

# CAREERS POLICY

Bloxwich Academy



**October 2018**

Review date: October 2019

Review led by: J. Till



## Careers Education, Information, Advice and Guidance Policy (CEIAG)

### Rationale

The school is committed to providing a planned programme of Careers Education, Information and Guidance for all pupils in Years 7-13. Careers will be integrated into the pupils' experience for the whole curriculum and will be based on partnerships with external partners, teachers, pupils and parents.

The careers programme at Bloxwich Academy will be an essential part in helping pupils to select appropriate 14 to 19 pathways. With appropriate support, pupils are able to plan and manage their career path effectively in a changing global world of learning and work, ensuring that progression is both ambitious and aspirational. The programme promotes equality of opportunity, celebrates diversity and challenges stereotypes.

The policy is developed and reviewed annually through discussions with teaching staff, the Careers Advisor, pupils, parents, governors and other external partners. It is based on **current good practice from the Careers Development Institute** and is guided by the 'Gatsby' benchmarks, to ensure best practice and to conform to statutory requirements.

### Context

From September 2013 the Education Act of 2001 placed schools under a duty to ensure that all registered pupils in Years 8-13 have access to independent, accurate and impartial information, advice and guidance. Careers guidance secured under the new duty will:

- be presented in an impartial manner
- include information on the full range of post-16 education or training options
- promote the best interests of the pupils to whom it is given

Careers Education at Bloxwich Academy follows the recommendations from the Careers Development Institute (CDI) Framework 2015.

### Careers Programme

Bloxwich Academy is committed to providing all pupils in Years 7-13 with a programme of activities which are planned and coordinated with opportunities to measure learning outcomes.

The careers programme is designed to meet the needs of all pupils at Bloxwich Academy. Just helping pupils to find 'the right job' has now been replaced with supporting pupils to be equipped with the knowledge, understanding, skills and personal qualities to plan and manage their career progression through learning and work. The programme is differentiated and personalised to ensure progression through activities that are appropriate to the stages of career learning, planning and development. The programme is also linked to the School Development Plan.

At Bloxwich Academy we work in partnership to help every pupil achieve their full potential and listed below is the pupil entitlement for careers.



## Careers Pupil Entitlement

1. Careers Education, Information and Guidance that meets professional standards of practice.
2. A careers programme that will raise aspiration, challenge stereotypes and promote equality and diversity.
3. Support in making well informed and realistic decisions.
4. Access to impartial and independent information and guidance about the range of education and training options that are most likely to help pupils achieve their ambitions.
5. The careers Adviser is available every Monday and Tuesday, 8.50am - 3.30pm for pupils and parents to make appointments for advice and guidance.

## The 'Gatsby' Benchmarks

Bloxwich Academy has adopted the Gatsby Benchmarks because they are judged to be an outstanding system for career guidance. <https://www.gov.uk/government/news/careers-guidance-for-modern-countryunveiled> <http://www.gatsby.org.uk/uploads/education/reports/pdf/gatsby-sir-john-holman-good-career-guidance2014.pdf>

### Benchmark 1: A stable careers programme

- The careers programme is structured and updated by a member of the Leadership Team. It is published and included on the school's website.
- The programme is evaluated with feedback from all stakeholders.
- A framework for the planning, monitoring and delivery of the careers programme will be reviewed annually, using the quality standard for Careers Education and Guidance.
- Funding is allocated annually in the context of whole school priorities and particular needs for Careers Education, Information and Guidance.

### Benchmark 2: Learning from career and labour market information (LMI)

- Pupils complete individual research using on line career programmes, including eClips. All pupils are issued with a password so that they are able to complete further research both at home and school. Pupils have the opportunity to complete an eClips certificate at bronze, silver or gold level.
- Pupils are also encouraged to use the National Careers Service and Helpline.
- Local Market Information (LMI) is included in the careers programme and additional knowledge is provided by the Careers Adviser.
- Parents and pupils can keep up to date with information about Local Market Information by reading the Network Careers magazine and looking in the careers section on the school website.
- The Careers Adviser provides independent careers guidance, including LMI to all Year 11 pupils and identified groups.
- Careers information and resources are located in the school library, which contains impartial information. It is reviewed annually by the Careers Adviser.

