



## Careers Policy

### Introduction

Through a planned programme of activities, Careers Education, Information, Advice and Guidance and Employability skills, Chellaston Academy seeks to help all students take their place as suitably qualified adults into the next stage of their academic or work related learning life. The focus is upon career and option choice, raising the aspirations and achievements of individual students and equipping them with skills, attitudes, knowledge and understanding as a foundation for managing their lifelong career and learning. We are committed to meet all aspects of the Gatsby Career Benchmarks for outstanding Careers Provision and to address all requirements of the new Careers Strategy from the Department of Education. Chellaston Academy has an identified Careers Leader who working towards her MA in Careers Development.

The academy has an ongoing commitment to:

- Providing a planned programme of activities to which all students from Year 7-13 are entitled which will help them to plan and manage their careers.
- Providing IAG which is impartial, unbiased and based on needs of the students.
- Ensuring that the CIAG and Employability programme follows local labour market needs, Statutory Guidance January 2018, Ofsted and the Gatsby Benchmarks and secure Careers Mark in 2021
- Reduce the number of Students who are NEET.

### Entitlement

Students are entitled to CIAG which meets professional standards of practice is both personalised and impartial. It is integrated into students' experience of the whole curriculum and is based on a partnership with students and their parents or carers. The programme is structured to deliver explicit learning outcomes, raise aspirations, challenge stereotyping and promote equality and diversity.

The careers programme is designed to meet the needs of the students at Chellaston Academy to ensure progression through activities that are appropriate to the students' stages of career learning, planning and development. The aims of the Careers Education and Guidance Programme are to:

- Help young people develop an understanding of their own and others' strength, limitations, abilities, potential, personal qualities, needs attitudes and values.
- Help young people investigate opportunities for further learning and employment, make decisions and manage transitions across key stages.
- Ensure that, wherever possible, all young people leave the school with employment, further education or training.

### **Careers Education**

All Students in Years 7-13 will receive Careers Education through their PSHE Lessons, tutor time and drop down days. A mapped programme of education and activities will be built upon each year to ensure:

- Year 9 Students have access to impartial advice and guidance to help them make informed choices about their next steps into GCSE.
- Year 10 Students will have an opportunity to take part in a week of work experience.
- Year 11 Students have access to impartial advice to help them make informed choices about their next steps following their GCSE's.
- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies, group discussions and taster events and visits.
- to understand how to make applications for the full range of academic and technical courses.
- In Year 12 and Year 13, Careers education will be more tailored, to individual groups of students so that students are aware of all of the routes available to them following their A Levels

### **Links with employers, providers, schools, colleges and academies**

There is engagement with both local and national employers for all year groups, which is reviewed at the end of each academic year. The employers in conjunction with the Careers Lead plan a programme of events to support careers across all year groups.

Currently we have close working relationships with the following:

University of Derby

Bombardier

University of Nottingham

Rolls Royce

Loughborough University

Morrisons

University of Law

Engineering Development Trust

Nottingham Trent University

Experian

Severn Trent Water

E4E

Derby College

Confetti

Eon

### **Implementation:**

Management of careers is with Jo Shillingford, who is our Careers Lead and is given 5 hours each week to carry out her role. The Careers Lead plan, co-ordinate and evaluate the careers programme and the Careers Lead plan and implement work experience for Y10 and Year 12 Students and is supported by the Local Governing Board and Local Enterprise Advisor, Tom Mulcachy.

Relationships exist with local companies who the academy have used to deliver careers events over recent years. Through CEC funding new relationships are being established, that we hope will continue. The academy invites local HE and FE providers to meet with students and the careers fair in July allows all local establishments to come into the school.

Subject leaders and SPL's are consulted to ensure appropriate coverage of careers themes in the PSHE programme and tutor time activities. All subjects have a focus on and link to career development and employability learning and this is established via a subject audit. This is co-ordinated through the work of the Careers Lead and prioritised through the LM with PSHE.

