



Careers Policy

Member of SLT Responsible for Policy:

R. Cox

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Statement of intent

This policy is underpinned by Sections 42A and 45A of the Education Act 1997, and has due regard to the DfE's statutory guidance, 'Careers guidance and access for education and training providers', which was last updated in January 2018.

The main aims of careers provision at Shrewsbury Academy are to:

- Prepare pupils for life post-education.
- Develop an understanding of different career paths.
- Develop an understanding of the differences between school and work.
- Inspire pupils to chase and achieve their dreams.
- Help pupils to access information on the full range of post-16 education and training opportunities.
- Support pupils after leaving school.
- Offer targeted support for vulnerable and disadvantaged young people.
- Instil a healthy attitude towards work.

Signed by:

_____	Headteacher	Date:	_____
_____	Chair of governors	Date:	_____

1. Legal framework

- 1.1. This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

DfE 'Careers guidance and access for education and training providers' 2018

Education Act 1997

Education and Skills Act 2008

Apprenticeships, Skills, Children and Learning Act 2009

Equality Act 2010

Children and Families Act 2014

Technical and Further Education Act 2017

2. Roles and responsibilities

- 2.1. The governing board is responsible for:

Ensuring that all registered pupils at the school are provided with independent careers guidance from Year 7 to Year 11.

Ensuring that arrangements in place to allow a range of education and training providers to access all pupils in this range and inform them about approved technical education qualifications and apprenticeships. A [policy statement](#) will set out these arrangements.

Ensuring that the independent careers guidance is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option.

Ensuring that the guidance includes information on the range of education or training options, including apprenticeships and technical education routes.

Ensuring the Careers Policy does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

Providing clear advice and guidance to the Headteacher on which they can base a strategy for careers education and guidance which meets the school's legal requirements.

- 2.2. The careers leader is responsible for:

Managing the provision of careers information.

Liaising with the Headteacher and the careers adviser to implement and maintain effective careers guidance.

Liaising with the PSHE leader and other subject leaders to plan careers education in the curriculum.

Liaising with tutorial managers, mentors and the SENCO to identify pupils needing guidance.

Referring pupils to careers advisers.

Establishing, maintaining and developing links with further education colleges, universities, apprenticeship providers and employers.

Providing pupils with effective careers guidance and supporting social mobility by improving opportunities for all young people.

Supporting teachers of careers education and tutors providing initial information and advice.

Monitoring teaching and learning in careers education, and the access to and take up of career guidance.

Advising senior leadership on policy, strategy and resources for careers education, information, advice and guidance (CEIAG).

Preparing and implementing a development plan for CEIAG.

Reviewing and evaluating the programme of CEIAG.

Encouraging the training of school staff to promote careers guidance to their pupils.

Using the [Gatsby Benchmarks](#) to improve the school's careers provision and ensure compliance with legal duties, with an ultimate aim to meet all benchmarks.

Allowing pupils to have access to providers of technical education, such as colleges, and apprenticeships to ensure every pupil is well-informed about their future options at every stage.

Using the [Compass tool](#) for self-evaluating the careers provision the school offers.

Publishing details of the school's careers programme and a policy statement on provider access on its website.

2.3. The careers adviser is responsible for:

Reporting regularly to the careers leader, regarding pupil progress and the effectiveness of the school's career plan.

Providing a thorough, personalised career service throughout the school.

Staying up-to-date with relevant CPD and developments in the CEIAG sector.

Producing careers information and guidance through online and hard copy literature, and visual displays in school.

Organising workshops for pupils and actively promoting the careers service in-house at open evenings, presentation days, assemblies and parents' evenings.

Developing incentives and initiatives which actively encourage pupils to sign up to the school's career service.

Attending regular meetings with the careers leader to discuss the school's career plan.

Arranging meetings and follow-up appointments with pupils who are interested in the careers service.

2.4. Teaching staff are responsible for:

Ensuring careers education is planned into their lessons.

Attending any relevant CPD or training to ensure they are up-to-date with the school's careers plan.

