

# CAREERS POLICY

Bloxwich Academy



**May 2023**

Review date: September 2023



## 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, and is evaluated through the use of destinations, NEET and pupil voice data. 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. Our independent 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 SLT.
- 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.
- Bloxwich Academy will measure and assess the impact of its own careers programme using the Gatsby Benchmarks and the Compass and Tracker tool, as well as using our own internal evaluations, including the opinions of providers, pupils, staff and parents/carers
- Funding is allocated annually in the context of whole school priorities and particular needs for Careers Education, Information and Guidance.
- The academy has been part of the Aspire to HE programme, linked with the University of Wolverhampton since 2017.

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

- Pupils complete individual research using an online career programme (launch your career.)
- Pupils are also encouraged to use the National Careers Service.
- Local Market Information (LMI) is included in the careers programme, published on the careers section of the academy website and additional knowledge is provided by the Careers Adviser.
- Parents and pupils can keep up to date with information about Local Market Information by looking in the careers section on the school website or visiting websites from the National Careers Service and the Careers Enterprise Company.
- The Careers Adviser provides independent careers guidance, including LMI to all Year 10 and 11 pupils and identified groups.

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

- The careers destination spreadsheet is updated annually. The information is also used to identify pupils for the most relevant talks/workshops/visits.
- Pupils take part in planned careers lessons through PSHE sessions, where pupils learn about the processes of gaining employment, opportunities available to them and the skills needed for different types of work, job roles, further study and careers.
- Pupil planners include information on employability skills.
- The Careers Adviser keeps accurate records of individual careers advice and these are shared with pupils.



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- Destinations are collated by a member of the Leadership Team (S. Martin) 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, including apprenticeships, university and college courses and local work opportunities. These events take place during subject lessons, PSHE lessons, specialist days, visiting speakers, assemblies and organised events.
- All students have the opportunity to meet and speak with a representative from a university at the annual careers fair.
- Year 12 also visit a Russell Group university to support their future career aspiration, along with visits to other university open days and events, UCAS discovery fairs and the UK University and apprenticeship recruitment exhibition.
- The Wellbeing Centre supports vulnerable groups at key transition points.
- 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 access programmes, summer schools and university workshops.
- Year 11 and 12 pupils are given the opportunity to apply for the National Citizenship Service (NCS) after an assembly by the company.
- Year 11 applicants to post 16 will take part in a taster day, where they select to experience a day as a sixth form student and attend a lesson in all of their KS5 options to ensure they are making the right choice for them. .

### 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 within the curriculum and developed in all schemes of learning. These develop skills which will encourage pupils to become more effective workers, in a wider range of careers.
- Form tutors teach the allocated careers lessons within 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 (SOP)
- The school supports national events and we take part in the National Careers and Enterprise Week annually, 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/students will be provided with opportunities of mentoring (aspire to HE programme), workplace visits, work experience (year 12), enterprise clubs (STEM), employer talks and further and higher education presentations.
- Where appropriate, we will arrange visits from 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, apprenticeship 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 and higher education representatives (in person and/or virtually).
- 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/access programme
- Pupils can learn about work during career presentations given by colleges, 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 an 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 Careers Fair allows each pupil to have a meaningful encounter with learning providers, including sixth form, colleges, universities, 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.
- Year 10 AND 12 pupils take part in a CV workshop with a local provider (B-MET).
- Career workshops and presentations from further and higher education providers also take place for pupils in Years 7-11 as part of the wider careers programme.

## 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 10/11 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.
- Sixth form pupils have access to a year group teams channel where opportunities for mentoring from HE students/graduates, virtual and in person work experience, support with university applications and access schemes are posted throughout the academic year.

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