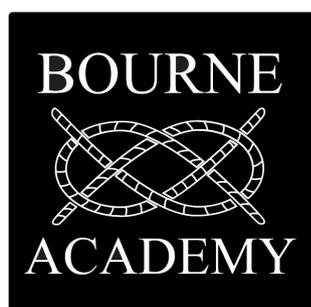


**SOUTH LINCOLNSHIRE ACADEMIES TRUST (SLAT)
BOURNE ACADEMY & SPALDING ACADEMY**

CAREERS POLICY

Aspire - Challenge – Achieve

Owner	Approval	Date Approved
L Barber	J Hind	July 2020
Policy Type	Date of Next Review	Approved by
Trust Wide	July 2021	Executive Headteacher



Careers Education, Information, Advice and Guidance (CEIAG) Policy

Context

South Lincolnshire Academies Trust (SLAT) comprises of three non-selective academy schools, Bourne, Giles and Spalding Academies which operate within the selective school catchment area of South Lincolnshire. The schools provide for the needs of just under 3500 students and are ranked as some of the top performing schools in Lincolnshire as evidenced by DfE data. Bourne and Spalding academies feed in to the Sixth Form located at Bourne Academy which offers a mix of GCE, GCSE and vocational courses.

Vision and Purpose

All young people need a planned programme of activities both to help them choose appropriate pathways at 14, 16 and 18 and to enable them to manage their careers, career progression and sustain employability throughout their lives. The Trust provides impartial Careers Education, Information, Advice and Guidance (CEIAG) to support students' transition, not only to further or higher education, vocational training or employment, but to support them in becoming independent managers of their own careers.

All students have an entitlement to CEIAG and SLAT encourages students to aspire and value lifelong learning, provide opportunities to develop key employability and enterprise skills, all of which which are highly valued by employers, colleges, universities and apprenticeship providers.

The CEIAG Programme has been developed to engage parents and local employers, both in school and externally, to support our students in becoming employable and aspirational young people in accordance with the recommended Gatsby Benchmarks (Appendix 1).

Aims of Policy

The aim of this policy is provide the necessary structure for students to develop the required skills, knowledge and resilience in order to independently manage their future careers. All students participate in careers related activities through embedded careers related curriculum learning and specific careers related activities as outlined in the careers calendar.

Strategy

In line with statutory guidance, the Trust is committed to working towards the establishment of practice in line with the eight Gatsby benchmarks (set out in the Gatsby Charitable Foundation's *Good Career Guidance*) and will aim to secure a quality award for CEIAG in due course.

There is a Careers Lead working across the Trust, who advises the senior leadership team and governors on statutory requirements and developments within CEIAG. In addition, the Trust has a member of staff to manage the day to day running of the careers programme.

The Trust works with Greater Lincolnshire Enterprise Partnership (LEP), Confident Choices, LiNCHigher and the Careers and Enterprise Company Coordinator to support all staff. This is to ensure staff are aware of new developments and the importance of embedding careers across the curriculum. The Enterprise Coordinator also supports the Trust in identifying areas for staff development. The Trust's aim is to have at least one QCF Level 6 (Career Guidance and Development) qualified member of staff. Throughout their time within the Trust, students can access internal impartial information and advice at any time and can request an appointment with a Level 6 trained external careers adviser at key points during the academic year. Parents are also welcomed to contact the Trust for advice and support.

All Trust staff contribute to the CEIAG programme. Subject specific information is provided in lessons which highlight relevant employability skills and include links to industry and career pathways, where appropriate. The governing body is involved in the development of CEIAG across the Trust with a named governor linked to Careers.

All students from Year 7 onwards will have access to a comprehensive and impartial programme of careers and work related learning activities. These will include formal delivery of dedicated CEIAG topics via PSHE in Key Stage 3 and SMSC in Key Stage 4 and 5. CEIAG is also covered during tutor time, within other curriculum areas, external visits, internal presentations and collapsed timetable events. In addition, there will be information evenings for students and parents/carers at significant points throughout their time at school.

