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| CAREERS EDUCATION, INFORMATION AND GUIDANCE POLICY |
| |  | | --- | | Review date: March 2024  Ratified by Governing Body: March 2023 |   Document Author – Mrs E Hopkinson – Careers Lead |



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Introduction

Derby Pride Academy is committed to providing all pupils with a comprehensive careers education programme, raising aspirations of achievement, enabling them to plan and manage their careers effectively and encouraging them to take their place as suitably qualified and responsible young adults within society.

Our Careers Leader is Mrs Ellis Hopkinson who can be contacted on 01332 349616 or by email at [e.hopkinson@derbyprideacademy.co.uk](mailto:e.hopkinson@derbyprideacademy.co.uk) .

Aims and objectives

We aim to support all of our pupils to make realistic and informed decisions about their future by developing the necessary skills and knowledge to inspire and motivate them and by signposting them to the wide variety of education, training and careers opportunities locally and nationally.

Our careers programme is delivered through a planned programme of activities, careers education, independent and impartial information and advice and guidance, providing individual pupils with the self-confidence and experience required to progress into further training and eventually into the world of work and their chosen career pathway. They will learn to challenge stereotypes and promote equality of opportunity.

The careers programme has been designed to meet the 8 Gatsby Benchmarks for ensuring best practice and to meet the requirements of the Department for Education’s statutory guidance 2018.

<https://www.careersandenterprise.co.uk/schools-colleges/gatsby-benchmarks>

Our careers programme is delivered through a combination of methods, including:

* Specific lessons delivered through the Personal Development and PSHE programmes;
* Individual and group sessions led by the Careers Leader;
* One-to-one impartial advice and guidance interviews with an outsourced Level 6 qualified Careers Adviser;
* Encounters with employers and experiences of the workplace;
* Experiences of Further Education, Higher Education and other training providers;
* A selected range of visits designed to give our pupils the best opportunity to develop employability skills and make sound decisions regarding study and career pathways.

In order to ensure we are fully meeting the statutory requirements for Careers Education, we have developed three strategic objectives that we will focus on over the 2023/24 academic year. These are:

* To establish a robust programme of work experience placements suitable for our students.
* To continue to embed careers into the curriculum, identifying uptake through fortnightly reporting.
* To work towards students remaining in placements post-16 through closer links with education and training providers, including the Transitions programme run by Derby College.

Pupils will be provided with a high level of support to ensure a smooth transition to post-16 destinations and this support will continue throughout the autumn term as required.

For additional information, please refer to our Summary Careers Programme – Appendix 1 – at the end of this document.

Statutory requirements and recommendations

All pupils in years 7-11 are provided with a range of opportunities to develop key employability and life skills through taught sessions delivered during PSHE and Tutor Time as well as through activities within curriculum areas. The programme is differentiated and personalised to ensure progression. Wherever possible, given the context of our school, work related learning placements are arranged.

For additional information, please refer to our Progression Framework – Appendix 2 – at the end of this document.

Our careers leader is available at all times for individual drop in meetings for all pupils. In addition, all pupils will have the opportunity to meet with a Level 6 Qualified Careers Adviser during Year 11. The adviser will provide independent and impartial careers advice and guidance.

Work Experience Provision

At Derby Pride Academy, we recognise the importance of gaining experience of the world of work. Our pupils are given numerous opportunities to experience contact with employers through visits to skills fairs, talks in school by local industry representatives, a mentoring programme, mock interview sessions and ad-hoc work experience placements.

Given the context of our school (alternative provision) it is not always possible to arrange a suitable work placement for every pupil; however, we strive to offer the majority of pupils the opportunity to experience the world of work during a placement.

Provider Access

This policy statement aims to set out our school’s arrangements for managing the access of education and training providers to pupils for the purpose of giving them information about their offer.

It sets out:

* Procedures in relation to requests for access
* The grounds for granting and refusing requests for access
* Details of premises or facilities to be provided to a person who is given access

Schools are required to ensure that there is an opportunity for a range of education and training providers to access pupils in Years 8 to 13 for the purpose of informing them about approved technical education, qualifications or apprenticeships.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these pupils.

This is outlined in section 42B of the [Education Act 1997](https://www.legislation.gov.uk/ukpga/1997/44/section/42B).

This policy shows how our school complies with these requirements.

For further information please see the Careers area of our website for the Provider Access Policy Statement. <https://www.derbyprideacademy.org.uk/Careers/>

Resources

Funding is allocated on a termly basis depending upon the number of pupils on roll and in the context of whole school priorities and the particular needs for Careers Education. The Principal and the Careers Leader are responsible for the effective deployment of resources.

Partnerships

Derby Pride Academy works with Luminate Careers to offer independent, impartial careers guidance from a Level 6 qualified practitioner.

We also work closely with the Enterprise Coordinator for D2N2, the Local Enterprise Partnership, and the Derbyshire South Careers Hub.

Staff Development

The Careers Leader has undertaken the Careers and Employability Leadership Programme through Teach First. In addition a CPD programme is in place for all staff, providing support and training in the delivery of careers education and guidance and linking our curriculum learning to careers.

Monitoring, Review and Evaluation

The whole school careers education programme is reviewed termly through the school improvement plan. The governing body will review and monitor CEIAG within school via written termly updates submitted by the school Careers Leader.

The Careers Leader completes a Compass self-evaluation tool review each term to map progress against the eight Gatsby benchmarks. The careers area of our website will also be updated on a regular basis to reflect current information, legislation and best practice.

The success of our careers education programme is monitored and evaluated regularly to ensure that it is being implemented as planned through staff and pupil focus groups, feedback questionnaires, work scrutiny, learning walks and lesson observations.

