



## Trinity Academy St Edward's

Policy:	Careers Policy
Date of review:	September 2022
Date of next review:	September 2023
Lead professional:	N Waite
Status:	Non-Statutory

## **1. Purpose of policy and guiding principles**

- 1.1 Careers education, information and guidance (CEIAG) programmes make a significant contribution to preparing young people for the opportunities, responsibilities and experiences of adult life.
- 1.2 The CEIAG programme is designed to be progressive from Year 7 and support students in making informed choices in Year 8.
- 1.3 At Trinity Academy St Edward's we aim to raise aspirations, challenge stereotypes and encourage students to consider a wide range of careers. Through careers education and guidance, it is hoped that students will be encouraged to make the most of their talents and to go on to jobs or courses which suit their needs and intelligence.
- 1.4 In particular we intend our students to:
  - Develop a broad understanding of the world of work and an ability to respond to changing opportunities.
  - Develop independent research skills so that they can make good use of information and guidance.
  - Develop the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition.

We recognise that the process of making career decisions is a lengthy one and that most of our students will make their final choices only after completing their higher education course.

## **2. Commitments**

- 2.1 Directors, Governors and staff are committed to:
  - The provision of resources and advice to enable students to understand and develop career choices and to ensure that careers education is seen as part of the overall curriculum and learning framework for all years.
  - Encouraging students to achieve and to be ambitious.
  - Involving students, parents and carers in the further development of careers work.
  - Working with support agencies so that no student is disadvantaged in gaining access to education, training or work.
  - Meeting all eight Gatsby Benchmarks.

## **3. Provision**

- 3.1 Careers includes education, information and guidance. Careers education helps our students develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into work. Through guidance students are able to use their knowledge and skills to make the decisions about learning and work that are right for them. Careers education forms an integral part of the taught and co-curricular offer for students. It is delivered via PSHE lessons, through individual subject areas and via events and assemblies, example visits to universities or work places and talks with employers.
- 3.2
- 3.3 We are supported by external agencies.
- 3.4 Careers information and resources are available in school for students to access. Our CEIAG programme aims to guarantee all students who leave Trinity Academy St Edward's at the end of Year 11 have an offer of a place to move onto.

### 3.5 Phase 1 provision includes:

Year 7	<p>Careers library introduction</p> <p>Assembly on options 16+ - the different routes students can take, including apprenticeship pathways</p> <p>Assemblies from local employers and National Employers</p> <p>Labour Market Index Information Assemblies</p> <p>Financial education through PHSE lessons</p> <p>Students will also receive meaningful interactions from employers linked to STEM</p> <p>Explore careers linked to the curriculum in all subject areas.</p>
Year 8	<p>Introduction to University assembly</p> <p>Introduction to apprenticeships talk, including apprenticeship pathways, traineeships and T level options</p> <p>Individual careers guidance via online learning tools</p> <p>Assemblies from local employers, National Employers and Apprenticeship provider</p> <p>Labour Market Index Information Assemblies</p> <p>Work on discrimination and equality in the workplace through PHSE lessons</p> <p>Explore careers linked to the curriculum in all subject areas.</p> <p>Students will also receive meaningful interactions from employers linked to STEM</p>

#### By the end of Phase 1 Students will have:

- An understanding of where in the Academy they can go to access careers information.
- An understanding of the different routes to employment available aged 16+, including apprenticeship options.
- Had at least two interactions with employers / HE providers to inform students about approved technical education qualifications and apprenticeships as per The Baker Clause (2018).
- Heard at least two local employers speak during assemblies.
- Had the opportunity to speak with at least two local and national employers.
- Received personalised guidance via an online platform

## 4. Equal opportunities

Trinity Academy St Edward's is keen to promote equal opportunities and try to use every opportunity to challenge stereotypes and to raise aspirations. Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated. Students with Special Educational Needs are offered additional careers advice. For further information, please refer to the Special Educational Needs Report. The destinations of our leavers are closely monitored and younger students informed so that we are aware of trends and opportunities.

## **5. Relationship to other parts of the curriculum and other policies**

Careers education is conducted in accordance with the school's equality policy and other relevant policies. Aside from 1:1, small group sessions and whole year group assemblies, students are provided with careers education through the PHSE programme which meets the criteria laid out in the RSHE Framework. The whole school remit of careers is recognised and the curriculum is developed alongside that of other areas so that careers education is an integral part of the whole school curriculum.

## **6. Parents and Carers**

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved in the options process. All online resources are accessed through links on the school website. They are also visible below:

<https://ckcareersonline.org.uk>

Careers information for students & parents, career events, job search help and Job Explorer Database

<https://ck.mydirections.co.uk/vacancies>

Local apprenticeships, traineeship and part time work vacancies

<https://nationalcareers.service.gov.uk/explore-careers>

Job profiles

<https://www.gov.uk/topic/further-education-skills/apprenticeships>

Apprenticeship vacancies

<https://www.ucas.com>

Information on university courses and entry requirements

## **7. Management**

The Assistant Principal for Teaching & Learning oversees the implementation of the careers programme.

## **8. Resources and partnerships**

The Academy has links with various local businesses, HE institutions, STEM ambassadors and Careers and Enterprise Company all of whom offer valuable first hand advice and resource to our students.

## **9. Monitoring, evaluation and review**

The careers programme is monitored regularly, reviewed and revised to meet the needs of our student cohort. Trinity Academy St Edward's will measure the effectiveness of the CEIAG provision by considering both attainment data and destination data for our students at all transition stages. We will also take into consideration the findings of student voice and feedback from staff, students and employers after careers events have taken place. We are committed to maintaining completion of all Gatsby Standards. We welcome regular review from our designated careers governors.