



Alcester
Academy

TO BE THE BEST THAT WE CAN BE

Careers Education, Information, Advice and Guidance Policy

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| Author | MC |
| Approved by: | FGB |
| Reviewed by: | Leadership Team, Qu of Ed Sub-Committee |
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| Contents: | Introduction; Commitment; Links with other policies; Entitlement; Assessment; Implementation; Staff Development; External Partnerships; Employment Partnerships; Further & Higher Education Links; Resources; Monitoring, Review, Evaluation & Development |

The best way to predict the future is to create it - Abraham Lincoln

Introduction

The Alcester Academy careers education programme provides our pupils with the opportunity to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational.

It promotes equality of opportunity, celebrates diversity and challenges stereotypes. It is designed to meet the Gatsby benchmarks and conforms to statutory requirements.

Alcester Academy is committed to providing all pupils in Years 7-11 with a careers programme which is embedded into the curriculum and includes a variety of enrichment activities. The programme has been developed in line with the eight Gatsby benchmarks for ensuring best practice and to meet the requirements of the Department for Education's statutory guidance.

Aim

We aim to support pupils to make realistic and informed decisions about their future, by raising aspirations and providing impartial and independent information and guidance.

Objectives

To ensure that pupils:

- develop the skills and attitudes necessary for success in adult and working life.
- are aware of the range of opportunities which are realistically available to them in continued education and training at 13+, 16+
- are equipped with the necessary decision-making skills to manage those same transitions.
- develop an awareness of the wide variety of education, training, and careers opportunities both locally and nationally.
- effectively use the paper-based, virtual and staff resources available so they can make informed and appropriate choices throughout their school journey.
- benefit from links fostered between the school, local businesses, and further education establishments.
- experience the world of work and develop transferable skills.
- wherever possible leave the school to enter employment, further education, or training.
- experience a culture of high aspirations, equality of opportunity, in which diversity is celebrated and stereotypes are challenged.
- receive extra assistance and guidance to reach their potential, where this is necessary.

Provision

Careers provision is mapped against the Gatsby Benchmarks. The current careers programme is delivered through a combination of methods, including sessions delivered through tutor time in Years 8 through to Year 11 by tutors, and careers lessons planned and delivered at KS3 by teachers as part of our Personal Development Programme.

Careers guidance is available in the Careers Zone which provides access to information on apprenticeships, universities, the labour market, and career pathways.

At Key Stage 3, pupils explore careers using the Unifrog Platform and have access to individual 'personal lockers' They use these with the aim to raise pupil aspirations, exploring stereotypes in the workplace, researching the history of the workplace, and developing personal, social and employability skills. Throughout the academic year pupils have careers specific assemblies, careers drop-in opportunities and there is a parent/carer and pupil information evening focusing on selecting GCSE options at the end of Year 8 are also provided.

At Key Stage 4, pupils continue their research into careers and pathways into the sixth form and higher education. They develop skills in CV, letter writing, presentations, and interviews. This includes a mock interview with an employer; a week's work experience at a self-arranged placement, assemblies on apprenticeships and A-level options.

Individual careers interviews are held with the careers co-ordinator, who also provides guidance on apprenticeships. Several special events are held, including an annual careers fair in which local employers, colleges, sixth forms and uniformed services such as police, fire service, paramedics and the armed services all attend.

The Careers Programme at Alcester Academy is distinguished by the personalised nature of the support given to each student. The Careers Co-ordinator is central to providing guidance to students on routes beyond school and those students who are unsure of their destination after Year 11 are given further support in groups or as individuals to provide the best possible guidance.

In addition, the Careers Co-ordinator provides an important contribution to the planning, design and delivery of all aspects of our careers education including Super Learning Days, allowing for current labour market intelligence to inform these processes.

Careers Education helps young people to develop the knowledge and skills they need to make successful choices, manage transition between key stages, Post-16 to higher education and the world of work.

Careers and SEND provision

Every pupil with SEND follows the same programme of careers as their peers, with adaption to materials and support from the SEND team where appropriate.

Pupils with SEND will have support in Year 8 before the options process to enable early identification of any necessary adaptations or interventions according to the level of need to support their career aspirations. Pupils can self-refer and form tutors are also able to raise concerns.

In Key Stage 4 SEND students will have additional support from the careers co-ordinator to ensure that all post 16 opportunities are considered, and that transition is as smooth as possible. This involves additional visits, support with interviews and liaison with the SEND department from the relevant post 16 providers.

Monitoring, Recording and Evaluation

- All pupils from Years 7-11 have access to the Unifrog careers platform. Unifrog helps students find and apply for the best opportunities for them post-16. Unifrog brings together every step of the process, from students exploring their interests, to recording their skills, to finding and comparing apprenticeship and university courses, to submitting applications.
- At Key Stage 3 Pupils develop an individual and unique personalised profile on their Unifrog lockers through which their activities and skills development can be recorded and monitored by the Careers Coordinator.

- In addition to this, built into the careers programme are opportunities for pupils to self-evaluate and reflect on their learning at key points, such as work experience, super learning days, careers drop ins and mock interviews.
- Leavers' destination information is analysed at the start of each academic year.
- Careers is an agenda item as part of the QofEd Governors Sub Committee meetings.
- Careers is featured as part of the school SEF and SIP and continues to be a key school priority.

