



SMESTOW SCHOOL

CAREERS EDUCATION AND GUIDANCE POLICY

Policy adopted by the IAB of:	Smestow School	Date:	
Signed by the Chair of the IAB:		Print:	

Author	Revision Number	Date of Ratification at JNC	Review date
Mrs Rachel Beazley			

RATIONALE AND COMMITMENT

We believe that a well-planned Careers Education, Information, Advice and Guidance programme plays a major contribution in preparing young people for the opportunities, responsibilities and experiences of life. It is instrumental in helping young people make decisions and manage transitions as learners and as members of the workplace. With the introduction of more flexible routes for 14-19-year olds, it is vital that young people have the knowledge and skills they need to make informed choices. Our continuous, progressive careers education, advice and guidance programme, alongside other related curriculum activities, promotes personal and social development.

The academy has a commitment to:

- Providing a planned programme of careers education, information and guidance for all students in Years 7-13 in partnership with independent careers advice in Key Stages four and five.
- Ensure that students have high quality, accurate and up-to-date information about careers, labour market information and work opportunities and that they know the sources of help they can call upon and make effective use of resources.
- Ensure that the independent careers guidance provided is impartial.
- Develop students' ability to make informed decisions regarding subject choices, career opportunities and progression routes.
- Raise aspirations and increase motivation to participate in continued learning, including higher education at the ages of 16 and 18.
- Embed careers learning within and beyond the curriculum
- Meet the needs of all students, especially the vulnerable groups, reducing the number who do not continue into education, employment or training.
- Support students' development of key skills and personal qualities such as tolerance, co-operation and initiative.
- Develop students' enterprise and employability skills.
- Ensure that all students gain an understanding of the world of work and participate in a minimum of one week's work experience in both Key Stage 4 and Key Stage 5.
- Work with families to support them in overcoming the cultural obstacles that stand in the way of the most able students from deprived backgrounds attending university.
- Work with other 16 – 18 providers of education and training to ensure all students make informed choices about their next steps at 16 and 18.
- Contribute to the economic prosperity of individuals and communities.

POLICY CONTEXT

This policy will be developed and reviewed annually through discussions with teaching staff, the Interim Advisory Board, the Independent Careers Advisor, the academy's Connexions Personal Adviser, students, parents, advisory staff and other external partners.

The careers programme is differentiated to meet the needs of all students at our school. It reflects the CDI National Framework for Careers Education and Guidance and thereby ensures progression through activities that are appropriate to students; stages of career learning, planning and development. The programme follows the DfE Careers Strategy, complies with the 2018 Careers Statutory Guidance and incorporates the Gatsby 8 Benchmarks.

Students are entitled to careers education and guidance that is impartial and confidential. It is integrated into their experience of the whole curriculum which is based on a partnership with students and their parents or carers. The programme promotes diversity, equality of opportunity and is inclusive of all regardless of disability, ethnicity, gender and religious belief. We challenge

stereotyping and traditional role models and we encourage our students to achieve beyond their current socioeconomic background.

It is underpinned by the academy's policies for learning and teaching and assessment, recording and reporting achievement, PSHE and Citizenship, enterprise and work-related learning, equal opportunities, health and safety and inclusion.

The importance of careers guidance is paramount and to ensure it constantly evolves, is included within the Smestow School Development Plan.

ROLES AND RESPONSIBILITIES

Careers Leader – Mr S Mayor
Independent Careers Advisor – Mrs H Lawson
Connexions Advisor – Mrs R Horton, Mrs L Newton

All Form Tutors and subject teachers have a responsibility to deliver the planned programme.

LEARNER ENTITLEMENTS

Students in every year group will receive a planned programme of Careers Guidance within the curriculum to ensure they are fully prepared to make informed decisions about their future.

The guidance students receive is mapped against the Gatsby 8 Benchmarks to ensure it meets statutory requirements and provides students with the following:

1. A stable careers programme
2. The opportunity to learn from career and labour market information
3. Addresses the needs of each student
- 4: Linking the curriculum to careers
5. Provides encounters with employers
6. Provides students with experiences of workplaces
- 7.Provides encounters with further and higher education
- 8.Personal guidance

Students will be kept up to date with local and national labour market information to support them with making career sector choices.

