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# Careers Education Information Advice and Guidance Careers Policy

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# Careers Policy

## Introduction:

Careers Education, Information, Advice and Guidance (CEIAG) is integral to students' personal development and at the heart of our Academy vision, values and ethos. Through the provision of high quality CEIAG we aim to ensure every student has the opportunity to engage with their aspirations and develop the skills and confidence to prepare for opportunities, responsibilities and experiences of life, make informed decisions, and manage transitions as learners and workers. As options for young people become more varied and complex, CEIAG plays a vital role in helping them choose pathways that suit their interests, abilities and individual needs. It motivates them, inspires them, promotes equality of opportunity and maximises their academic and personal achievements during their time at the Birley Academy and beyond. We aim to provide students with the skills and confidence to embark upon suitable careers paths in the wider world with confidence.

As a result, the careers programme has a whole-school remit designed to ensure our careers provision supports our whole-school programme. This policy sets out how career activities are delivered at school and explains what stakeholders can expect from the careers programme.

## Aims and Objectives

### The Birley Academy careers programme aims to:

- Continue to embed a strong careers curriculum
- provide students with well-rounded experiences; empowering students to lead, and drive their career development learning in order to broaden their horizons, explore their own career aspirations throughout their career journey in school and beyond and achieve their goals
- ensuring students' readiness to take the next step in their learning or career

The Birley Academy Career Strategy is focused on the Gatsby Benchmarks framework, and this has been embedded into our Careers provision across each year group. These are:

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

### The Birley Academy careers programme objectives:

- Provide comprehensive and impartial information, advice and guidance to students as part of their whole school curriculum
- Ensure that students are clear about how the subjects they study link to possible career opportunities available to them.
- Raise student aspirations and develop the core skills that they require to ensure that they are viewed as future employees of choice, contributing to raising achievement, particularly by raising motivation.
- Facilitating meaningful encounters with employers for all students, helping them to understand expectations and the changing world of work
- Provide all students with a clear understanding of the Post 16 opportunities available to them, including technical and higher education (HE), further education (FE), apprenticeships, traineeships, and employment

- Ensure that all students know about the various routes and options enabling them to develop research skills and understand how to find out more about opportunities available to them.
- Provide equality of access to careers education and guidance. Supporting inclusion, challenging stereotyping and promoting equality of opportunity.
- Helping students to develop the skills, attitudes and qualities to make a successful transition into the world of work

## **Student Entitlement**

All students are entitled to be fully involved in an effective CEIAG programme and are encouraged to take an active role in their own career development, so the careers programme emphasises student participation with a focus on self-development; learning about careers and the world of work; and developing career management and employability skills. Our student's career journey at The Birley Academy is carefully designed to ensure that they can develop a knowledge and understanding of the opportunities available, enabling them to make informed decisions about their future and manage transitions from one stage of education, training and work to the next.

### **During their time at school, all students can expect:**

- support they will need to make the right choices for Key Stage 4, after Y11
- access to up-to-date and unbiased information on future learning and training, careers and labour market information
- support to develop the self-awareness and career management skills needed for their future
- career programme activities during PD/ tutor time Y7 to Y11 and PSHE lessons from Y7 to Y9 covering Y9 Options and post 16 options, the world of work, the job market and the skills needed for future choices and decision making
- employer encounters with a representative from the world of work each school year; this could be through work experience, inspiration week activities, assemblies, careers talks (in or outside lessons), small group workshop activities and visits
- to have prior access to and hear from a range of education and training providers, including 6<sup>th</sup> form schools, colleges, universities and apprenticeship providers; this could include visits and taster days, assembly presentations, small group workshops and meetings at school
- the opportunity to relate what they learn in lessons to their life and career beyond school
- the opportunity to talk through career and educational choices with staff including form tutors and the careers team to help expand horizons and raise aspirations
- access to one-to-one guidance with a trained, impartial careers adviser, by appointment; this is available to students of any year groups with a follow up of summary of guidance notes to refer to later.
- the school to keep parents/carers informed of their progress and provide parents/carers with information to support students' career planning and decision-making. The offer for Parents/carers to attend careers meetings, by prior arrangement
- student voice: students to be asked for feedback about the service they have received to ensure that the service continues to meet the needs of every student moving forward.

## **Learners with SEND**

The Birley Academy will ensure that careers guidance is differentiated, if appropriate, and based on high aspirations and a personalised approach.