Pupils will create a Careers and Employability Log when they join Derby Pride Academy. They will add a variety of documents to this over their time at the academy, which will reflect their learning, skills development and achievements. This will be regularly monitored and reviewed by Form Tutors and the Careers Leader.

The Careers Education, Information and Guidance Policy will be reviewed and amended by the Careers Leader and ratified by Governors on an annual basis to ensure that we are meeting our strategic objectives and that legislation and careers frameworks are up to date and are used to measure the effectiveness of our CEIAG programme. Our strategic objectives will reflect continuous improvement, recommendations and future aims.

Leadership and Management

Mr Gareth Allen: Executive Headteacher

Mrs Ellis Hopkinson: Assistant Headteacher

Mr Will Ingleby: Link Governors for careers

Appendix 1

Summary Careers Programme 2023-2024

All students at Derby Pride Academy will have the opportunity to take part in age appropriate activities which will help to advise and guide them at key decision making milestones during their education.

**Year 7**

* Students will begin to understand what careers education is and how it will help them make decisions about their future by taking part in weekly personal development lessons.
* They will begin to develop an understanding of their strengths and areas for improvement through activities such as personality quizzes and questionnaires.
* They will understand how to link their interests to future education and career pathways by researching various types of job and the study pathways they will follow to reach these career goals.
* Students will be able to take part in various visits which will help to support them in making decisions about future study and career pathways.

**Year 8**

* Students will learn about equality and diversity related to education and employment. They will understand that ethnicity, gender, background and sexual orientation are not barriers to their future choices. They will understand the effects of stereotyping and how to overcome these.
* Through the curriculum students will learn about the various life skills they will need to develop, how we all use these on a daily basis and how we can improve individual skills to ensure that we succeed in life.
* Students are encouraged to begin thinking about different potential options for their future and the routes they will be able to follow to these education and career goals.
* Students will take part in a 1:1 careers guidance interview with the school’s Careers Leader

**Year 9**

* Students begin to learn about labour market information and how this may affect their future choices. They will research and study local business and industry.
* Students are able to research a range of Post-16 education and employment options, with support, and will understand the routes required to reach their goals. This will include learning about college, apprenticeships, university and work.
* Students will understand the link between grades and potential courses. They will need to know what they have to achieve to be able to follow their chosen career or study pathway.
* Depending on their year 10 destination, students will receive appropriate guidance from the Careers Leader regarding transition.

**Year 10**

* Small group visits will take place to education and training providers and careers/skills fairs in order to help students decide on the most appropriate post-16 pathway.
* Students will receive 1:1 independent guidance from a Level 6 qualified Adviser to help them make strong decisions about their next steps.
* Students will have the opportunity to plan and take part in a variety of meaningful experiences of the workplace, develop their work related skills and evaluate their experiences.
* Vocational placements may be arranged for selected students with training providers with a focus on skills such as construction, engineering, catering & hospitality, hair & beauty and business.
* Work experience placements will be arranged for students as and when appropriate. Students will be expected to research and secure placements, with support.
* Students will further develop their knowledge of Labour Market Information, researching the current local, national and international climate. The school will host a series of speakers from local businesses over the year to discuss links with LMI.

**Year 11**

* Students will take part in further 1:1 careers guidance meetings with a Level 6 qualified Careers Adviser and a Career Action Plan and CV will be created.
* Students will take part in a range of activities designed to help them understand the processes involved in recruitment and how to prepare for and conduct themselves in interview situations.
* Small group and individual visits to training providers, colleges and businesses will be organised so that students are able to experience a taste of what is on offer to them when they leave school.
* The Careers Leader and form tutors will support students in making successful applications for their chosen post-16 options and assist them in making a successful transition.

**If you would like further information about our careers programme please contact Mrs Ellis Hopkinson on 01332 349616 or email** [**e.hopkinson @derbyprideacademy.co.uk**](mailto:n.smith@derbyprideacademy.org)

Appendix 2 - Progression Framework

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| **Year Group** | **Measurable Outcomes**  **• SMART • Student-Centred • Progressive • Evidence-based** |
| **7** | Students begin to develop an understanding of their strengths and weaknesses and understand how to link their interests to future education and careers pathways. |
| Students begin to understand what careers education is and how it will help them to make decisions about their future. |
| **8** | Students learn about diversity and equality and understand that ethnicity, gender, background and sexual orientation will not be a barrier to their choices. They understand the effects of stereotyping and how to overcome this through their future choices. |
| The curriculum enables students to develop transferrable skills such as teamwork, flexibility, resilience and work ethic. |
| Students learn about a range of jobs, industries and progression routes and the employability skills they will require. |
| **9** | Students will begin to gain an understanding of LMI and how this will affect their future choices. |
| Students are able to research a range of post-16 education and employment options, with support, and will understand the routes required to reach their goals. This will include learning about college, apprenticeships, university and work. |
| Students should understand the link between grades and potential courses. They will need to know what they have to achieve to be able to follow their chosen career or study pathway. |
| **10** | Students will have the opportunity to participate in small group visits to education and training providers and careers/skills fairs in order to help them decide on the most appropriate post-16 pathway. |
| Students will receive one-to-one guidance from an appropriately qualified Careers Advisor to help them make strong decisions about their next steps. |
| Students will explore the world of work. They will have the opportunity to plan and take part in a variety of meaningful experiences of the workplace, develop work related skills and evaluate their experiences. |
| **11** | Students will take part in further careers guidance meetings including a CV building workshop. |
| Students will take part in a range of activities designed to help them understand the processes involved in recruitment and how to prepare for and conduct themselves in interview situations. |
| The Careers Leader and Form Tutors will support students in making successful applications for their chosen post-16 options and assist them in making a successful transition. |