Promoting careers guidance in the classroom through visual aids.

Creating a learning environment that allows and encourages pupils to tackle real life challenges, manage risks and develop skills that can be applied to the workplace.

3. A stable careers programme

- 3.1. Shrewsbury Academy will have its own careers programme in place which meets the requirements of the eight Gatsby Benchmarks. The programme will be reviewed termly against the benchmarks to ensure it remains on target.
- 3.2. A careers leader will ensure the leadership and coordination of a high-quality careers programme. The careers leader is recruited alongside the suggested requirements to ensure the role is correctly fulfilled. The name and contact details of the careers leader will be published on the school website.
- 3.3. A careers adviser will be appointed to support the careers leader and to provide individual, tailored careers guidance to pupils. The careers adviser is Kim Weston.
- 3.4. Details of the school's careers plan will be published on the school website inviting pupils, parents, teachers, governors and employers to provide feedback.
- 3.5. The Assistant Headteacher will work with enterprise coordinators to build careers and employer engagement plans to broaden the range of guidance that pupils have access to.
- 3.6. The school will work towards the [Quality in Careers Standard](#) to support the development of their careers programme, ensuring the programme is reviewed termly to ensure it is in line with the required standards.

4. Labour market information

- 4.1. The school will ensure every pupil, and their parents, has access to good-quality information about future study options and labour market opportunities.
- 4.2. Pupils and their parents will be referred to the National Careers Service which offers information and professional advice via a website, helpline and web chat.
- 4.3. The school will ensure pupils and their parents understand the value of finding out about the labour market, and support them in accessing this information. Pupils and their parents will be provided with information on the benefits of understanding the labour market, including the salaries and promotion opportunities for different jobs, and the volume and location of vacancies across different sectors.
- 4.4. The school will ensure that all pupils, by the age of 14, have accessed and used information about career paths and the labour market to inform their decisions on study options.
- 4.5. The school will provide pupils with the necessary links and information that will enable them to access this. Access will be monitored to review whether pupils are making the most of the service, and if not, what can be done to ensure they do.
- 4.6. The school will make use of local enterprise partnerships to provide pupils with presentations and workshops on the local labour market and employer expectations. The information provided through the partnership will be used to shape career guidance and workshops in schools.
- 4.7. To support social mobility, the school will work to raise pupils' aspirations and tackle stereotypical assumptions. Interventions will be used to tackle gender stereotypes; arrangements will be made for pupils to talk to employees who work in non-stereotypical jobs to raise awareness of the range of careers that science, technology, engineering and maths (STEM) qualifications lead to.

5. Addressing the needs of pupils

- 5.1. The school's careers programme will aim to raise the aspirations of all pupils whilst being tailored to individual needs. The programme will inform pupils of the range of opportunities available to them, encouraging them to aim higher and make choices relevant to what they feel they can achieve.
- 5.2. All forms of stereotyping will be prohibited in the careers advice and guidance that is provided, to ensure pupils from all backgrounds, gender and diversity groups, and those with SEND, can consider the widest possible range of careers.

- 5.3. Comprehensive and accurate records will be kept to support the career development of pupils. These will be stored securely in the Pastoral Office. The school will allow access to this information, should a pupil or their parent request it.
- 5.4. The school will collect and analyse destination data to assess how well the careers programme is countering stereotypes and raising aspirations. The data will be reviewed by the Assistant Headteacher and careers leader annually to base further development of the school's career guidance plan on the results and areas of success or failure.

6. Targeted support

- 6.1. The school will work with the LA to identify pupils who are in need of targeted support or those who are at risk of not participating in post-16 pathways. Agreements will be made over how these pupils can be referred for support drawn from a range of education and training support services available locally.
- 6.2. The school will ensure that pupils understand the programmes available to support them and the financial costs associated with staying in post-16 further education.
- 6.3. To support pupils who are likely to need support with post-16 participation costs, such as those with SEND, the school will work with the LA and local post-16 education or training providers to share pupil data and ensure these pupils receive such support.
- 6.4. The school will ensure that pupils are aware of the 16-19 Bursary Fund, which has been devised to support those individuals with a financial hardship. Pupils will be advised of how to access this funding and who they should speak to in order to find out more information.
- 6.5. The careers leader will engage with the Safeguarding Officer for LAC and previously LAC to ensure they know which pupils are in care/are care leavers, to understand their additional support needs and to ensure that any personal education plans can inform careers advice.