- work closely with the SEND, Careers Champion, and other staff to support learners with understanding different career pathways
- support to develop necessary skills, knowledge, and experience fulfil their potential.
- opportunity for parent/carers to work with the careers team to help them understand what career options are available.
- receive at least one personal one-to-one appointment with a Careers Advisor. Summary of guidance notes are shared with student, parent/carer and are centrally held for reference.

- The school will endeavour to build partnerships with businesses and other employers, employment services, and disability and other voluntary organisations.

## **Parent/Carer Involvement**

Our students do not make their career decisions in isolation and parents/carers can have a substantial impact, as well as a clear interest in the right outcomes for their children. The school is keen to foster parent/carers involvement in the careers programme, wherever possible.

### **Events for parents and carers**

Parents/carers have the opportunity to discuss their child's progress at Parents Evenings. Form tutors collect students' career aspirations to allow discussions around progress relating to next steps, career ideas and career planning, as well as academic progress. Representatives of the careers team attend Parents Evening events for specific year groups eg. Y9 option choices, Y10 work experience, Y11 Post 16 Options.

In addition, dedicated face-to-face events for parent/carers around Post 16 Options. Y11 parents/carers offered the opportunity to attend Post 16 Event to collect further information and guidance from various representatives focusing on apprenticeships, training, 6<sup>th</sup> form schools, FE colleges, HE university providers.

Parents/carers are kept up to date with career-related events and activities via letters, texts home, ClassCharts, the school website and social media. With the student's agreement, in Y7 – Y11, a copy of the summary of guidance notes from one-to-one careers meetings will be sent home. Parents/carers are welcome to attend careers meetings, by prior arrangement and, in some cases, will be asked to attend. They are also welcome to make contact with the Careers Team at school, should they have any questions or concerns.

## **Key Stage 3 Provision**

**Year 7** - This year's programme constitutes an introduction to Careers. The aim is to raise awareness of a wide range of careers and pathways. Alongside this, students will identify their personal traits, strengths and skills in order to develop confidence and have expectations of themselves and for their futures.

**Year 8** - In Year 8, the focus is on extending the students' understanding of their career options. As part of this, they start to consider what they may want to choose for GCSEs. Students' encounters with employers and further education providers are increased to encourage aspiration and consideration of their future.

**Year 9** - This year emphasises preparation for GCSE options in terms of considering how these link to future careers pathways and progression routes. Students also increase their understanding of the importance of STEM/ all subjects and their significance in a range of careers.

### **For All Years**

- One-to-one advice – All students can book a careers guidance appointment with our Careers Adviser
- All students will have the opportunity to access the career pilot platform and are set tasks to encourage them to think about future careers and how their current studies link to future careers.
- Inspiration Week – An opportunity for students to find out more about different careers from employers directly during employers encounter sessions – “Guess my Job”. Introduction of pathways e.g. ALevel; T-Level; BTEC; Apprenticeship; Training; and an introduction to 6th Form Schools FE/Colleges HE/University; Apprenticeship and training providers
- Curriculum specific guest speakers
- Big Challenge Event participation
- Small group workshops around Y9 option choices
- Monthly PD/tutor time - Career of the month
- Career Focus Weeks
- Curricular-based Careers e.g. PHSE (visits from fire service etc); STEM (visits to universities).

## **Key Stage 4 Provision**

**Year 10** - In Year 10, students gain experience of the world of work. By the end of the year, they are also able to describe how the world of work is changing and how this may impact on their own careers.

- Year 10 CV Writing PD/tutor time sessions
- Year 10 Work Experience programme - Year 10 students are given the opportunity go out on a one weeks' work placement based at a business/industry/public sector organisation. The students are encouraged to find their own placement. Historically, this has been highly successful with over 90% of students securing, attending and completing the programme. All though challenging, the majority of students find the programme enjoyable. Students are supported by parents/carers, and at school by the careers team and wider teaching staff throughout the work experience process.
- Research - Students have allocated workshops aimed to support them finding work experience placements and start to get them thinking about future plans and aspirations.
- One-to-one advice – All year 10 students have access to careers guidance appointments/meetings
- Inspiration Week – An opportunity for students to find out more about different careers from employers directly during employers encounter sessions. Introduction of pathways e.g. A-Level; T-Level; BTEC; Apprenticeship; Training; and an introduction to 6th Form Schools FE/Colleges HE/University; Apprenticeship and training providers
- Year 10 students are given lessons in Careers in preparation for their Post-16 choices.
- Curriculum specific guest speakers and visits.
- Trips to universities e.g. University of Sheffield; Leeds University to raise aspirations.
- Access to HE University Programme – The Brilliant Club
- Monthly PD/tutor time – Career of the month
- Opportunity to attend FE College and 6<sup>th</sup> Form School Taster Days
- HEPP workshops

**Year 11** - In terms of the progression focus of this year group, there is an emphasis on making well informed and realistic choices post-16. Students also develop better understanding of how post-16 pathways link to possible progression routes and future careers. All students are supported in finding, planning for, and applying for an appropriate intended destination.

