



## Information, Advice and Guidance (IAG)

### **Mission Statement**

All students should receive the appropriate level of Information, Advice and Guidance to enable them to make well informed and realistic decisions about their future in terms of education and careers.

### **Vision**

Castleford Academy believes that students should be appropriately prepared for the choices they make during their education and the choices they make in the future. Students should have an understanding of how their education will prepare them for the world of work. The students should feel confident in making key decisions about educational and career choices and have a clear understanding of the routes to achieve their goal. This preparation should be achieved through a variety of means such as impartial and independent one to ones with a qualified Careers Advisor, careers resources purchased by the Academy and Taster Sessions at local colleges and Universities.

### **Aims**

- To raise students' aspirations and expectations.
- To enable students to set personal objectives and goals in relation to their future choices.
- To help students develop employability and key skills.
- To promote equal opportunities and tackle gender stereotyping within career choices.
- To promote lifelong learning and education to students.
- To prepare students to independently access Information, Advice and Guidance.
- To enable students to have access to an impartial adviser for further support and guidance.

### **Objectives**

- Students should be able to plan their future choices and understand how to access further support and IAG.
- Students should be aware of how current labour market information may affect future choices.
- Students should understand how educational achievements are linked to maximising their potential future choices.
- Students should be able to identify a range of key and employability skills they have gained to help them succeed in the world of work.
- Students should understand gender stereotyping within the workforce and understand how to overcome it.

### **Entitlement**

All students aged 11-19 years old at Castleford Academy and Sixth Form are entitled to receive unbiased Information, Advice and Guidance through the schools Careers Advisor and Connexions PA.



### **Management of Information, Advice and Guidance**

The provision and quality of the Information, Advice and Guidance delivered to students is managed by the Careers Advisor who reports to the Academy's Senior Leadership team through and appropriate link person, as well as through links with the Local Authority.

### **Careers Education and Information, Advice and Guidance**

Students receive career education and guidance from Year 8 to Year 13 through a range of different mediums, including; assemblies, information in registration, one to one and group careers guidance appointments, access to online careers resources (JED, KUDOS, Higher Ideas) and through events such as Aspirations Week, Enterprise Day and Taster Days.

- Year 8 - focus on reviewing own skills, in relation to work, after each reporting cycle.
- Year 9 - focus on options with assemblies about GCSE option choices. Introduction to using careers sites to search for opportunities. One to ones with Careers Advisor are encouraged.
- Year 10 - focus on aspirations with a Cross Curricular day centred around aspirations. Students attend local College taster sessions and take part in Enterprise day. One to ones with Careers Advisor are encouraged.
- Year 11- focus on college applications with support and guidance in registration, General studies and with one to ones from Careers Advisor and Connexions PA.

### **Provision of Careers Information**

The provision of Careers is primarily accessed via electronic software to ensure the most up to date and accurate information is accessed by students. This also enables students to have greater access to information as all software should be accessible via the student network. This software includes:

- Job Explorer Database (JED)
- KUDOS
- Higher Ideas

Students are also encouraged to access information from the National Careers Service website.

### **Design and Delivery of Individual Information, Advice and Guidance**

All students from Year 7 to Year 13 are entitled to access individual information, advice and guidance from a suitably qualified Careers Adviser. Students with Special Educational Needs (SEN), those classified as 'at risk' and or potentially NEET will also have access to an external Information, Advice and Guidance adviser provided by the Connexions service/Local Authority. HOY and form tutors are also encouraged to refer individual students to the Careers Advisor if they feel this is necessary.



### **Support for Parents**

All parents can access information on supporting their children in making career and education choices. The support is offered through:

- Resources on the school website.
- Access to the Academy Careers Advisor daily, via phone or appointment and at Parents Evenings.
- The IAG information booklet for parents (distributed to all Y11 students and on the website).

### **Equal Opportunities**

All Information, Advice and Guidance will be provided impartially to students and will be provided free of bias. Students will be encouraged to look at careers and courses outside of the normal gender stereotypes.