



HARMONIZE ACADEMY

CAREERS EDUCATION, INFORMATION, ADVICE and GUIDANCE POLICY (CEIAG)

POLICY WRITTEN/ADAPTED BY:	PRINCIPAL/CAREERS' LEAD
DATE POLICY PREPARED:	SEPTEMBER 2024
DATE POLICY REVIEWED:	SEPTEMBER 2025
DATE FOR NEXT REVIEW:	SEPTEMBER 2026

Trust, Respect, Compassion, Forgiveness

Harmonize Academy Careers Education, Information, Advice and Guidance Policy

Harmonize Academy is an Outstanding Alternative Education School for students in Years 9 to 11. The Academy has a Christian ethos based on values of trust, respect, compassion and forgiveness which permeate every aspect of school life. The aim of Harmonize Academy is to provide every student with a Vision for Life through a personalised curriculum enabling them to fulfil their potential in education, life and employment.

Harmonize Academy opened in April 2013 as one of the first Alternative Provision Free Schools in the country and in March 2015 we were rated an Outstanding School by Ofsted which still stands today. Ofsted visited on 14th and 15th January 2020. 'This school succeeds where no one else can' sums up the view of all those students who spoke with the Ofsted inspectors.

Careers education and guidance programmes play a major part in helping young people choose programmes that suit their interests, abilities and individual needs. A robust careers programme helps avoid disengagement, puts school learning into a wider and more relevant context, and helps raise aspirations.

Vision

Promoting career development is essential part of our school. We aim to support aspirations of all our learners and to ensure that they gain the understanding, skills and experience they need to make progress, to succeed in life and work and to become independent and active citizens.

Harmonize Academy will work and create opportunities for students to overcome their adverse life experiences. Students will be able to make real careers choices to fulfil and realise their academic and careers-based potentials in this evolving world. We believe that effective careers education and guidance not only contributes to the well-being of individuals but also to the well-being of their families and communities and to the wider society, businesses and economy.

Harmonize Academy careers programme will help our students to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It will promote equality of opportunity, embrace diversity and challenge stereotypes.

Our programme aims to raise aspiration and resilience and supports our schools' vision to raise attainment, attendance and improve student destinations.

The policy will be guided by the Gatsby benchmarks¹ and conform to statutory requirements, in particular the DfE's Careers Strategy² and the revised statutory guidance³.

This policy is underpinned by our long-term vision and our values. We are committed to providing a progressive, planned programme of Careers Education, information and guidance to all pupils in years 9-11. The aims of our careers programme are:

- To raise students aspiration about their future through increased encounters with employers

¹ <http://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

² https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf

³ <https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>

- To motivate students and develop positive attitudes towards study and work by linking the curriculum to careers
- To provide students with careers information and guidance that is suitable to their personal needs
using independent and impartial careers advice software and through career connect
- To provide students with impartial advice about the options that are available to them post 16 and post 18 and ensuring that they have encounters with providers
- To help students to make informed choices about their future at key transition points, supporting them towards achieving those goals. We will do this by providing a planned careers programme which is delivered at key transition times.
- To improve student destinations and reduce the number of students classed as NEET by identifying at risk groups and ensuring personalised support and interventions are put in place.

Good Careers Guidance

Every young person needs good career guidance to make informed decisions about their future. Good career guidance is a necessity for social mobility: those young people without significant social capital or home support to draw upon have the most to gain from a strong career guidance system.

In 2013, Gatsby commissioned Sir John Holman to set out what career guidance in England would be like if it were good by international standards, resulting in the [Good Career Guidance report](#). The eight Gatsby Benchmarks defined in the report serve as a framework for world-class careers provision and have been adopted as part of the Government's Careers Strategy, statutory guidance for schools and guidance for colleges. In addition, [The Careers & Enterprise Company](#) now supports the implementation of the Benchmarks in education with a national network of support, resources and targeted funding.

Since the initial pilot of the Benchmarks in the North East of England, we have sought to assess their effectiveness through research. This includes a four-year [evaluation by the University of Derby](#), published in 2021, which found achievement of the Benchmarks had a positive impact on students' career readiness and GCSE attainment.

The eight Gatsby Benchmarks of Good Career Guidance are:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

Management and Delivery of the Careers Programme

At Harmonize Academy, we recognise the importance of ensuring effective management and delivery of the careers programme. The school has a named Careers Leader (Karo Onowighose) who is line managed by the Principal (Mrs Marie McConville.) There is a designated lead governor for careers (Anthony Lawson).

