and parents/carers have access to information throughout the year through events such as Information Evenings.

2.6. Royal Alexandra and Albert School endeavours to follow best practice guidance from the careers profession and from other extended bodies such as Ofsted, Department for Education, GOV UK, 'Prospects' and the 'Careers and Enterprise Company'.

2.7. Royal Alexandra and Albert School uses destination data, both at KS4 and KS5, in order to assess how successfully students make the transition into the next stage of education, training or employment provided by the Local Authority.

### **3. Aims**

3.1. Royal Alexandra and Albert School aims to promote Careers Education, Information, Advice and Guidance to all students in order for them to progress in their learning and work.

3.2. It is part of the vision and mission of Royal Alexandra and Albert School that all learners have a planned programme of activities to help them choose 11-19 pathways that are right for them and to be able to manage their careers, sustain employability and achieve personal and economic well-being throughout their lives.

### **4. Partnerships**

4.1. Royal Alexandra and Albert School works in partnership with the Careers and Enterprise Company. The Careers and Enterprise Company is a partnership and collaboration of key education providers and businesses in East Surrey and the Sussex area.

4.2. The aim is to improve the educational experience of children and young people in our schools and colleges and prepare them for the opportunities, responsibilities and experiences of later life and ensure that all students develop the knowledge and skills for successful progression in education and employment.

4.3. Royal Alexandra and Albert School seeks to provide educational services and support through the establishment of partnership working between educational providers and with the business community.

4.4. Royal Alexandra and Albert School also works with 'Prospects', an impartial Careers Provider who provides Year 9 - 13 students with a 45 minute interview and follow-up and drop-in sessions.

4.5. Royal Alexandra and Albert School, as part of their work with The Careers and Enterprise and Company, works in conjunction with a local business volunteer (an 'Enterprise Advisor') and to host employer speakers from the business world and visits to workplaces.

4.6. Royal Alexandra and Albert School has entered into a partnership with 'Thakeham Homes' in order to strengthen our provision and increase employer engagement. The Enterprise Network will help us to form relationships with other businesses.

4.7. All work related learning is audited bi-annually by liaising with Faculties.

## **5. Entitlement**

5.1. All students are entitled to CEIAG that is impartial and confidential.

5.2. Careers Education is provided to all students from Year 7 to Year 13. It is integrated into their experience of PSHEE, enrichment and the whole curriculum. It is delivered and supported by tutors and subject teachers.

5.3. High quality, impartial careers guidance is provided through an external careers advisor who works two days a week.

5.4. Students are encouraged to follow career paths that suit their interests, skills and personal qualities with the absence of stereotypes. The 'Grofar' programme has equality of opportunity, diversity and inclusion, whilst promoting the best interests of the student to whom it is given.

5.5. Royal Alexandra and Albert School is aware of the need to engage with local employers and the professional community and works with our partners to provide those opportunities for our students. Several local Careers providers will be used to increase opportunities to attend Job Fairs, Apprentice Fairs and general conventions that are provided by these groups.