They are entitled to independent, impartial careers advice by the end of KS4 and this is offered to KS5 students.

Students will be equipped with the necessary skills to progress and flourish in Higher Education or employment.

They will understand the relevance of studying different subjects within the curriculum in relation to career progression

They will have meaningful employer encounters every year to support their understanding of the world of work and the skills and qualities required.

They will be able to provide regular feedback from students at the end of every term to enable the programme to be reviewed and ensure it is relevant, enjoyable and meets their needs.

IMPLEMENTATION OF CEG

Aims of our CEIAG programme:

1. Self-development through careers and work-related learning
2. To explore a wide variety of careers and pathways
3. To develop skills for career well-being and employability

Implementation of Careers Education

Students in Years 7 to 10 follow a very structured weekly programme of CEG delivered by Form Tutors. All resources are provided to ensure consistency across the academy. The Schemes of Work are mapped directly against the eight learning outcomes from the Gatsby Benchmarks.

Year 11 follow a structured weekly programme during the Autumn term. During the Spring and Summer term they consolidate the information covered previously and receive guidance on their next steps. This links directly into the independent careers interviews they receive.

Year 12 and 13 students have a structured programme that covers the following areas:

- Curriculum Vitae writing and letters of application.
- Interview preparation and mock interviews.
- Apprenticeships.
- Personal statement writing.
- UCAS applications.

In addition to the above programme, students will receive careers related learning through the curriculum and specific careers events and sessions at key points during the year.

Careers Guidance

We use an independent careers advisor to provide specific one to one impartial guidance for students in Key Stage 4 and Key Stage 5. All students can speak to the careers advisor at designated drop-in sessions during lunch time.

In Year 11, students have a one to one interview with the Careers Advisor during curriculum time. Follow up interviews are then provided for those students who do not wish to progress into the academy Sixth Form.

Students wishing to apply to the Sixth Form will have the option to attend the UWMAT VI Open Evening in November. They will then receive a one to one interview with either the UWMAT VI team. All students who are offered a place to study in the UWMAT VI are required to attend an induction week in June, giving them the opportunity to sample lessons in their chosen subjects, plus any others they might be considering.

After the GCSE results day, the Independent Careers Advisor will provide support for any students who have not been successful in their chosen Post-16 provider. Connexions involvement will come into force here for any potential NEETs.

UWMAT VI students receive a range of advice and guidance presentations from DfE apprenticeships support, universities and Student England Finance.

CAREERS INFORMATION

The school uses a wide variety of web-based careers resources as detailed below:

- National Careers Service
- Careerometer – labour market information for all
- Career Planner
- iCould
- Careerbox
- Start – making better choices.

We use paper-based activities, where applicable, to support students use of these web sites.

Students are encouraged to access these at home.

EXPERIENCE OF THE WORLD OF WORK

Work Experience

All students in Years 10 and 12 are required to undertake one weeks' work experience. We subscribe to the Wolverhampton Education Business Partnership (EBP) to provide us with a wide data base of possible placements plus to complete the necessary risk assessments.

UWMAT VI students also complete extended work placements as part of their vocational courses and also as part of the enrichment programme.

Employer Engagement

As part of the Careers and Enterprise Programme, employer engagement at a strategic level has been developed. Students have greater access to employers through assemblies and drop in sessions.

Careers Fairs and Events

The school hosts its own careers convention accessed by all year groups.

The West Midlands UTC, Further and higher education institutions are invited to attend this event, along with a range of employers, apprenticeship and training providers.

Year 10 students have the opportunity to attend the annual Wolverhampton Skills Show and further opportunities are provided throughout the year for groups of students. Groups of students will have access to different Higher Education Institutions as part of their widening access programme.

All Year 12 students participate in a 'Futures Week' in June where they attend a UCAS Fayre, visits to at least 2 universities and receive sessions from external providers to support them with apprenticeship and UCAS applications, CV and personal statement writing and the development of life skills.