7. Pupils with SEND

- 7.1. The school will ensure that careers guidance is differentiated, if appropriate, and based on high aspirations and a personalised approach.
- 7.2. All staff working with pupils will support them to develop the necessary skills and experience to succeed and fulfil their potential.
- 7.3. The school will work with families of pupils to help them understand what career options are available.
- 7.4. Careers guidance and experience will be tailored to pupils based on their own aspirations, abilities and needs. Surveys will be conducted to find out

individual pupils' aspirations; the results will be used to personally tailor careers guidance.

- 7.5. Careers guidance will take account of the full range of relevant education, training and employment opportunities. It will inform pupils about the ways employees with SEND are supported in the workplace, and how jobs can be adapted to fit a person's abilities.
- 7.6. The school will build partnerships with businesses and other employers, employment services, and disability and other voluntary organisations. Pupils will be prepared for encounters with employers and provided with any special support that will allow them to benefit fully from the experience.
- 7.7. The school will provide enhanced transition support for Year 11 students for their post 16 progression. This is documented in the Moving on Plan for students with an EHCP.
- 7.8. Careers guidance will focus on a pupil's career aspirations and the post-16 options which are most likely to give the pupil a pathway into employment or higher education.
- 7.9. The SEND local offer will be utilised; annual reviews for a pupil's education, health and care plan (EHCP) will be informed by good careers guidance.
- 7.10. When arranging work experience for pupils, the school will work with the employer to determine any additional support that will be needed during the work placement.

8. Curriculum

- 8.1. The school will work to encompass careers education and guidance into subjects across the curriculum. All teachers will be asked to support the career development of young people in their role and through their subject teaching.
- 8.2. The school will ensure that every pupil is exposed to the world of work by the age of 14.
- 8.3. Pupils are expected to study the core academic subjects at GCSE, including English, maths, science.
- 8.4. The school will engage with local employers, businesses and professional networks, inviting visiting speakers with whom pupils can relate to.
- 8.5. Every year, from the age of 11, pupils will participate in at least two meaningful encounters with an employer; at least one of these encounters will be with a STEM employer or workplace. These encounters will include:

Careers events such as careers talks, careers carousels and careers fairs.

Transitions skills workshops such as CV workshops and mock interviews.

Mentoring and e-mentoring.

Employer delivered employability workshops.

Business games and enterprise competitions.

Careers provision and education

8.6 The life skills curriculum also supports students with careers education and guidance to help our students make informed decisions about their future career pathway and options choices.

8.7 This is the overview of the careers programme for students from Years 7-11

KS3

Year 7 and Year 8	Year 9
Enterprising Days	Citizenship- Employment and the Law Life skills - Careers / Option choices
Citizenship programme – work and money, Emergency services	Careers Module
Princes Trust	G & T University Trips
Fire Quiz	Option Choices
PCSO	Skills Shows
Big Bang	Yr.9 SEN 121 Walford
National Enterprise Challenge	Options Evening
Higher Horizons- Field to Folk	Head of Department Assemblies
	Shrewsbury College Taster Day
	Sixth Form Taster Day Oxbridge
	Is it right for me?, Medicine, and Princes Trust
	Alternative Curriculum Provision
	Careers Guidance interviews