Monitoring, Recording & Implementation

The Careers Co-ordinator plans, co-ordinates and evaluates the careers opportunities the Academy offers and is responsible to the Assistant Headteacher. Work experience is planned and implemented by the Careers Co-ordinator.

All teaching staff contribute to careers education through their roles as tutors and subject teachers. The careers education programme is planned, monitored, and evaluated by the Assistant Headteacher and Careers information is available in the Careers Zone which is maintained by the Careers Co-ordinator.

Through a planned programme of activities, Careers Education, Information, Advice and Guidance (CEIAG) and Work-related Learning (WRL), Alcester Academy assists all students to take their place as suitably qualified and responsible young people within society. The focus is upon career and option choice, raising the aspirations and achievement of individual students and equipping them with skills, attitudes, knowledge and understanding as a foundation for managing their lifelong career and learning.

Provision

- To provide a planned programme of activities to which all students from Years 7 – 11 are entitled and which will help them to plan and manage their education and career choices.
- Providing careers education in line with the Gatsby Foundation Benchmarks. The guidance we provide will be impartial, unbiased and is based on student's needs.

The eight Gatsby Benchmarks of Good Career Guidance:

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

Alcester Academy will ensure that careers education follows local, regional, and national frameworks for best practice and other relevant guidance, such as Section 42A and Section 45A of the Education Act 1997, Statutory guidance: Careers guidance and inspiration in schools (March 2015), Non-statutory guidance: Careers guidance and inspiration in schools (April 2014), as well as guidelines from Ofsted and the Career Development Institute.

We will work in partnership with local 16 – 18 education providers, that includes local sixth forms and colleges, to ensure all students access appropriate education, employment with training or an apprenticeship on leaving the Academy.

Links with other policies

The policy for careers education supports, and is itself underpinned by, a range of key school policies especially those for Teaching and Learning, Assessment, Recording and Reporting Achievement, Citizenship, Work-related Learning and Enterprise, Equal Opportunities and Diversity, Most Able, Pupil Premium and SEND.

Careers Guidance enables them to use the knowledge and skills to make decisions about education and the world of work that are appropriate for them.

Tutor and mentoring activities

- Careers interviews
- Careers presentations and activities
- Careers activities with employers
- Enterprise activities including guest speakers
- Young Enterprise Initiative
- The Work Experience programme
- Attendance at both external and in-house careers fairs
- University Visits
- Apprenticeship talks
- Lessons in CV building skills
- Mock interviews
- Unifrog
- Careers assemblies

External Partnerships

As we have no sixth form provision at Alcester Academy, we believe we are able to give all students impartial careers advice about their choice of destination for Year 12. We do this by working with all local providers of sixth form education, vocational training and apprenticeships. This careers guidance is available through taster days at educational establishments, external careers fairs, in-house careers fairs, to which all providers are invited, and the provision of information in the careers library.

Employment partnerships:

Firm links have been established with local employers, particularly through the provision of work placements. Employers visit the school to run work related activities with pupils and to speak to pupils about a range of employment sectors. Students take part in employability and Young Enterprise competitions. Students are also encouraged to volunteer within the local community, through opportunities such as the Duke of Edinburgh Award Scheme.

Further and Higher Education Links:

Strong links exist with local sixth forms, further education colleges, and universities, which enable our students to access training and education.

Resources

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. The Careers Co-ordinator is responsible for the effective deployment of resources.

- The Careers Zone is a resource area located in the Learning Resource Centre which contains the Careers Library, prospectuses for local sixth forms, colleges and UK universities.
- Budget provision – funding is provided annually from the capitation budget.

Signed: _____ Chair of Governors

Signed: _____ Headteacher

Date: _____

(ratified by Full Governing Body 8th April 2025)

Appendix A: Careers Entitlement

Pupils attending the school are entitled to:

- Receive a stable careers programme from Year 7 that continues until they leave school.
- Receive relevant careers guidance and have access to independent careers information and guidance, including labour market data where relevant.
- Receive personal advice that helps pupils to achieve their individual careers goal – whether this is Further / Higher Education, an apprenticeship or employment.
- Be equipped with the necessary skills to prosper in further education and employment.
- Have the relevant knowledge to make realistic and achievable goals based on their own interests and skills, whilst taking into account local job market information and relevant entry requirements.
- Receive up-to-date information about careers and skill-development opportunities.
- Understand how different subjects help keep different options open.
- Have access to additional help, whether this need is generated from a change of decision, personal circumstances, or additional needs.
- Have meaningful and helpful encounters with employers and other education providers.
- Have a minimum of one week's work experience (optional)

Pupils are expected to:

- Fully engage with careers lessons and activities.
- Utilise the available careers resources (including the careers Unifrog Platform)
- Record careers-related skills, participation, and research, reflect upon what has been learnt.
- Identify and set goals for the future.
- Actively participate in workshops, presentations and visits from external employers or providers.
- Attend informative events such as Options Evening and the Careers fair.
- Take advantage of opportunities offered outside school, such as school trips and projects.

Parents/ Carers are entitled to have:

- Access to links to the National Careers Service information and other independent websites
- Resources via the school website.
- The opportunity to contact the independent Alcester Academy careers coordinator.
- Access to information and guidance through parent/ carer information evenings including choosing options & post 16 options.