

Grace Academy Darlaston

Careers Guidance Policy

(June 2020)

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Applicable to: Staff and Students

Checked by: to be ratified by Local Governing Body

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Introduction

All young people need a planned programme of activities to help them make career choices that are right for them and to be able to manage their careers throughout their lives. Schools have a statutory duty to provide careers education in Years 8 -13 and to give students access to careers information and guidance.

Grace Academy Darlaston is committed to providing a planned programme of careers guidance, which also includes careers education, information and advice, for all students in Years 7-13, and endeavours to follow relevant guidance from the Department for Education.

The key aims of careers guidance are to:

- help young people develop an understanding of their own ,and others, strengths, 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, wherever possible, all young people leave school with employment, further education or training.

Careers Guidance is closely linked with the Academy aims and development plan, and the eight Gatsby Benchmarks. The Gatsby Benchmarks are standards of good career guidance developed by the Gatsby Charitable Foundation, and were gained from an analysis of good practice in five English schools and six countries where careers guidance and educational results are good.

The eight Benchmarks are:

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

Vision and Values

This policy is underpinned by the Academy's long-term vision to develop well-educated, considerate and caring citizens, who will succeed in, and contribute to, modern society. Through our five shared values of grace, respect, integrity, potential, and excellence, opportunities are created for all students to experience careers activities that assist in raising their aspirations and unlocking potential, in order to improve life chances to be successful in their chosen career path.

Statutory requirements and Expectations

Grace Academy Darlaston is committed to meeting the requirements of the Department for Education statutory guidance October 2018 which includes:

- the advice and guidance given promotes the best interests of the students to whom it is given
- published details the careers programme for students and their parents
- a published policy statement which sets out the arrangements for provider access

In relation to the Technical and Further Education Act 2017, the Academy provides the opportunity for education and training providers to engage with students, to ensure students get access to information about technical education, training, apprenticeships and a wider range of vocational courses. Further details are set out in the Grace Academy Darlaston Provider Access Policy and on the Academy website.

Learner Entitlement

Grace Academy students are entitled to careers education and impartial information and guidance that meets professional standards of practice and are person-centred, impartial and confidential. Advice and guidance is integrated into students' experience of the whole curriculum and is based on the needs of students at the Academy.

Students are also entitled to:

- receive a stable careers programme throughout their journey at the Academy.
- receive personal advice that helps them achieve their individual career goals, including labour market, higher education, and apprenticeship information.
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- Be equipped with the necessary skills to prosper in further and higher education, employment, and employment related opportunities.
- Receive up-to-date labour market information.
- Understand how different subjects integrate with career ideas and opportunities.
- Have meaningful and helpful encounters with employers, and education and training providers.

Students Needs

The careers programme is designed to meet the needs of students at Grace Academy Darlaston. It is differentiated to ensure progression through activities appropriate to students' stages of career learning, planning and development. It aims to foster lifelong learning by building on students' individual abilities and aspirations for their own benefit, and to benefit the community and economy as a whole.

Students are expected to fully engage with and participate in careers lessons and activities, while being respectful to their peers, delivery staff and external employers or providers, in order to help meet their needs. In addition, students' needs are met by the student utilising careers resources available, taking advantage of opportunities offered outside the Academy, such as careers fairs, STEM fairs and other careers related trips and visits to engage in new cultural experiences.

Students' needs are further met by their recording of their careers-related skills and knowledge, then reflecting on what has been learnt, to identify and set goals for the future. Some students may require assistance in this process and appropriate support should be provided by form or subject teachers, SEND support staff, the Enterprise & Careers Co-ordinator, or other identified staff.

Parent/carer entitlement

Parental feedback on the careers programme is positively welcomed, and parents/carers can request careers support for their child/ren via Head of Year, Pastoral Care team, or direct contact to the Enterprise & Careers Coordinator.

There is access to the National Careers Service, UCAS and other independent websites, such as [apprenticeships.gov.uk](https://www.apprenticeships.gov.uk) via links on the Academy website.

Additionally, parents have access to information and guidance through parent evenings, open evenings, and other focus evenings held at Grace Academy Darlaston.