### Benchmark 3: Addressing the needs of each pupil

- A member of the Leadership Team will track career aspirations of individual pupils from Year 7-13, this helps to provide personalised advice for pupils. The careers destination spreadsheet is updated annually. The information is also used to identify pupils for the most relevant talks/workshops/visits.
- Pupils now have the opportunity to complete a careers progress file during designated PSHE sessions, where pupils track their own career development and progression.
- The careers progress file is based on the three main strands of career and work-related learning:
  1. Developing yourself through careers, employability and enterprise education.
  2. Learning about careers and the world of work



## 3. Developing your career management and employability skills

- Pupil planners include information on employability skills.
- The Careers Adviser keeps accurate records of individual careers advice and these are shared with pupils.
- Destinations are collated by a member of the Leadership Team with the support of the Careers Adviser.
- The careers programme actively seeks to challenge stereotypical thinking and to raise aspirations.
- Pupils in all year groups will be given the opportunity to identify different career routes, from apprenticeships, university and college courses to local work opportunities. These events take place during lessons, career lessons, specialist days and organised events.
- All Year 11, 12 and 13 students have the opportunity to meet higher education providers during the annual matrix careers fair. Specialist workshops will also take place during the careers fair.
- Year 12 also visit a Russell Group university to support their future career aspirations.
- The Success Centre supports vulnerable groups at key transitions.
- Year 11 pupils meet with the Careers Adviser and the Director of Post 16 to discuss their career plans and to confirm a destination for the end of Year 11.
- Sixth Form students are encouraged to attend summer schools and university workshops.
- Year 11 /12 pupils are given the opportunity to apply for the National Citizenship Service (NCS).

### Benchmark 4: Linking curriculum learning to careers

- Pupils will experience a series of planned STEM activities either in lessons, workshops or afterschool clubs; these are updated annually.
- Employability and enterprise skills are embedded with the curriculum and developed in all lessons. These develop skills which will encourage pupils to become more effective workers, within a wider range of careers.
- Form tutors teach the allocated careers lessons with the PSHE programme and ongoing training needs are identified for planning and delivering the careers programme. Appropriate INSET is then planned to meet the required needs.
- The school supports national events and we take part in the National Careers and Enterprise Weeks, where pupils take part in relevant activities.
- Career learning outcomes are identified by the completion of evaluations, either through questionnaires or discussion.
- Heads of House promote and recognise achievements within weekly assemblies and via the school newsletter.

### Benchmark 5: Encounters with employers and employees

- Pupils will be provided with opportunities of mentoring, workplace visits, work experience, enterprise clubs (STEM), employer talks and higher education presentations.
- Where appropriate, we will arrange visits for pupils to local colleges, work-based education and training providers and universities. This will assist pupils in making an informed decision about their future career.
- Where possible we will continue to develop partnerships with local universities and colleges, apprenticeships providers, local employers and training providers.
- Sixth form students have access to a wider variety of external speakers from local and national employers, professional organisations, higher education representatives and alumni.
- Year 11 will take part in a Taster Day, where they select to experience a day at college or as a sixth form student.
- The school works in partnership with the Enterprise Adviser Network.



## Benchmark 6: Experience of work places

- Year 12 students take part in a relevant work experience.
- Year 11/12 pupils/students are encouraged to attend a university summer school.
- Pupils in Year 7/8 are given the opportunity to experience the role of supporting clerical staff.
- Pupils can learn about work during career presentation given by alumni, apprentices and employers.
- Year 11 and Year 12 pupils/students will be encouraged to take part in the National Citizenship Scheme, 'The Challenge.' The programme is a government-funded initiative that brings together schools, community organisations, businesses and individuals to build a stronger and more cohesive society.

## Benchmark 7: Encounters with further and higher education

- The annual Matrix Careers Fair allows each pupil to have a meaningful encounter with learning providers, including sixth form, colleges, local employers and apprenticeship providers.
- By the end of Year 13, all students will have experienced at least two visits to universities, including a university from within the Russell Group.
- External providers are also invited to attend Year 11 and 12 Progress Evenings. The Sixth Form PSHE programme includes numerous workshops and presentations by a full range of learning providers, including Student Finance England.
- Key Stage 4 pupils take part in mock interviews in year 10, where they will respond to an advertised job through an application form and CV and then if successful, invited to interview with a representative from that company.
- Year 9 will also take part in a world of work day.
- Career workshops and presentations from higher education providers also take place for pupils in Years 7-11.

## Benchmark 8: Personal guidance

- Pupils at Bloxwich Academy will be supported either as individuals or in groups. This may be face-to-face or at a distance via email. The careers section on the school web page is updated regularly.
- Independent face-to-face careers guidance, where it is the most suitable support for young people to make successful transitions, particularly children from disadvantaged backgrounds, looked after children or those who have special educational needs, learning difficulties or disabilities, will be provided when appropriate.
- Bloxwich Academy will work closely with the Local Authority through the provision of SEND support services: preparing for adulthood.
- The Careers Adviser, will provide independent careers guidance to all Year 11 pupils, identified groups in all year groups and when requested by parents, to pupil and parent.
- Students in the sixth form have access to a careers interview as and when it is appropriate.
- The Careers Adviser is available for appointments with pupils or with parents and pupils.