Careers Programme

The careers programme is delivered through a combination of methods, including careers fairs, assemblies, mock interviews, workshops and lessons through the Personal Development curriculum in years 9 -11. The programme is also supported through specific learning mornings, assemblies, masterclasses, presentations, employer visits, independent work experience, mentor sessions, workshops, careers fairs and 1:1 impartial and independent guidance. Students participate in a variety of events such as National Careers Week, National Apprenticeship Week and attend Apprenticeship show annually etc.

Commitment

Harmonize Academy is committed to fulfilling its statutory duties in relation to Careers Education and Guidance. It is committed to providing all students in Years 9-11 with a programme of careers and enterprise related activities. The details of the Careers programme is published on the school website and can be viewed by students, parents and carers as well as employers, partners and education/careers providers. The programme is guided by the Gatsby benchmarks for ensuring best practice.

In addition, to ensure Harmonize Academy is delivering the best possible careers guidance we work towards and have achieved the Quality in Careers Standard. This is in accordance with the Government's recommendation that *"all schools should work towards a quality award for careers education, information, advice and guidance as an effective means of carrying out a self-review and evaluation of the school's programme."* And as advocated by the Department for Education in their 'Careers Guidance and Inspiration in Schools' policy issued in March 2015.

Harmonize Academy is also participating in CEC's Enterprise Adviser Network to strengthen the linkage between education and industry; particularly in respect of the identified growth sectors in the Liverpool City Region; raising awareness of opportunities in the current labour market and preparing students for these career experiences. Harmonize Academy is a member of the Liverpool City Region Careers Hub and is supported by our Enterprise Adviser and coordinator.

Harmonize Academy Careers policy ensures that all registered students at this school are provided with independent careers guidance from year 9 to year 11.

We ensure that the independent careers guidance provided will:

- Be presented in an impartial manner
- includes information on the full range of post 16 education or training options, including apprenticeships and technical education routes.
- Promote the best interests of the pupil to whom it is given

Learning Outcomes

By the end of Key Stage 3 students should be able to:

- Develop resilience skills and be able to manage change
- Manage their transition.
- Consider future careers using **Get Connected** – interactive digital careers information and advice.
- Been supported to make appropriate post 14 choices
- Used Liverpool market information (LMI)
- Participated in experience of a workplace
- Met with employers
- Attend careers events in school to choose options
- Attend a Careers fair

By the end of Key Stage 4 students will:

- Understand the range of options that are available to them post 16
- Know how to use the National Careers Service
- Create CV
- Make an application to a post 16 provider
- Attend a Careers fair
- Understand the importance of English and Maths to the next stages of one's career
- Know where to obtain impartial careers advice
- Discuss career options and pathways with the Career Connect adviser
- Complete career-based questionnaires
- Manage money
- Prepare for work
- Learn interviews skills
- Job search skills

Implementation

The school guarantees impartial and independent advice via: An independent Careers Adviser, employed by Career Connect, who attends school 1 day a week. Students normally meet with adviser to discuss their career pathways. Independent Careers guidance must:

- Be presented in an impartial manner
- Feature information on the range of education or training options, including apprenticeships and other vocational pathways
- Promote the best interests of the students to whom it is given
- Access for all students to use **Get Connected** and staff to use **Get Connected Plus** (digital careers platform) and other appropriate sources of guidance
- Promoting the National Careers Service Website and Helpline
- Promotion of independent websites relevant to all career needs, from choosing a university or apprenticeship to pursuing a career
- Access to relevant external speakers offering independent sources of information including local and national employers, representatives from professional bodies and organisations including, representatives of higher education establishments and former students, who are a valuable resource.

There is a Careers Leader with responsibility for Careers and Enterprise education. All staff have a part to play in the implementation of this policy through their role as teachers/tutors/mentors and as subject specialists. Students access careers information from a vast host of sources e.g. **Get Connected**, National Careers Service etc

Throughout KS3 and 4, independent learning providers and local colleges, will be invited to attend Harmonize Academy, in order to have the opportunity to speak to students/parents/carers/staff. If the organisation cannot attend, then representation will be visible at events in order to advertise local opportunities. Harmonize Academy has published provider access policy and published it on the school's careers page on the school website.

Monitoring, Review and Evaluation

The implementation of the careers programme will be monitored and reviewed by:

- Compass Tracking with the school enterprise link and Careers Hub Lead
- Reviews with the independent career advisor
- Review discussions with Career Connect
- Pupil voice
- Internal monitoring throughout the year as part of the school's system
- Work experience monitoring
- Parent reviews after school events
- Employer and Training provider reviews following events
- Quality in Careers Standard accreditation
- Destination Data
- Reporting to the Governing Body
- Questionnaires from Teaching staff and Teaching assistants
- Report from **Get Connected Plus**

The Careers and Enterprise Compass+ tool is completed on a termly basis. The Tracker tool is used to track interventions. The Career leader meets with the Link governor for Careers and reports to the governing body in Governors meetings to discuss the programme, review provision. The Careers Leader meets with the Principal to discuss opportunities and initiatives.

