



Careers Education and Guidance **Policy**

September 2019 – Version 3

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Introduction

The Government requires that schools secure independent careers guidance for all Year 8-13 pupils expanding advice and guidance for young people so they are inspired and motivated to fulfil their potential. The Academy are committed to developing their Careers provision to meet the latest Statutory Guidance for Careers Guidance and access for Education and Training providers published in January 2018. The careers provision has the 8 Gatsby benchmarks as the basis of the offer and where the Academy does not currently meet these requirements, actions will be agreed to implement them by the timescales set in the Statutory Guidance.

At Netherwood Academy we are committed to inspiring students from year 7 by helping them to understand their abilities, realise their potential and explore the opportunities that they have open to them in the future.

Netherwood will be a place where children enjoy learning, where they can explore new ideas, develop new skills and where they can get the very best preparation for adult life.

The Academy is committed to play an active role in the local economy, ensuring pupils leave with the skills that are in high demand in the economy.

Policy Statement

The Careers Education and Guidance provision at the Netherwood Academy is integrated within the school to ensure that students are prepared for the opportunities, responsibilities and experiences of modern life. They have access to impartial advice and guidance from a variety of sources and are able to gain first-hand information from local employers and organisations.

Aims and Learning Outcomes of Careers Education and Guidance

The Careers Education lessons and activities use the key themes from the Career Development Institute's national framework for careers, employability and enterprise education.

Aims

- Self-Development - Young people should be able to understand themselves and the influences on them.
- Career Exploration - Young people should be able to investigate opportunities in learning and work.
- Career Management - Young people should be able to make and adjust plans to manage change and transition.

Learning Outcomes

Students should be able to demonstrate the following:-

- Self-Development
- Career Exploration
- Career Management

Appendix 1: Careers Programme outlines the Student learner Journey including the opportunities that are available to students from Year 7 -11

Careers Guidance

Careers Guidance is a means of enabling individuals to apply the skills, knowledge and understanding they have learned to make appropriate decisions about learning and moving into work. It should be impartial, client centred and confidential.

Careers Guidance at Netherwood Academy takes place through individual interviews with the school Careers Leader/Advisor.

Independent Careers Guidance

The school is committed to working closely with a range of partners to ensure that students have access to a variety of sources for information and advice, including employers, post 16 colleges and training providers.

The Careers Leader/Advisor provides guidance for students and parent/carers at key stages to support transition, prioritising students who are identified as vulnerable or likely to become NEET (not in employment, education or training). All students in Years 7 to 11 can request an interview or access drop-in sessions throughout the year.

The Careers leader works closely with the Student Managers and Progress Leaders to identify the group of students who will be seen as a priority. Barnsley Local Authority Targeted Information Advice and Guidance Service support students with EHCP during their transition into Post 16 destinations.

Parents are invited to be present at their son/daughter's career appointment.

Management and Staffing (2019-20)

The Careers Team

- Dan Bennett – Assistant Principal - Curriculum, CEIAG & Transition
- Margaret Bird – Careers Leader and Advisor
- Joanne Wilson – Heppsy+ Co-ordinator
- Ruth Hancock – PSHE co-ordinator (Careers Education)

All staff are involved in preparing students for personal and working life.

Professional Development

All staff have regular CPD in accordance with the school's policies.

The Careers Leader keeps up to date by attending as many training sessions as possible provided by BMBC, local training organisations and organised workshops with the Careers Development Institute. The Careers Leader attends the termly Barnsley CEIAG meetings to keep up to date with changes to local and national legislation, local LMI and opportunities for young people.

The Careers Leader provides careers Guidance and oversees the planning and the delivery of the Careers Education Programme. She is a registered member of the CDI and has therefore agreed to abide by their Code of Ethics. In accordance with the statutory requirements, she is qualified to L6 in Careers Guidance and attends regular CPD to keep up to date with Labour market information, opportunities and changes to legislation. BMBC TIAG team support students with EHCP plans with Post 16 transition and the Careers leader works in partnership to ensure they are supported through that process.

The HEPPSy+ co-ordinator and Careers Leader attend information sessions provided by the HEPPSy+ organisation and Universities to update their knowledge of opportunities in HE including Higher and Degree Apprenticeships.

Support is delivered to key staff through the year who are directly involved in the delivery of careers activities e.g. Year 11 Employability and Post-16 options drop-down days support for Year 11 tutors.

Information and Resources

Careers Information and Resources are located in the Careers Resource Centre and students are provided with an introduction to these facilities in KS3 and again in KS4.

BMBC have supplied software licences so that all Barnsley students can access careers software website including Kudos which is used for Year 8 options decisions. Students are shown the Barnsley I Know I Can (IKIC) in KS3 and are given opportunities to use the careers sections and website links in KS3/4.