Should students continue within the Trust at Key Stage 5 Work Experience is an important part of the programme and takes place during Year 12. Students are encouraged to find their own placements to suit their career plans, but are supported by the Careers Lead to ensure that placements are suitable and sufficiently challenging. The Trust will work closely with Health and Safety Consultants to ensure the quality and safety of work placements. CEIAG has a specific budget allocation which is used to develop the resources available to students, to support work placements in Year 12 and to ensure that selected trips and visits are accessible to all.

The Trust collects destination data for all Year 11 and Year 13 leavers which is shared with Lincolnshire County Council. Destination data is tracked over a 3-year period, identifying trends and target groups.

External Partnerships and service level agreement are developed, implemented and reviewed on an annual basis through discussions with Health and Safety Consultants for work experience, specialist externally contracted careers guidance interviews and the LEP for links with employers. The Apprenticeship Support and Knowledge project (ASK) assist with the dissemination of information relating to apprenticeships. The Trust are continually working to establish external partnerships and welcome expressions of interest from any businesses, further or higher education providers via the Careers Lead.

Partnership Working

- Enterprise advisers – support with careers related activities and links to local employers
- Enterprise Coordinators – support school with careers related activities and link with Confident Choices Network
- LiNCHigher – support and funding for careers related activities
- Careers guidance providers – impartial careers guidance to Level 6
- Employers – work experience providers and support with careers related activities
- Universities and colleges – visits, outside speakers, online learning, applications
- Apprenticeship providers – visits, outside speakers, online learning, applications

The Career Guidance CEIAG Curriculum

The whole school curriculum has been developed to ensure that impartial, balanced careers related education is delivered to all students.

- Cross curricula audits are carried out annually to identify strengths and weaknesses in delivery of career related learning
- Careers activities and events – see the SLAT careers calendar for the full programme of events (all events are subject to change); Year 12 have a planned annual visit to a university, the National Apprenticeship Show. SEND and vulnerable students have the opportunity to attend a supervised transition visit to Stamford College
- Work related learning includes experiences of the workplace and enterprise activities. Sixth Form have the option to undertake work experience placements, work place visits and meaningful encounters with employers
- Employer encounters – students across all key stages have access to career based assemblies, employment sector specific careers talks and mock interviews
- Wider curriculum activities – PSHE days, a careers fair and whole school activities such as university week and career progression week
- Pastoral care and guidance – individual meetings with students and ongoing support throughout the academic year, collation of destination data for post 16 and post 18 school leavers
- Tutorial time and assemblies – careers related activities include ‘Job of the Week’, Post 16 and Post 18 evening events, numerous assemblies on topics such as labour market information, apprenticeships etc.

The Careers Team across the Trust undertake an annual review of the Careers Programme and regular checks of progress towards The Gatsby Benchmarks, these are carried 3 times per academic year. This review and evaluation, based on feedback from students, staff, external partnerships and parents, shapes the planning for the next academic year. The impact of the CEIAG Programme is measured using the feedback from stakeholders, destinations data and case study work. A report is given to the senior leadership team and careers governor. Priorities for development of the CEIAG Programme will be identified in the School Development Plan.

Role of the Careers Leader

The main aspects are to:

- Lead all aspects of the Careers strategy across the Trust
- Regular liaison with the SLT link
- Ensure that all leavers successfully progress onto the next stage of their education or career
- Liaise with subject departments to promote careers related learning
- Line management of the Careers Administrator
- Maintain Careers budget and resources
- Keep up to date with latest developments and knowledge relating to Careers education
- Liaise with external agencies and providers
- Ensure that all Careers information is GDPR compliant
- Assess progress against the Gatsby Benchmark and evaluate careers provision
- Maintain student records and produce annual Careers reports to parents
- Full details are outlined in the Careers Lead Job description

Assessment, Recording and Reporting

It is our aim to provide an annual careers report which outlines participation in careers related activities and illustrates progression across Years 7-13 using Compass+.

Information

Careers Library: will be well maintained, kept up to date and include a range of easily accessible resources, including college brochures, university prospectuses and apprenticeship providers' information.

ICT: all students will be encouraged to develop ICT skills through access to CEIAG/work related programmes. Parents are encouraged to support their children by accessing these resources or the reports from home. Students will also have opportunities to explore relevant websites and make Post 16 applications to sixth form, colleges or apprenticeship providers via the Internet.