An evaluation is published on an annual basis, including an account of activities, a review of progress and an evaluation of pupil responses to provision. This policy will be reviewed annually as part of the whole-school self-assessment process, informing the COMPASS SEF and will be reviewed by the Governors. Parents are welcome to give feedback on any aspect of the Careers Education, Information, Advice, and Guidance (CEIAG) programme to the Careers Leader, via the school website. Student voice activities are conducted with students from various year groups at least once a year.

Entitlement

Every student at Harmonize Academy is entitled to a thorough, personalised and aspirational programme of careers events throughout their time at the school. They are given support to whichever route they choose, whether this occurs at the end of KS4.

Students will come into contact with Careers, Employability and Enterprise in the following ways:

- Through a variety of year group assemblies
- Through their Careers lessons and through specific events and activities throughout the year
- Parents/carers are welcome to speak to the careers team, their child's mentors, Head of House, Assistant Principal, a member of SLT and SENDCO.
- Students, parents/carers are entitled to have access to information about the options processes - provided via letter, on the school website and on information evenings.
- Each KS4 student will have the opportunity to attend at least one individual careers interview with an independent, qualified careers practitioner by the end of KS4.

Partnerships

The CEIAG programme is greatly enhanced through links with several partners who ensure the students' learning is up to date and relevant. We strive constantly to expand and improve links with employers and other local groups, including the Careers and Enterprise Company's Enterprise Adviser Network.

Parents also have the opportunity to speak to the Careers Lead by phone, by appointment or at any Year 9 to 11 parental evening events. We also have a dedicated section for parents on our school website on Careers, Employability and Enterprise.

Links with the Governing Body

There is a named link Governor responsible for Careers and Enterprise education. All changes to the Careers Policy are approved by the school Governing Body and they are regularly informed about the progress of the careers programme via visits to the school and reports/presentations delivered Governor's meeting.

Resources

Funding is allocated in the annual budget planning. This is planned around the level of funding related to whole school priorities and particular needs in the CEIAG area. The Careers Leader is responsible for the effective deployment and monitoring of resources.

Staff Development

- Staff training needs are identified and make use of the Training Needs Analysis for CEIAG.
- The CPD at the School makes every effort to meet training needs within an agreed period.
- The Careers Leader is a member of the Liverpool City Network (LCR) and a member of the Alternative Provision Community (APC) where Careers Leaders meet to share good practice.
- The Quality in Careers Standard Award also helps to identify desirable improvement.
- **All staff completed Get Connected / Get Connected Plus training Sep 2025.**

Detailed Careers Provision 2025-26			
	Autumn	Spring	Summer
Year 9	✓ Options ✓ Young Leaders ✓ Get Connected Profile ✓ Community work ✓ Volunteering ✓ PSHE Lessons ✓ Assemblies	✓ Careers Fair ✓ Young Leaders ✓ Assemblies/Workshop ✓ Parents Evening ✓ PSHE Lessons	✓ Get Connected Profile ✓ Assemblies Talk ✓ PSHE Lessons ✓ Parents evening ✓ PSHE Lessons
Year 10	✓ Get Connected Profile ✓ Assemblies/Workshop ✓ ASK Programme ✓ Apprenticeship Show ✓ Get Connected ✓ PSHE Lessons	✓ Careers Fair ✓ Get Connected ✓ Workshop ✓ Barclays Life Skills ✓ NatWest Money sense ✓ Parents Evening	✓ Assemblies ✓ workshops
Year 11	✓ Get Connected Profile ✓ Barclays Life skill ✓ NatWest Money sense ✓ Careers Connect 1-1 ✓ National Career Service ✓ PSHE Lessons	✓ Apprenticeship show ✓ Apprenticeship workshop ✓ CV ✓ Work Experience ✓ FE Visit ✓ Careers Fair ✓ Careers Connect 1-1 ✓ Stacey Dooley's Work experience videos ✓ Parents Evening ✓ Alumni Talk ✓ PSHE Lessons	✓ FE Visits ✓ Personal statement ✓ Volunteering ✓ Interviews ✓ PSHE Lessons

<https://careerconnect.org.uk/our-services/for-schools-colleges/get-connected-digital-careers-guidance/>

<https://nationalcareers.service.gov.uk/>