PARTNERSHIP

The school maintains working relationships with both internal and external providers of careers guidance who support the CEG programme:

Internal:

- **Parents/Carers:** The policies, CEG programme for all years and up to date Labour Market Information can be accessed by via the Careers section of the school website. Regular updates to the programme and events that are happening within the Academy are posted on social media and via the Academy newsletter. Careers guidance information is distributed at every parents evening and the careers advisor is present specifically at KS4 and KS5 Parents Evenings and options events. Feedback is gathered at every parents evening to help us to evaluate and improve provision. Parents are invited to contribute to the careers programme annually
- **SENDCO:** works specifically with the Connexions advisor, in conjunction with our careers advisor, to provide careers support for SEND students.
- **School staff:** Form tutors for all year groups deliver the weekly programme and support students with exploring possible career pathways based upon their interests and capabilities.
Teaching staff will deliver careers related learning through the curriculum that is planned for during the Academic year.
Each faculty has a 'Careers Champion' who will ensure subject specific learning is clearly displayed and has a specific focussed at key points during the year. Every faculty has a Careers display board.
Student support leaders discuss careers related learning with students and use the RONNIE indicators to identify specific students who are at risk of being NEET.
- **Interim Advisory Board:** they review the careers policy and provision annually, making recommendations for improvement.

External:

- **Careers Advisor:** we employ the services of an independent advisor who works within the school one day a week for the Autumn and Spring term.
- **Connexions** – students with an EHCP and potential NEET students
- **Careers and Enterprise Company**
 - Enterprise Advisor
 - Enterprise Co-ordinator – Mrs Codner supports the school with the development of careers guidance and employer engagement
- **Black country careers hub:** the careers leaders works closely with the Black Country Careers Hub to access the resources available to use with our students and also to access all funding to support careers provision within the Academy.
- **University of Wolverhampton:** deliver a wide variety of sessions specifically with sixth form students and provide access for students to visit the University
- **University of Birmingham** delivers assemblies and sessions to students. Year 10 students have the opportunity to access the Summer School Residential, UWMAT VI students are supported to apply for the A2B scheme.
- **Employers:** provide work experience opportunities for our students and associated feedback. We invite employers into deliver assemblies to all year groups to share experience of their company, the skills, qualities and qualifications they look for in prospective employees. They attend our careers convention and provide an evaluation of the day.
- **FE colleges and training providers** are invited to attend our careers convention. We publicise all materials supplied by the colleges and training providers to KS4 students. The careers advisor works closely with these organisations to support our students who wish to apply for their courses.

- Education Business Partnership: close links are maintained with the EBP in particular with work experience. They support the Academy in carrying out all of the necessary risk assessments checks on work placements to ensure it is safe for our students to attend.

RESOURCES

Funding is allocated in the annual budget and also through the Black Country Careers Hub, of which we are a member. The careers leader organises all of the resources for Form Tutors to use within the tutor programme and Heads of Faculty will allocate funds as needed for the careers learning within the curriculum. All online resources and website that we use to support careers guidance are signposted on the website and can be accessed by parents, students and relevant staff to find up to date information.

STAFF DEVELOPMENT

The academy has a duty to remain up to date with all changes to legislation and policy regarding Careers Guidance. Staff training needs are identified and appropriate training and CPD is provided during calendared CPD sessions throughout the Academy year. Career champions are encouraged to complete the 10-hour online training course provided by the Careers and Enterprise Company. The Careers Leader is participating in the 12 month Teach First Career Leader training course, with an expected completion date of July 2021.

ASSESSMENT MONITORING AND EVALUATION

Our Careers Education and Guidance programme is evaluated annually as part of the academy's self-assessment process in order to identify areas for improvement.

The academy's Independent Advisor review their collaborative work and their programmes at regular intervals during the year both informally and formally. The one to one session provided by the careers advisor to students are monitored and feedback provided. Careers sessions delivered by tutors are monitored via learning walks.

We constantly obtain feedback from all Year Groups to identify further areas for development. Student Career Ambassadors are instrumental in supporting the MRE process through student voice.

City wide feedback obtained by the Local Authority from Year 11 and Year 13 students regarding destination measures and NEET information is used to analyse our Academy destinations compared to the local and national picture.