KS4

Year 10	Year 11
Shrewsbury College Taster Day	Food Hygiene certificate
Work Experience	Health & Safety
Life Skills – supporting students with work experience placements Life –Skills – Working Life	Additional Qualifications
Duke of Edinburgh	Princes Trust
Parents Evening Support	Outside speakers
Careers Appointments	Shrewsbury .Colleges
University Visits	North Shropshire College
Carers Enterprise Day (whole Yr.10)	Telford
Business Partner taster sessions	County Training - Apprenticeships
Harper Adams University Link	NCS/ Armed Forces
Vocational Curriculum Hair Mech. Farming/Animal	Extended Work. Experience placement
Alternative Curriculum	Employability Skills
Extended Work experience	Open Evening/Progression Event
Princes Trust Assemblies	KUDOS package
Thomas Telford 6 th Form visit	Kim Weston interviews
TCAT- Open Day and Taster Days	Parents Evening supporting careers
STEM- Workshops	University Visits
Presentations (NHS/ Armed forces)	Origins Restaurant Visit
	Duke of Edinburgh
	Assemblies
	College Taster Days
	Progression Event SSFC

9. Work experience

- 9.1. Shrewsbury Academy will ensure that all pupils have had at least one experience of a work place by the age of 16.

10. Further education (FE).

- 10.1. The school will provide pupils with a range of information and opportunities to learn about education, training and career paths throughout their school life, to prevent last minute decision-making.
- 10.2. Pupils will be encouraged to use information tools, such as websites and apps, which display information about opportunities Education and training providers will have access to all pupils in Years 7 to 11 for the purpose of informing them about approved technical education qualifications and apprenticeships.
- 10.3. The school will ensure that there are opportunities for providers to visit the school and speak to pupils in Years 7 to 11 by maintaining connections with providers of further education and apprenticeships, and arranging regular visits, presentations and workshops.
- 10.4. A range of opportunities for visits from providers offering other options, such as FE will also be provided.
- 10.5. A [policy statement](#) will be published on the school website and will include:
 - Any procedural requirements in relation to requests for access.
 - Grounds for granting and refusing requests for access.
 - Details of premises or facilities to be provided to a person who is given access.

11. Personal guidance

- 11.1. All pupils will be provided with opportunities for personal guidance interviews with a qualified careers adviser. Such interviews will take place by the time the pupil reaches age 16.
- 11.2. Careers advisers will meet the professional standards outlined by the [Career Development Institute](#). The school will integrate personal guidance interviews within the pastoral system so that they can be followed up by the form tutors or equivalent.
- 11.3. Careers advisers working with pupils with SEND will use the outcome and aspirations in the EHCP to focus discussions.
- 11.4. Careers advisers working with LAC or care leavers will use their personal education plan to focus discussions. These pupils will have a named adviser who will build a relationship with them to better understand their individual needs.

12. Information sharing

- 12.1. The school will provide the relevant information about all pupils to the LA support services including:
- Basic information, such as the pupil's name or address.
 - Other information that the LA requires to support the pupil to participate in education or training to track their progress, including the 'where now?' checklist.
- 12.2. The school's privacy notice will offer pupils and their parents the opportunity to ask for personal information not to be shared.
- 12.3. LAs will be notified, as early as is possible, whenever a 16 or 17-year-old pupil leaves an education or training programme before completion. The school will agree on local arrangements for ensuring these duties are met.

13. Monitoring and review

- 13.1. The governing board, in conjunction with the Assistant Headteacher and careers leader, will review this policy on an annual basis, taking into account the success of supporting pupils in accessing post-16 education and training.
- 13.2. The Assistant Headteacher will make any necessary changes to this policy, and will communicate these to all members of staff.
- 13.3. The next review date for this policy is September 2019..

Careers Survey – Plans for Your Future

This survey is intended to help you begin thinking about your career path when you leave school. Each year, this survey information will be updated to reflect your changing perspective on your aspirations as you get closer to leaving school. This information will also serve as a guide to your teachers in deciding which classes and educational experiences you should have to help you be successful in the kind of life you want to have after secondary school.

Name:		Date of birth:	
Year group:		Date:	

Careers

During what year will you complete your GCSEs?	20 _____
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Please tick as many boxes as you wish below, and answer the relevant questions, to indicate what you would like to do following completion of your GCSEs.

<input type="checkbox"/> Job role
What kind of job role appeals to you?
What support and qualifications, if any, do you think you need to achieve this career path?

