

Careers Guidance Policy



**The Whitley
AP Academy**

Written by:	Carl Dundavan	Date: 01/12/2020
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Approved by:	Pending by LGB in Jan 2021
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Last reviewed on:	N/A
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Vision and Values

Our vision is for The Whitley AP Academy to be a school that works hard to develop confidence, a love of learning, resilience and kindness in our pupils. We have high expectations, which support the individual needs of all our pupils, whilst placing an emphasis on positive attitudes to learning, building effective relationships and developing a strong moral compass. We aim to provide a safe, supportive, consistent educational environment for our pupils, which alongside academic achievement, develops social skills, independence, self-motivation and respect for others. These values form the foundations of our Careers Guidance policy.

This Careers Guidance Policy has the following objectives in line with the eight Gatsby Benchmarks when delivering the careers programme in school:

- To encourage all pupils to pursue careers.
- To plan and provide a stable careers programme for our learners.
- To support inclusion, challenge stereotyping and promote equality of opportunity.
- To build resilience and help students adapt to a changing careers landscape.
- To expose students to relevant Labour Market Information (LMI).
- To link curriculum learning to careers.
- To provide opportunities for students to encounter a variety of employers and employees.
- To support students to obtain work experience placements in Years 10 and 11.
- To provide opportunities for students to encounter further and higher education.
- To provide opportunities for students to experience apprenticeships.
- To provide independent personal guidance to students across key stages.

As a result of the above objectives the proposed outcomes of our Careers Guidance Policy are:

- Pupils will develop greater employability skills.
- Pupils will be exposed a range of different careers.
- Pupils will have developed greater resilience in developing their career path.
- Pupils will have the confidence to follow their chosen careers.
- An increase in pupils pursuing further education and apprenticeships.
- A reduction of pupils leaving TWAPA as Not in Education, Employment or Training (NEET).

Statutory Context

The Education Act (2011) placed schools under a statutory duty to provide access to independent and impartial careers guidance for all pupils in Years 9 to 11. In April 2013, the Government extended this duty to Years 8 to 13.

A further addition to the Technical and Further Education Act (2017) states that schools in England “must ensure there is an opportunity for a range of education and training providers to access registered pupils during the relevant phase of their education, for the purpose of informing them about approved technical education qualifications or apprenticeships”.

Further statutory guidance requires schools to offer their students access to employment, apprenticeship, and training providers, and to publish a Statement outlining this access to providers. It has also been a requirement from September 2018 that “every school needs a Careers Leader who has the energy and commitment, and backing from their Senior Leadership Team (SLT), to deliver the careers programme across all eight Gatsby Benchmarks.”

Development

The policy was developed and is reviewed annually by the Careers Leader and his / her Line Manager, the Headteacher, based on current good practice guidelines by DfE / Ofsted and statutory guidance.

Equality and Diversity

Careers guidance is provided to all pupils and provision is made to allow all pupils to access the curriculum. Pupils 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.

Information, Advice and Guidance

Pupils at TWAPA benefit from independent, impartial careers advice and guidance, provided by our partners C&K Careers. Guidance is personalised to each individual and includes information on a range of education and training options, including apprenticeships and technical educational routes.

Learner Entitlement

- Key Stage 2

KS2 pupils at TWAPA will explore a range of different careers within the curriculum and through a careers programme designed to inspire and motivate.

Pupils will learn about different careers throughout their lessons, with a focus on the benefits of work and aspiration. Pupils will have access to guest speakers and engage in enterprise competitions designed to promote teamwork and entrepreneurialism.

- Key Stage 3

A careers guidance tutorial programme will be delivered once a week to all KS3 pupils. Pupils will investigate employability skills, interests and work preferences to match against suitable occupations, an enterprise challenge and a series of finance lessons including saving and utilising funds. They will also research into the labour market, their expectations of job availability and learn about borrowing money.

KS3 will have access to a Career's Adviser provided by C&K Careers. Pupils will also engage with employers through guest speakers and organised workshops.

- Key Stage 4

A careers guidance tutorial programme will be delivered once a week to all KS4 pupils. This will focus on employment skills, job and college applications and careers planning.

All pupils at TWAPA will be given a Careers Guidance folder which will map their careers journey. Pupils will have a dedicated careers day in which they will write cover letters with CVs, have mock interviews and meet potential employers.

KS4 will have priority access to the Careers Adviser provided by C&K Careers. Pupils will have the opportunity of work experience through the Academy's partners and local businesses. Pupils will also have access to representatives from different apprenticeships, further education and employment providers.

Implementation of Careers Guidance

Tutorials designed by the Careers Leader, taught every week in tutorials. Careers lessons taught involve access to relevant labour market information, skills for working life and financial wellbeing.

Independent careers advice from C & K Careers

Support and guidance from the Leeds City Region Enterprise Partnership

Parents and carers

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved. All online resources are easily accessed through the links on the Academy's website. Parents are kept up to date with careers related information through letters, newsletters and phone calls.

Management

A named member of staff - the Careers Leader, co-ordinates the Careers curriculum and is responsible to his / her senior management line manager. Work Experience is also the responsibility of the Careers Leader and the SLT.

Staffing

All staff contribute to Careers Guidance through their roles as form tutors and subject teachers. The Careers curriculum is planned, monitored and evaluated by the Careers Leader and the SLT. The Careers Leader will liaise and consult with C&K Careers to ensure that independent career guidance is available when required. The Careers Leader is responsible for maintaining all Careers resources, support and provision.

Curriculum

The Careers curriculum includes careers education sessions, career guidance activities – both group work and individual interviews, information and research activities, work related learning and individual learning activities.

Partnerships

- C&K Careers
- Leeds City Region Enterprise Partnership

Resources

Funding is allocated in the annual budget. The Careers Leader is responsible for the effective deployment of resources.

Staff Development

Staff training needs are identified as part of the line management process. Funding is accessed from school funds and Government initiatives. The school will endeavour to meet training needs within a reasonable period of time.

Monitoring Review and Evaluation

The Careers Guidance programme is monitored and evaluated each term by the SLT and the Careers Leader. Careers Guidance is monitored and evaluated annually by the Academy's Local Governing Body.

Annexes

This policy should be read in conjunction with the following:

- Compass Results
- Careers Guidance Calendar
- Pupil Premium Report