



Trinity Academy St Edward's

Policy:	Careers Policy
Date of review:	September 2023
Date of next review:	September 2024
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 years 8 and 9.
- 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.
 - Working towards the Quality Standards in Careers Education award.
 - Continuing to meet all eight Gatsby Benchmarks.
 - Adhere to the Section 42A, 42B, 45 and 45A of the Education Act 1997 • Section 72 of the Education and Skills Act 2008 • Schedule 4 (15) of the School Information (England) Regulations 2008.

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 the form time curriculum and PSHE lessons, through individual subject areas and via events and assemblies bespoke to each year group, for example visits to universities or workplaces and talks with employers. In addition, we also have access to a careers advisor who is available for 1:1 and small group sessions.
- 3.2 Careers guidance is delivered by C&K careers and supported by the work form tutors do in form time. This work is further enhanced by use of CPD delivered to all staff.

3.3 We are well supported by external agencies, namely C&K Careers. C&K Careers are our qualified and impartial careers advisers. Careers guidance interviews take place on a group basis, and one to one basis for a number of identified students and those who request a careers appointment.

3.4 Careers information and resources are available in school for students to access.

3.5 Phase 1 provision includes:

Year 7- Inspire	<ul style="list-style-type: none"> • Y7 Form time careers resources- Inspire • Labour market information • Introduction to careers • My Destinations career profile • Careers routes & local employers' assemblies • Careers in the curriculum- all subjects • Financial education (PSHE) • Trinity Scholars launch (Oxbridge and medicine) • STEM Drop Down Days x3- careers & females in engineering, careers in the space sector, careers in sustainability • E-Sports (Barnsley Digital Media Centre) • Depuy Synthes- Bio engineering assembly & workshop • Meaningful encounters: Barnsley Chamber of Commerce, Depuy Synthes, Bowmer & Kirkland, Twiggs, Space Detectives, DWP.
Year 8- Aspire	<ul style="list-style-type: none"> • Y7 Form time careers resources- Aspire • Introduction to apprenticeships assembly • Introduction to technical and vocational pathways assembly • Labour market information assembly & resources • Revisit My Directions career profile • Careers in the curriculum- all subjects • STEM Drop Down Days x3- careers in engineering, space sector & sustainability • Sheffield University campus visit • Discover Leeds project • Discrimination & equality (PSHE) • Work shadowing (Twiggs) • Trinity Scholars- Oxbridge visit • Personal guidance available on request • Personal guidance meetings- Trinity Scholars • Meaningful encounters: Barnsley College, De Puy Synthes, Bowmer & Kirkland, Twiggs, DWP

In addition to the 'core' careers programme above, students will also have the opportunity to partake in bespoke activities / schemes on a student-by-student basis as part of Trinity Scholars, STEM, Eco Committee and student leadership opportunities.

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 and other HTQs.
- Had at least two interactions with employers / HE providers.
- 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 prior to options choices being made.
- Develop life and employability skills by participating in Quantum Leap.

3.6 Phase 2 Provision includes:

Year 9- Explore	<ul style="list-style-type: none"> • Y7 Form time careers resources- Explore • Labour market information assembly & resources • Careers routes & local employers' assemblies • Revisit My Directions career profile • Careers in the curriculum- all subjects • University visits • Trinity Scholars- KS4 ready • Options personal guidance interviews • Options information evening (students and parents) • Meaningful encounters: Barnsley College, apprenticeship provider (B&K), IPA, HEPPSY
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In addition to the 'core' careers programme above, students will also have the opportunity to partake in bespoke activities / schemes on a student-by-student basis as part of Trinity Scholars, STEM, Eco Committee and student leadership opportunities.

By the end of Phase 2 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.
- An understanding of the next phase of their education as they move towards Key Stage 4.
- Had at least two interactions with employers / HE providers.
- 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 small group guidance meetings and one to one guidance for SEN and LAC students related to options choices being made.
- Had the opportunity to attend an IAG evening, prior to options choices.
- Develop life and employability skills by participating in the DofE Bronze Award and Quantum Leap.

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 form time and 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, and works closely with C&K Careers, 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. Furthermore, we are committed to maintaining completion of all Gatsby Standards and are working towards the Quality in Careers Standard Award. We welcome regular review from our designated careers governors.