



### **Information Advice and Guidance/Careers Policy**

(May 2015)

- 1. Title** Policy for Information, Advice and Guidance (IAG)
- 2. Introduction**
- **Rationale for IAG** Schools and Academies have a statutory duty to secure independent and impartial careers guidance for young people from Yr 8. They have a role to play in supporting their students to make well informed and realistic decisions by providing access to impartial and independent information and guidance. This information will become increasingly important as young people will be required to participate in education or training until the end of the academic year in which they turn 17 from 2013, and to their 18<sup>th</sup> birthday from 2015 (2011 Education Act, 1997 legislation).
  - **Commitment** Lawn Manor Academy is committed to providing a planned programme of careers education for all students in Years 7 - 11 and information, advice and guidance (IAG) in partnership with Careers Advisers and External Contributors (Raising Participation, Local Authority, KS5 Providers, Villiers Park, local employers, University of Bath and The Royal Agricultural University).  
  
Lawn Manor Academy endeavours to follow the Education Act 2011, in particular section 42A, Part VII of the Education Act 1997 “to present impartial advice and include information on 16 - 18 education and training, including apprenticeships and other work-based education and training options”.
  - **Development** This policy was developed and will be reviewed every three years in line with all School policies through discussions with teaching staff; the School’s Careers advisers, students, parents, Governing Board, advisory staff and other external contributors.
  - **Links with other policies** It supports and is underpinned by key School policies including those for teaching and learning, assessment, recording and reporting achievement, citizenship, PSHE, equal opportunities and diversity, health and safety, gifted and talented, and special needs.

### 3. Objectives

- Students' needs      The careers programme is designed to meet the needs of students at Lawn Manor Academy. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. It fully recognises the diverse needs of a multi ethnic School with students of all abilities and from all social backgrounds.
- Entitlement      Students are entitled to careers education and guidance that meets professional standards of practice and is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme will promote equality of opportunity, inclusion and anti-racism.

### 4. Implementation

- Management      The staff responsible for KS4 and KS3 Progression co-ordinate the careers programme and are responsible to the Assistant Principal [Teaching and Learning]. This area is supported by a link Director.
- Staffing      All staff contribute to careers education and guidance through their roles as support staff, TAs, mentors and class teachers. Specialist sessions are delivered through the Tutor and PSHE Programme, Villiers Park and the STEM Business Partnership, e.g. Futures Day and Careers Fair. Careers Education is also delivered by KS5 providers. The member of staff with responsibility for The Stem Partnership, The Employment Pathway and the Head of Yr 11 also contribute to the careers programme for designated students. Careers information is available on the VLE, the careers office, notice boards, and Television Screens.
- Curriculum      See separate policy
- Assessment      Career learning is assessed using outcomes based on the National Framework and assessment for learning techniques. Students and staff evaluate learning opportunities given to the students and these evaluations are used to inform the careers programme of Study.
- Partnerships      An Annual Partnership Agreement is negotiated between the school and External Careers Advisers which identifies the contributions to the programme that each will make. The School works with the colleges to provide an alternative curriculum for a small number of students at KS4 for whom the traditional curriculum is inappropriate.  
Lawn Manor Academy works closely with other schools and KS5 providers in the Swindon IAG Network. Partnerships with businesses in the STEM Business programme (For example Intel and Nationwide) and Bath University, The Royal Agricultural University and Post 16 providers provide careers opportunities for students.

- Resources Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the IAG area. The staff with responsibility for IAG are responsible for the effective deployment of resources.
  - Staff development The need for increased input by tutors is clearly recognised and it is intended that there will be increased use of careers software resources during tutor periods. The School will endeavour to meet training needs within a reasonable period of time.
  - Monitoring, review and evaluation The Partnership Agreement with Careers Advisers is reviewed annually. The careers programme is under constant review and the impact of the programme is monitored through staff, parents and student evaluation. The careers advisers' hours have increased from 16 to 20 hours, September 2016.
- Destination Data
- There is careful analysis of the destination data of the students from year to year. Lawn Manor Academy work closely with the Local Authority to assist the most vulnerable students and those at risk of disengaging with education or work, and to ensure that all 16 and 17 year olds have received an offer of a suitable place for post-16 education or training.

Policy adopted from Churchfields Academy on 1<sup>st</sup> September 2017

Date Policy Written: **May 2016**

Person Responsible: **Ms C Jarvis**

SLT Approved: **17.5.16**

Due for Review: **May 2019**