<input type="checkbox"/> Sixth form	
Which sixth form?	
What would you like to study?	

What support and qualifications, if any, do you think you need to begin your chosen programme of study?

--

University

Which university?

--

What would you like to study?

--

What support and qualifications, if any, do you think you need to begin your chosen programme of study?

--

College

Which college?

--

What would you like to study?

--

What support and qualifications, if any, do you think you need to begin your chosen programme of study?

--

Apprenticeship

Which sector?

What support and qualifications, if any, do you think you need to begin your chosen apprenticeship?

Military

Which branch?

What support and qualifications, if any, do you think you need to begin your chosen military course?

Hobbies

What do you enjoy doing in your spare time?

Do you wish to pursue a career in relation to any of these hobbies? If yes, please indicate below.

How could the school help you to develop your hobbies?

Year 10 only

Have you arranged work experience	Yes/No
If 'yes', where will you be working?	
If 'no', how can the school help you to arrange work experience?	

Destinations Survey – Plans for Your Future

This survey is intended to gain an insight into the career paths of pupils who have completed their time of study at **name of school**. This survey will also support our school in providing evidence for how our current careers programme has impacted on past pupils. Please fill in the questions below and return the survey back to the school.

Name:		Date of birth:	
Year group:		Date:	
Address:			

1. Study	
A. Are you applying for a place at a university or college? (Please circle – If ‘no’, please go to section 2)	Yes/No
B. Have you been offered a place at a university or college? (Please circle)	Yes/No
C. How many offers have you received?	
D. Are the offers you have received conditional or unconditional?	1. 2. 3. 4. 5.
E. If the offer is conditional, are you confident that you will achieve the grades necessary for the course? (Please circle)	Yes/No
F. Will you accept an offer? (Please circle)	Yes/No
G. If you answered ‘no’ to question F, why will you not be accepting an offer?	
H. What university or college would you like to be studying at?	

I. What is the title of the course you will be studying?	
J. Is the course full time?	Yes/No
K. What career path do you wish to pursue with your chosen programme of study?	

2. Employment	
A. Are there any job roles you wish to pursue? (Please circle)	Yes/No
B. If you answered 'yes' to question A, please give details of your desired job role.	
C. Have you secured a job role? (Please circle – if 'no', please don't answer question D, E or F)	Yes/No
D. What is the job title?	
E. What is your role?	
F. Is this job role what you aspired to achieve during your time at our school? (Please circle)	Yes/No

Careers Audit

Employment related skill	Description	Was this included in my careers advice?
1. Self-management	<p>Ability to take the responsibility for setting and achieving personal goals:</p> <ul style="list-style-type: none"> • I can evaluate my performance in tasks. • I am able to accept and deal with authority. • I can accept feedback in a constructive manner. • I am able to set goals and manage my school work and social life. 	Yes/No
2. Initiative and enterprise	<p>Ability to seek/take advantage of opportunities:</p> <ul style="list-style-type: none"> • I can identify opportunities and act on them. • I am willing to take risks and learn from mistakes. 	Yes/No
3. Learning	<p>Ability to achieve new skills and/or knowledge:</p> <ul style="list-style-type: none"> • I am open to new tasks and use knowledge to further my technical skills. • I can use different methods to learn new things. • I am able to access information on courses to further my learning. 	Yes/No
4. Communication	<p>Ability to express and understand information:</p> <ul style="list-style-type: none"> • I can speak to a group confidently. • I have debated in front of large audience. • I can speak and write in another language. • I can follow verbal instructions. 	Yes/No

5. Teamwork	Ability to work effectively with others to get things done: <ul style="list-style-type: none"> • I can work with other people to sort out a problem. • I can work/collaborate with others on group tasks. I am able to value the work of others and share resources.	Yes/No
6. Planning and organisation	Ability to coordinate and prioritise tasks and resources: <ul style="list-style-type: none"> • I am able to make decisions. • I can manage my time and priorities. • I can collect, analyse and organise information using appropriate methods. • I am able to organise equipment and materials needed for a task. 	Yes/No