### **Implementation: Staffing**

All staff contribute to CEIAG through their roles as tutors and subject teachers. The PSHE team at Key Stage 3, 4 and deliver specialist sessions, as planned and mapped out in the PSHE medium term plans. Staff feedback is gained at the end of each academic year and any necessary changes to the program are made. Time is set aside on INSET days to meet with the PSHE team to gain an understanding of delivery and feedback current issues. There is regular email discussion with the PSHE group, due to the make up of the group no department meetings are scheduled.

SEND, LAC and PP student are supported by working closely with the SEND team and providing additional support and guidance in a smaller group session. PP students are supported by ensuring careers always supports DROPP (Disproportionate Representation of Pupil Premium)

The member of staff responsible for UCAS attend the annual training to ensure she is up to date with latest developments. Safeguarding training takes place each year for all staff. The Careers Leader attends a quarterly meeting of other Careers Leaders within Derby City to share good practice.

The Careers Leader informs all staff via email of any training, careers events or 1:1 interview that are taking place to make all staff aware and to raise the profile of the careers work taking place in the academy.

### **Implementation – Subject Leaders**

To ensure that schemes of work are audited and reviewed to develop opportunities for career-based activities.

- To monitor, evaluate and review the work of the tutees in their subject area in delivering the careers programme as part of their subject curriculum and in line with the teaching and learning policy.

- To ensure that appropriate STEM links are made where appropriate to facilitate work related learning and employer engagement in the careers and enterprise process.
- To include development of CEIAG in subject improvement planning.

### **Implementation: The CEG Programme**

The careers programme includes careers education sessions, visiting career/ STEM based activity providers, career guidance activities (group work and individual interviews), information and research activities, employability learning (including 1 week of work experience in key stages 4 and 5) and individual learning planning/portfolio activities, recorded through 'Careers Passports', which is being implemented from Year 6 as part of our transition activities.

Careers lessons are part of the school's PSHE programme. Other focused events, e.g. a higher education fair is provided at Key Stage 5 and Aspiration Days at Key Stage 4. Work experience takes place at the end of Year 10 for a significant number of students. Students are actively involved in the evaluation of activities including work experience through lessons and in written feedback.

All students will receive at least one careers interview with the Careers Lead during KS4 and additional intervention strategies are introduced for those students who may find processes such as securing a route post 16, particularly challenging. The Careers Lead and the school and the wider school community is central to providing guidance to students on routes beyond school. Those students who are unsure of their destination after Year 11 or are at risk of NEET are given further support in groups or as individuals to provide the best possible guidance.

In the Sixth Form Careers is supported by drop down which cover:

- University and UCAS
- Apprenticeships
- Employment and Employability Skills
- Finance
- Enterprise

Form time is used to deliver talks from outside speakers and support more general careers work.

The Careers Lead works closely with the Learning Support Department to ensure the needs of our SEND students are met.

The Careers Lead also provides an important contribution to the planning, design and delivery of all aspects of our careers, allowing for current labour market intelligence to inform these processes.

Careers Programme Overview

Year 7	Activity	Employer Engagement
	Career Journey from Year 6 Transition	Employer Engagement
	Self Awareness - linking skills to jobs	Careers Enterprise Day E4E, STEM First Edition workshop, Energy Quest, Eon
	Career Journey update	

Year 8	Activity	Employer Engagement
	Understanding You - Good career Planning starts with you	Go4Set Tomorrows Engineers
	Role models & Local Labour Market	
	Employability Skills	
Year 9	Activity	Employer Engagement
	Local Labour Market	iRail
	Pathways Planning	Go4Set - EDT
	The Bigger Picture	Derby University
Year 10	Activity	Employer Engagement
	World of Work Skills CV Writing Workshops	E4E
	World of Work Skills Mock interviews	Learn By Design
	World of Work SkillsEmployability Workshops	Young Enterprise
	Financial Understanding - Learn to Earn	Local Business
	Apprenticeship Understanding	
	Careers Week	
Year 11	Activity	Employer Engagement
	What Next?	Learn by Design
	Skills Fairs	Ideas for Careers
	Individual Career Interviews	Job Centre
	Apprenticeship Activities and Application Support	Local Universities
	Open Evenings	
	National Citizenship Service	
	Job Centre Plus - Employability Skills	
Year 12 & 13	Activity	Employer Engagement
	UCAS Preparation/Applications/Visits/Follow up	Local Universities
	Specific advice for careers in Medicine & Law	Young Enterprise
	Oxford & Cambridge entrance exam preparation	E4E
	Higher Education Evening – preparation for going to university including finance	
	Careers & Higher Education Fair	
	Interviews and guidance for Non UCAS students	
	Higher Apprenticeship information & application support	
	Employability Masterclass	
	World of Work Skills CV Writing Workshops	
	World of Work Skills Mock interviews	