- One-to-one advice - All Year 11s receive at least one personal one-to-one appointment with a Careers Advisor. Summary of guidance notes are shared with student, parent/carer and are centrally held for reference.
- Careers lessons – Students are given one lesson every half-term on a carousel basis, so they can work on their Post-16 futures. CV writing, Personal Statement preparation – workshops also offered.
- Post 16 Event – This event is aimed at Year 11 students and parents/carers giving them the opportunity to attend, the objective being to gain further information advice and guidance from providers represented about pathways and routes available for the students next steps. In attendance are providers such as various Sheffield 6<sup>th</sup> Form Schools, the Sheffield College, Thomas Rotherham College, Learning Curve (White Rose Hair and Beauty), Sheffield Hallam University, Opportunity Sheffield, Ask Apprenticeships, Sheffield United FC, Sheffield Wednesday FC, Army
- Specialist Apprenticeship support provided by Opportunity Sheffield, Ask Apprenticeships – The Sheffield College Apprenticeship Team session - also open to parents/carers
- Y11 Mock Interviews – Various employer volunteers from business and industry invited into school over a morning session to conduct individual student mock interviews for our full cohort of Year 11 students – students given written feedback from their interviewers on their interview content/technique for future reference. Historically very well attended with over 95% of students participating and gaining very valuable interview experience
- Year 11 – In the run-up to the Post-16 application, PD tutor time lessons to support students with the Sheffield Progress application process. Careers team offer ongoing workshops to support with application process before and after application deadlines.
- Year 11 Sheffield College Visits. SEND students offered the opportunity to attend group tour of Sheffield College City/Hillsborough campuses and Specialist College at Peaks campus to experience taster days.
- Year 11 assemblies – Guest speakers e.g. from colleges and apprenticeships are invited to discuss their services and share information.

- GCSE Results Day – Careers staff are available on results day to offer advice and guidance for any students who may need it
- Year 11 Workshops to support students with CV writing/updating to support them with apprenticeship/part time job applications.
- Monthly PD/tutor time - Career of the month

### **Career and labour market information (LMI)**

Career and labour market information is available through relevant displays and Year Group noticeboards or cascaded via form tutors PD time or through year group assemblies. All students have access to the Career Pilot Platform a careers platform featuring labour market information, job profiles, interest and personality quizzes, and information on all the post-16 and post-18 pathways. Parent/Carer Post 16 information booklets.

### **Employer and Provider encounters**

A range of external providers are invited into school to support the careers programme, including local colleges, universities, training providers, apprenticeship organisations, employer volunteers from business/industry/public services, school alumni, or staff from various projects. In all cases, such staff and organisations will be vetted for suitability by the relevant staff at school. Students can expect the following employers and provider encounters:

- Every year, from Y7, students will participate in at least one meaningful employer encounter to learn about what work is like or what it takes to be successful in the workplace
- The school is committed to providing a minimum of six encounters with approved providers of apprenticeships and technical education from Y7-11. See The Birley Academy Provider Access Policy.

Our careers provision is compliant with statutory guidance (January 2023) for schools, adheres to DfE legislation and is monitored for quality and impact by the Careers Lead and the Academy's Senior Leadership Team using various method.

Monitoring of the impact of CEIAG and provider access will be carried out through:

- CEC Careers and Enterprise Company - Compass online assessment tool
- Careers Guidance 1:1 Summary of Guidance records
- Informal feedback from students, parents/carers, teachers and employers through random sampling
- Student questionnaires for individual guidance interviews and group work
- Lesson observations
- Sustained destinations checking
- Regular review meetings with external partners and evaluation of the impact of partnership agreements.
- The school will also monitor its success in supporting students to take up education or training which offers good long-term prospects. One way of doing this is through use of destination measures data. The school closely monitors the number of students who are recorded as not in education, employment or training (NEET) after they have left school.
- Awarded the Careers Standard – Careers Mark February 2023 – Reaccreditation February/July 2025

### **Monitoring, Evaluation and Review**

This policy will be monitored and reviewed on an two year basis, to ensure that current legislation and best practice is recorded.