Information, Advice and Guidance

We will ensure all students have access to guidance that is impartial and tailored to individual needs. Students are supported through the decision-making process, and are guided to consider their skills and abilities to make suitable choices that will assist them to advance in their career journey.

All Year 11 and 12 students receive at least one 1-1 careers advice and guidance discussion. Year 12 are provided support with securing work experience placements. All students are given the opportunity to request additional careers appointments, likewise, where necessary, follow up appointments will be given to students where identified, such as those at risk of not being in education, employment or training (NEET), or additional careers discussions are required.

Years 7- 10 are offered the opportunity for one-to-one advice and guidance discussions via self, or staff referral.

Careers and provider information is accessed via the Learn Resource Centre, or the Enterprise and Careers Room.

Careers Programme

The careers guidance programme provides students with a wide range of experiences to inspire and motivate them to develop their aspirations, and to help them progress effectively through their education and on to successful careers.

In addition, the programme includes careers education sessions, career guidance activities (group work and individual interviews, whereby social distancing is to be implemented). Other focused events include KS3 World of Work, KS4 CV workshops and mock interviews, and KS5 work experience and preparation for Higher Education, and is underpinned by equality of opportunity, inclusion and anti-racism. The programme will additionally provide engaging and challenging tutor times to raise aspirations which includes activities aimed at increasing aspirations.

Further still the programme will aim to incorporate the 3 core aims, careers, employability and enterprise education, of the CDI framework, which ‘focuses on the acquisition of knowledge, skills, attitudes and values to ensure students are prepared and empowered to face the challenges and opportunities of learning, working and living.’

Overall, the aim of the careers programme is to assist students to make successful transitions to the next phase of their life, and be equipped for lifelong career management and employability, and assist in developing and supporting characteristics such as social skills, communication, innovation, teamwork, resilience, and leadership, which also impact on their academic learning.

A summary of the careers programme is accessible via the Academy website, or by contacting the Careers Leader.

Staffing

All staff contribute to Careers Education and Guidance through their roles as tutors, subject teachers and support staff. Careers focused sessions are delivered during allocated lessons, according to the PHSEE framework, and subjects are to have a focus on, and link to, career development and employability learning, where possible.

Careers activities planned by staff should be sent to the Enterprise and Careers Coordinator for inclusion to the careers calendar.

The Enterprise and Careers Coordinator is a qualified, impartial careers adviser, and has completed a Postgraduate Award in Careers Leadership.

Partnerships

In partnership with the Business Alliance, an established range of employers, the Careers & Enterprise Coordinator works to provide opportunities across all year groups for students to explore next steps to reach career goals.

Furthermore, the Academy fosters partnerships with organisations who can contribute to the careers education strategy at a local level, and will continue to build on strong relationships with local and national business.

The Academy works with the Enterprise Adviser from the Careers and Enterprise Company to make and extend education business links to enhance the experience of careers-related learning for students.

Academy governors are regularly updated on the careers programme and there is an active link governor for careers.

Monitoring, Review and Evaluation

The careers programme is planned on an annual basis, and while monitoring and review occur regularly, every 6-8 weeks review and evaluation take place at Compass audits with the CEC Enterprise Coordinator, the Academy Enterprise and Careers Coordinator, in consultation with the Assistant Principal for Ethos, and the Link governor for careers. The Compass audit helps to evaluate the Academy's careers activities against the eight Gatsby Benchmarks. Students are actively involved in the evaluation of activities, and their inclusion in the Compass audit is for consideration.

We also assess our impact via destination data, student evaluation, external businesses/organisational feedback, and parent and staff engagement.

All information provided is used to map the 'Grace Journey' across year groups to assist with measuring and assessing the impact of the careers programme on students.

Careers responsibilities

Senior Leadership:	Philip Miles
Link Governor for careers:	Darren James
Careers Leader:	Marcia Miller
Enterprise and Careers Co-ordinator:	Marcia Miller
Careers Adviser:	Marcia Miller

Links with other policies

The careers guidance policy is underpinned by a range of key Tove Learning Trust/ Grace Academy Darlaston policies in particular those for

- Student Equality Policy
- Pupil Premium Policy
- Charging and Remissions Policy