## **Annual Review Process**

- Audit current provision across all year groups and curriculum areas to ensure that all students have the opportunity of achieving the Careers, Employability and Enterprise goals and the academy is fulfilling their statutory requirements.
- Using the compass tool to ascertain progress for the academy against the 8 Gatsby benchmarks.
- Use the tracker tool to plan the careers activities across all year groups.
- Work with the Local Governing Board and Enterprise Adviser to ensure effectiveness and leadership of the programme.
- Deliver a coherent programme across all year groups with relevant clear progression routes. This programme to link to the established KS4 employability programme.
- All staff contribute to the careers education and IAG delivered through their roles as tutors and subject teachers, during mentoring/tutorial time/annual reviews.
- The careers education and IAG programme includes career guidance activities delivered via cohort, small group sessions and individual interviews.
- Schemes of work will include appropriate and timely work related learning aspects delivered by subject teachers in the curriculum.
- Evaluate all programmes to understand the impact.
- The training to support the needs of staff involved in coordinating, delivering and supporting careers education guidance and IAG are identified and met through the CPD programme.

## **Parents and Students**

At the Chellaston Academy we believe that all young people and parents will need advice, guidance and support in working towards and planning for the future after leaving the academy. Parental involvement is seen as an integral part of careers, employability and enterprise education. Parents are informed about careers at parents' evenings, pathways evening in year 9 and next step events in year 11 and year 12. Parents are also directed to the careers section of the school website and are communicated to directly via the Careers Leads Information emails.

## **Sharing Information**

The school website and social media showcases any career events that have taken place in school. The policy is made available to both students and parents on the school website. Parents are told about any updates to information via the school newsletter, website or email.

## **Budget**

A budget is given to the careers lead and this includes money from the Pupil Premium Budget. The budget is used to support employability and enterprise activities to ensure all year groups receive at least one meaningful employer engagement. The money from PP is allocated to support Careers Interviews, employability workshops, and raising aspirations programmes.

## **Resources**

The Careers Lead has 1 day per week to carry out her role.

Careers information will be readily available for individual students to use. The Careers Area for each year group on Firefly is kept up to date with age appropriate resources for students in Yr 7-11. The Careers section is shared with parents, so they are kept up to date.

The school has recently purchased Skills Builder, which will be implemented school wide for students to use.

The teacher in charge of careers will ensure that the resources are up-to-date and relevant to the needs of our students (KS3/4)

Administration staff support the Careers lead with the setting up and running of key events in school.

### **Chellaston Leadership Team**

To ensure that there is adequate provision for CEIAG through the subject curriculum on offer.

- To support Careers Leader in charge of careers who will be line managed by Assistant Headteacher (HDG) ;
- To be responsible for ensuring that there are clear and tangible links between STEM, Enterprise, WRL and CEIAG so that students, teachers and external agencies understand how enterprise and CEIAG are intrinsically linked.

### **Local Governing Board**

To work with school leadership to ensure there is quality provision for careers and to review the careers policy. To volunteer at careers events if their job role offers a useful link.

### **Review**

The careers program is updated at the end of each academic year following feedback from students, staff and parents. The process take place with the Careers Lead and their SLT line manager. This then feeds into the Careers Policy, which is updated, where required. This is then approved by SLT and then sent to Local Governing Board for their approval.

This policy is available to all stakeholders via the school website, careers section.

Updated: SHD January 2022

Date of next Review: January 2023

Approved by Local Governing Board: January 2022

### **Annexes**

This policy should be read in conjunction with:

- The Careers Access Policy
- Work Experience Policy
- PSHE Policy
- Pupil Premium Report
- LAC Policy
- SEND Policy