



Careers Guidance Policy

Procedure Originator:	CWO
Approved By:	MBO
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Review Interval:	Annually
Last Review Date:	July 2020
Next Review Date:	July 2021
Audience:	All stakeholders

Introduction

The Education and Skills Act 2008 legislated to raise the age of compulsory participation in education or training to the end of the academic year in which young people turn 18 in 2015, helping to ensure that every young person has the opportunity to gain skills and qualifications that enable them to progress to higher education, work and adult life.

This does not mean young people must stay on at school. They will be able to choose from one of the following:

- Full time education, for example, college or sixth form
- Apprenticeship or traineeship
- Part-time education or training if a young person is employed, self-employed or volunteering full-time (defined as 20 hours or more a week)

Aim

Careers Education, Information Advice and Guidance (CEIAG) provides a bridge via which students move not only to further education, vocational training or employment, but to the next stage of their development as members of society. 'Empowering Learners for Life' is our ethos at The Orme Academy, providing opportunities to develop key employability skills which are highly valued by employers, colleges and universities is crucial in our aim to successfully equip all students with the necessary skills to enable them to become successful in all areas of their lives, both now and in the future.

By engaging parents and carers, employers and the local community our aim is for every child to fulfil their potential and be inspired to achieve a successful future, develop high aspirations and be ambitious. This will be achieved through a programme of high-quality activities, advice and guidance.

The Orme Academy has a number of statutory duties in relation to careers guidance (DfE Careers guidance and access for education and training providers December 2018). This includes the following:

- An obligation to provide independent careers guidance from Years 8 to 11 (we will provide careers guidance from Year 7 onwards)
- Ensure there is an opportunity for a range of education and training providers to access all students in Years 8 – 11
- Use the Gatsby Benchmarks to improve careers provision
- Appoint a named person to the role of Careers Leader
- To publish details of the careers programme for young people and their parents.

Content

Commitment

The Orme Academy is committed to providing high quality, impartial careers guidance for all students in partnership with Entrust Careers and Participation Service and The Careers and Enterprise Company.

The Orme Academy endeavours to follow:

- [DfE Careers guidance and access for education and training providers](#)

- [CDI Framework for careers, employability and enterprise education](#)

Following the publication of the [Good Career Guidance report](#) in 2014 by the Gatsby Charitable Foundation, and further guidance from the DfE in 2018, the academy is committed to ensuring that the eight benchmarks of good practice are in place. These eight benchmarks are:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of workplaces
7. Encounters with further and higher education
8. Personal guidance

The Orme Academy is committed to gaining a recognised Quality in Careers Standard Award and will be working towards achieving this over the next year.

Students needs and entitlement

Students at The Orme Academy will benefit from:

- Access to a range of careers education and work-related learning opportunities, for example, employer assemblies and workshops, workplace visits, careers fairs, motivational speakers, college and university visits and workshops.
- Links with local employers and community organisations to develop employability skills and to increase awareness about the Labour Market Information (LMI) and employment opportunities available.
- Meaningful encounters with employers and employees. This may also include workplace visits.
- Access to advice on options available at post-16, including apprenticeships, entrepreneurialism, and opportunities available from other post-16 providers.
- Careers advice and guidance meetings to support with decision making between different pathways and transition between key stages.
- Coordinated support from external agencies including the local authority where students are vulnerable, have special educational needs or are at risk of becoming NEET.
- Information on the financial support available to them post-16.
- A weekly careers programme during tutorial time for all students which aims to increase knowledge and understanding of the different career opportunities available.
- Support with completing applications for the full range of academic and technical courses, CVs, personal statements and preparation for interview.
- Updated CEIAG (Careers Education, Information, Advice and Guidance) to support students in making unbiased decisions about their future pathways.
- Opportunities to learn about STEM related careers (Science, Technology, Engineering and Maths).

Janet Kemp is our Careers Adviser from Entrust Careers and Participation Services. Janet offers an unbiased careers advice and guidance service for young people. She helps students to think through their ideas and weigh up the pros and cons of different options. Janet is based in the Careers Room and offers 1:1 guidance meetings via appointment or a drop in service at break time or lunch. The Careers Room also has a wealth of resources which students can access for guidance.

Implementation

Mrs Woolley, Assistant Principal and Careers Leader, coordinates the Careers Programme. Teaching staff are also involved as the programme is delivered through PSHE lessons, weekly tutorial careers sessions and subject curriculum lessons. Additional careers and work-related learning experiences are also delivered in addition to these timetabled lessons where appropriate. The programme will raise aspirations, challenge stereotyping and actively promote equality and diversity. Further details of the Careers Programme can be found on the careers section of the Academy website.

The Academy works closely with [The Careers & Enterprise Company](#) and our designated Enterprise Coordinator Beverley Ashley. In addition to this, the Academy have an Enterprise Adviser from the Mental Health Organisation [Talkout](#). This is a new partnership that we are looking forward to further developing to support our students and the Academy community.

Any queries relating to careers education or provider access requests can be directed to Mrs Woolley via the following email address: cwoolley@toa.shaw-education.org.uk

Resources

Funding is allocated in the annual budget planning round in the context of the Academy priorities and particular needs in the careers education and guidance area. Mrs Woolley is responsible for the effective deployment of resources. Sources of external funding are actively sought, and shared provision is used where appropriate and efficient, particularly in conjunction with our local network of partnership schools.

The Orme Academy has recently joined The Careers & Enterprise Company (CEC) Careers Hub for Staffordshire to secure additional support, funding and resources for careers and work-related learning opportunities.

Monitoring, Review and Evaluation

The Careers Leader will be responsible for monitoring, reviewing and evaluating the programme of activities through a range of methods:

- Termly evaluations of the Academy Careers Programme using the Compass+ self-assessment tool
- Regular meetings and discussion with the Principal and Academy Council
- Feedback from students, parents and carers, staff and other key stakeholders
- Analysis of the destination data and student tracking documentation
- Career guidance interviews and mentoring feedback from Entrust
- Termly meetings with key stakeholders, for example The Careers & Enterprise Company and Talkout

The CEIAG policy will be reviewed annually by the Careers Leader in accordance with Academy policy and to reflect future statutory requirements and recommendations.