Careers Displays: will be eye catching and regularly updated around the Trust schools, particularly in the careers library, on TV screens and the Sixth Form centre to include job advertisements, apprenticeship opportunities, open days, careers talks etc. Parents will be kept updated via the newsletter and website.

Data Protection and sharing: students and/or their parents/carers should be aware that basic on-roll school data is provided to trusted external agencies when required i.e. the careers guidance specialist and work experience providers. This information is provided in support of each student however, if you wish to opt out please contact Careers Lead in the first instance.

Additional Needs: support is provided for students when completing specific tasks, as determined by the SEND team.

Interviews: Trust staff will meet with students on an informal basis to provide general advice relating to future career planning and option choices.

Legislation and guidance documents referred to during the development of the programme are

CDI (Careers Development Institute) Careers & Enterprise Framework 2020

DfE Careers Strategy – January 2018

DfE Careers Guidance and Inspiration in Schools – April 2017

DfE New Guidance on Work Experience 16-19 – March 2017

CDI (Careers Development Institute) Gatsby Benchmark Toolkit 2017

Gatsby Foundation Good Career Guidance 2014

The Education Act 2011 – The duty to secure independent and impartial careers guidance for young people in schools

CfBT Education Trust 2009 Raising the Participation Age

DCSF 2009 Quality, Choice and Aspiration

Donaghue, J. 2008 Better Practice: A guide to delivering effective careers learning 11-19

EBP Child protection and work experience guidelines

Appendix 1

The Gatsby Careers Benchmarks

1. A Stable Careers Programme

Every school should have an embedded programme of career education and guidance that is understood by students, parents, teachers, governors and employers.

2. Learning from Career and LMI

All students and parents should have access to high quality information about future study options and labour market opportunities. They will need the support of an informed advisor to make best use of available information.

3. Addressing The Needs of Each Student

Students have different career guidance needs at different stages. Opportunities for advice and support should be tailored to each of these stages, with diversity and equality embedded in the school's programme.

4. Linking Curriculum Learning to Careers

All teachers link curriculum learning with careers.

5. Encounters with Employers and Employees

Every Student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace either in person or virtually.

6. Experience of Workplace

Every student should have first-hand experience, either in person or virtually, of the workplace through work visits, work shadowing and/or work experience to help with their exploration of career opportunities, and expand their networks.

7. Encounters with Further & High Education

All students should understand the full range of learning opportunities that are available to them. This includes academic and vocational routes and learning in schools, colleges, universities and the workplaces.

8. Personal Guidance

Every Student should have opportunities for guidance interviews with a Careers Adviser, who could be internal or external provided they are trained to an appropriate level.

Appendix 2

SLAT Provider Access Guidelines

Pupil entitlement

All pupils in years 7-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

Provider access requests procedure

A provider wishing to request access to either Bourne Academy or Spalding Academy should contact SLAT Careers Lead: Mrs Libby Barber – BarberL@Bourneacademy.org

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. This will be integrated into a wider careers plan or strategy for the school. The events listed in the careers calendar are subject to change and this is not an exhaustive list; events are scheduled outside of the planned programme on an on-going basis, dependent upon need and opportunity.

Granting and refusing access to providers

Access will be provided based on meeting the following criteria:

- Adequate room(s) and equipment are available, based on existing timetable and letting commitments
- Staff are available to attend, taking account of participant numbers and teaching timetables and to ensure DBS regulations are met
- Students are available to attend, depending on the dates requested and curriculum considerations
- Providers offer impartial, unbiased and high quality content, meeting equal opportunity requirements
- Providers are GDPR compliant

Safeguarding

The South Lincolnshire Academies Trust are committed to keeping children safe and our Safeguarding and Child Protection policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy, which can be found on our school website.

Complaints

Complaints from providers will be dealt with under the school's Complaints and Concerns policy.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader, Libby Barber (BarberL@bourneacademy.org or 01778 422365) or a member of site staff.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Library. This is available to all students at lunch and break times, before and after school.

Approval and review

Approved by Trustees: July 2020

Review date: July 2021