Other impartial websites that students are shown how to access and use are:

- the National Careers website,
- National Apprenticeship website
- UCAS

The Careers Resource Centre is available to students at break and lunch time, 3 days per week.

Information is also displayed on a central notice board and on school TV screens as well as advertising on social media.

Quality Assurance / Accreditation

The school has recently had a CEIAG review by BMBC to assess current provision which was very positive. The Academy are awaiting the report to incorporate any recommendations into the CEIAG strategy and improvement plan.

Monitoring, Review and Evaluation

The following are used:-

- Student Voice
- Questionnaire feedback from students, providers, visitors and staff following events and outsourced activities e.g. drop down days
- Questionnaires from student visits
- Questionnaires from parents evenings
- Parent forum consultation

Equal Opportunities

The Careers Department supports the school Equal Opportunities Policy and endeavours to implement it in the following ways:-

- Equal Opportunities in lessons
- Careful selection of posters and display material
- By encouraging all students to prepare to support themselves financially
- By encouraging students to consider all options including non-traditional careers/roles
- By avoiding the use of one gender and gender specific job titles, e.g. using she/he; son/daughter/ waiter/waitress
- By making every effort to give girls and boys equal opportunities to speak, offer opinions and answer questions in lessons

- By not arranging and by discouraging separate sex groups for group work
- Equal access to information for all students of all abilities

However, we recognise that courses and employment are available and suitable for people of varying skills, abilities and personal qualities. We encourage students to consider these aspects when choosing work placements, FE and HE courses and employment. If a student does not have the academic ability for the career/course they have in mind, we help them to identify this and plan suitable alternative pathways.

Special Needs and Differentiation

The school endeavours to cater for students with special needs appropriately. Differentiated material and resources are used in lessons when necessary.

Bespoke programmes and transition plans are identified for vulnerable/SEN students and those on Alternative provision.

We work closely with the Barnsley TIAG (Targeted Information, Advice & Guidance) Personal Advisors to ensure that all students obtain the help they require. The TIAG Personal Advisor attends the Annual Reviews of students with an Education Health and Care Plan (EHCP) from Year 8 onwards.

Recording, Assessment and Reporting

Careers activity participation is logged and linked to outcomes in attainment and post 16 destinations.

The Careers Leader/Advisor tracks Year 11 progress and destinations and produces reports to the Senior Leadership Team and the Governing Body. This information is used in the schools SEF and the CEIAG Strategy and improvement plan.

Students are provided with a Career Action Plan after their guidance interview and this is reviewed in the spring term.

Links with the Community, Outside Agencies and Businesses

Netherwood Academy has many links with businesses in the local area and makes use of local partners to encourage local and national organisations to get involved in school careers activities.

Speakers are invited into school as appropriate. Speakers from local colleges, Sixth forms, Universities and training providers are invited in to school and students are encouraged to visit attend their Open Days where appropriate.

Students are encouraged to take part in voluntary and enterprise activities including the National Citizenship Service Summer programme.

The Academy is working in partnership with the local Enterpriser Advisor Network to build an offer of various employer led activities in and out of school. Former students have also been encouraged to sign up as Alumni volunteers and contribute at school events.

The Governing Board

Mr David Shuttleworth is the Link Governor.

Review of Policy

The policy will be reviewed in July 2020.

Appendices

Appendix 1 Careers Programme 2019-20

Appendix 1:

Astrea Academy Netherwood - Careers Programme - 2019-20

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In addition to the activities listed above there are a number of additional events and resources available to students and parents to access.

Students	<ul style="list-style-type: none"> • National Careers Week Activities/Events • National Apprenticeship Awareness week • Visits to events - Ambition Barnsley/Big Bang fair/Get up to Speed event/Be Inspired Apprenticeship fair • Careers library- lunch time drop-in and Y11 Job Club • Notice Board for Events and Netherwood TV updates • Assemblies regarding Career planning/Option choices • Assemblies on FE provision • KS4 Inspiration Event • Careers in Subject Notice boards • Alternative provision bespoke programme • SEN/Vulnerable student transition support • Introduction and use of Impartial Careers websites e.g. National Careers service website/Kudos/icould.com • Student Voice consultation
Parents	<ul style="list-style-type: none"> • Careers stand for advice and Guidance at Parents evenings Y8-Y11 • Heppsy+ Inspiration Event • York St John University Parent and Student activities/Visits • Invite to 1:1 appointments • Careers fair for Y10/Y11 • Apprenticeship Market place Y11 • Y10 Parent Progression Pathways evening (Career Planning leaflet for Parents provided) • Termly attendance at Parent Forum

The Careers Leader Margaret Bird can be contacted on 01226 272000 or by email on mbird3@astreanetherwood.org with any queries regarding the Careers programme or to support with advice and guidance.