

<p style="text-align: center;"><b>Hospital and Outreach Education AP Academy</b></p> <p style="text-align: center;"><b>Careers Education, Information, Advice and Guidance Policy</b></p>
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### Introduction

Hospital and Outreach Education Ap Academy (HOE) recognises that it has a statutory duty to provide independent careers guidance for pupils so they are inspired and motivated to fulfil their potential. HOE will endeavour to support every pupil in developing high aspirations and to consider a broader and ambitious range of contacts. This will enable them to be able to manage their careers, sustain employability and achieve personal and economic wellbeing throughout their lives. This is in line with sections 42A and 45A of the Education Act 1997 and the statutory guidance 'Careers guidance and access for education and training providers' (DfE, 2018)

HOE recognises their critical role in preparing their pupils for the next stage of their education or training and beyond. HOE set high expectations for all pupils so that they are stretched and acquire attributes that employer's value. This will help all of our pupils to realise their potential and so increase economic competitiveness and support social mobility.

HOE is committed to providing a planned programme of impartial careers education, information, advice and guidance (CEIAG) in association with the pupil's home schools, for all learners, in partnership with the Northamptonshire Prospects Service. We will provide extra support as required for learners with more complex additional needs in order to help them make decisions and choices during their time with HOE and the in the future.

This policy is underpinned by the HOE policies on Teaching and Learning, Assessment, Personal Development, PSHE, Work Related Learning, Provider Access Policy, Equal Opportunities and Health and Safety.

### Aims

The careers programme is designed to meet the need of all pupils who are educated through HOE. For those attending groups in the outreach centres, the programme will be differentiated to ensure progression through activities that are appropriate to pupils' stages of careers learning, planning and development. For pupils learning in outreach settings, programmes will be delivered which are personalised and planned to co-ordinate with the pupil's home school programmes. Pupils dual registered with HOE in years 10 – 12 will be provided with an experience of the world of work that corresponds to their individual abilities, skills and post HOE opportunities and expectations.

### Entitlement

Pupils who are educated through HOE are entitled to CEIAG that is impartial and confidential. It will be integrated into their personalised curriculum and based on a partnership with pupils and their parents/careers. The programme will promote equality of opportunity, inclusion and anti-racism.

### Management

Cath Kitchen is responsible for co-ordinating the CEIAG programme working closely with Carmel Shortland (Careers Advisor) and Prospects Advisors in each of the centre/areas. She is responsible to the Local Advisory Board and the Careers governor is Gary Telford. Work experience is planned and implemented by Carmel Shortland, supported by other Senior Learning Support Assistants.

### Staff and training

All staff are expected to contribute to the CEIAG programme through their roles as core teachers and support assistants. In the outreach centres, CEIAG will be delivered by specified staff, but core teachers are responsible for ensuring that their outreach pupils also have access to CEIAG as part of their personalised programme.

Core staff plan external speakers to come into their lessons to explain how their subject links to different careers to add to pupil's experiences.

CEIAG is planned, monitored and evaluated by the Leaders of Learning in consultation with the Head Teacher.

Staff are supported through curriculum meetings, inset training by internal and external staff, and liaison with careers staff.

Carmel and leaders of learning meet with Prospects advisors to highlight pupils who maybe experiencing additional difficulties or who require support above and beyond what is normally available through HOE. Carmel is also a member of the local SEMLEP team and attends the meetings for staff in SEND schools

### Curriculum and assessment

The CEIAG programme includes careers education lessons, careers guidance activities, information and research activities, work related learning, action planning and recording achievement.

Pupils undertake a personal planning activity to identify their strengths and areas for development, and to inform them of careers/further education opportunities that they might be suited to.

Accreditation may be provided through the AQA Unit Award Scheme or PSD certificate which may also be used as a framework for the programme for certain pupils.

Extended work placements may be used for some pupils as part of a personalised curriculum offer.

Pupils attend job fairs and other events, where their health conditions allows.

### Partnerships

An annual partnership is negotiated between HOE and Prospects Northamptonshire, identifying the contributions to the CEIAG programme that each will make.

Pupils and parents/careers are involved in regular multi agency review meetings as part of the educational provision through HOE. Transition planning and post 16 destination planning is discussed in these meetings. Parents are informed about work placements through 'parent time' meetings, through the website and parent information booklet. They are encouraged to support their child in participating in the work placement. There is a separate section for careers on the website.

Visits are arranged to local colleges and details about open days in schools shared with pupils and their parent/careers. 'Taster days' are arranged with the colleges alongside familiarisation trips. Support can be provided for induction days and at the start of the course.

HOE works closely with the Northamptonshire Enterprise Partnership in developing our links with businesses in the local community, which may include 'world of work' days, mentoring and work shadowing, to increase pupil's knowledge of the world of work and opportunities within Northamptonshire.

A 'Parent time' meeting is arranged for parents to hear about the careers programme and for them to ask questions. Speakers from local colleges are invited in to contribute to the session.

### Resources

Financial support for resources for the delivery and implementation of the CEIAG programme and accreditation are provided from the curriculum budget. All resources purchased and developments link to the Team Improvement Plan.

All centres have a Careers Information display board and information can also be accessed on the website [www.nhoe.org.uk](http://www.nhoe.org.uk). There are supplies of the latest prospectuses from the local college providers and details of how to log into the apprenticeship website.

HOE commission a bespoke careers website Careercompanion, which has local and national information, local vacancies, information about careers etc. Parents/carers and pupils have their own log ins.

### Monitoring, review and evaluation

Review of the CEIAG programmes takes place at the end of the academic year, using information from parents/careers, pupils, staff and other partners.

An audit of available resources is carried out.

HOE was awarded the quality award 'Career Mark' in July 2018

Pupils, parent/career and multi-agency partners are provided with evaluations and feedback from these is used to inform the action plan for the following academic year. Employers are invited to comments through the Work Experience reporting process.

Prospects Agreement is reviewed annually to monitor guidance and input from the advisors.

Date of policy	October 2020
Date of review	October 2021