



Dixons Academies Trust

Policy Documentation Policy:

Careers, Education, Advice

and Guidance

Responsibility for Review: Executive Principal and Cross-Cutting Team
Date of Last Review: February 2018

Careers

Introduction

The Dixons Multi-Academy Trust is committed to providing both independent careers guidance and a highly structured careers programme as the legal entitlement of all students within each of our academies. Excellent careers, information and guidance prepares students to make appropriate choices in order to be successful in adult life. Our Careers, Information, Advice and Guidance (CEIAG) programme will develop the students' skills and provide the information to enable them to make informed educational and careers decisions, which are aspirational yet consistent with their abilities and needs. The aims are that all pupils should;

- encourage all pupils to be ambitious, explore their career aspirations and broaden their horizons by climbing their own personal mountain
- have the opportunity to undertake a variety of work-related activities and experiences (dependent on age and appropriateness)
- understand themselves and develop their capabilities
- understand and investigate careers and opportunities through developing information literacy
- be aware of education, training, career options and pathways
- make appropriate choices about their continuing education and career paths at each stage in their transition (notably the end of KS3 and throughout KS4 and 5)
- manage transitions to new roles and situations; and link what they learn in school with life outside and their future steps
- work with parents to encourage motivation and ambition
- be constantly encouraged to be highly aspirational and to tackle stereotypical assumptions
 - have access to a cohesive Careers Education Information, Advice and Guidance (CEIAG) programme from Year 7 through to Year 13

Scope and Purpose

This policy relates to, other policies where the aims of our pastoral curriculum are explained such as Positive Behaviour, Spiritual, Moral, Social and Cultural (SMCS), Sex, Relationship Education (SRE). The policy has due regard to up to date legislation and statutory guidance and labour market information, including;

- DfE Careers guidance and access for education and training providers 2018
- Education Act 1997
- Education and Skills Act 2008
- Apprenticeships, Skills, Children and Learning Act 2009
- Equality Act 2010
- Children's and Families Act 2014
- Technical and Further Education Act 2017
- www.futuregoals.co.uk
- <http://www.the-lep.com/what-we-do/skills/jobs-intelligence/>

Roles and Responsibilities

The academy's Local Governing Body (LGB) has responsibility for holding the Senior Leadership to account for;

- ensuring all children are provided with independent careers guidance from Year 7 to Year 13
- ensuring that arrangements are in place to allow a range of education and training providers to access pupils
- ensuring all children are able to self-refer to an independent and impartial provider of careers, education, advice and guidance (CEIAG) including advice on apprenticeships and technical routes as well as alternative post-16 providers
- ensuring that no child is discriminated as a result of any protected characteristics

The Senior Team is responsible for holding the Careers Lead to account and ensuring that;

- they are up to date with latest developments in CEIAG and local and national information on careers and pathways
- they are working towards a clear plan to meet all aspects of The Gatsby Benchmarks
- they are using the Compass tool to evaluate the academy's offer and to work towards the Quality in Careers Standard
- they are committed to being trained to a Level 6-qualified Careers Adviser and a member of the UK Register of Career Development Professionals.
- the CEIAG programme is reviewed and evaluated on an annual basis with the Heads of Year and the Senior Pastoral Lead

- there is a planned programme of advice and guidance for all pupils
- links with further education, universities, apprenticeship providers, employers, Jobcentre plus (Support for Schools Programme) and the impartial CEIAG provider are maintained
- they contribute to the staff CPD programme so that all teachers are up to date with relevant advice and guidance and contemporary labour market information
- they review the policy and publishing an up to date school's career programme and statement on provider access on the website
- they work with the librarian to ensure that careers literature is up to date and relevant
- they ensure children are educated about the 16-19 Bursary Fund and that all young people are expected to be in education or training until the age of 18
- they organise workshops, assemblies, careers days and work experiences relevant to the needs of all pupils
- they liaise with Individual Needs to ensure that CEIAG is appropriate for children with additional needs and that the needs of the most vulnerable learners are met
- they analyse destination data to assess the suitability of the CEIAG programme
- they ensure that they work to ensure the academy has a 0.0% NEET figure
- they provide appropriate information as necessary for other agencies to support children in their career choices, for example, those not in education or training after their GCSES
- they negotiate a 'Partnership Agreement' between the Academy and an external accredited provider (see appendix)
- they are easily accessible for parents through telephone and email (see Appendix 1)

Provider Access Policy Statement

Under Section 42B of the Education Act 1997, as of 2nd of January 2018, we have a duty to provide children in Years 8-13 with access to providers of post-14, post-16, post-18 education and training. At the back of the policy, each of our academies has listed how they meet these obligations, what their CEIAG provision consists of and how they are working towards the Gatsby Benchmarks.

Access Requests for Providers

Any provider wishing to request access should contact our careers leader (please find details at the end of this policy). To assist providers, we have provided a full list of our CEIAG annual programme. Speakers will expect to be supervised in line with our Child Protection and Safeguarding policy. Providers are welcome to provide prospectuses for our Careers library

- students who are leaving the Academy at Year 11 will have guided support from the Careers Advisor in order to aid their transition to an alternative pathway
- the Careers Advisor will keep parents informed regarding alternative Post-16 options and advice

- Key Stage 3 will have an opportunity to attend university taster days to help raise aspirations, organised by the Head of Careers and relevant Heads of Year.
- All Key Stage 3 students will receive a careers education module with Form Tutors relevant to their option choices

Provider Access Statement

This statement sets out the school's arrangements for managing the access of providers to students at the academy for the purposes of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Management of provider access requests

Opportunities for access

Our provision includes various opportunities for students to access a range of events. These are mainly integrated into the careers programme and curriculum (see above). These events are therefore delivered internally, with contribution from external providers where appropriate.

Procedure

A provider wishing to request access should contact Elvira Suess, Careers Lead, via the school contact details available on the website. Local providers are invited to key relevant events. The Trust's policy on safeguarding and child protection sets out the school's approach to allowing providers into school as visitors to talk to our students.

Resources

Once visits have been agreed, the school will provide appropriate rooming to facilitate the visit, along with any equipment requested by the provider, where it is available. Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception which will be displayed in the careers section of the library which is managed by our Careers Advisor. The library is available to all students at lunch, break time and after school.

Impact and Evaluation of our Careers Programme

We will measure the impact of our programme by considering the following; primarily our NEET figure which we aim to be 0%, the aspirations of our students (student voice), stay on rate of our students (minimum 70% to our Post-16), Sixth Form retention, the number in Post-16 applying to Russell Group universities and the retention rate at university. We will evaluate our programme against the Gatsby Benchmarks, using Compass as a benchmark. All schools will have their own tracker of how we meet each benchmark for our pupils

Appendix 1 How to Contact us

Careers Lead – Elvira Suess

Senior Leader responsible for CEIAG – John Pilkington

Chair of Governors (contact through the Clerk) – Lynn Barrett

Careers Programme at Dixons Allerton Academy

Appendix 2

Careers Education Programme 2018/2019

Year 7

- Ryman National Enterprise Challenge – Scholars are tasked to develop a marketing campaign. Skills developed during the day are delegation, communication and organisation.
- STEM – A hands on Stem activity day supported by industry professionals. Workshops give scholars engaging experiences and show careers in STEM can be wide-ranging and rewarding.
- UNIFROG – Online programme where scholars can explore their interests, then find and successfully apply for their best next step after school.
- Future Goals Assembly- Delivered by Helen Allman (Enterprise Coordinator-West Yorkshire Combined Authority)

Year 8

- STEM – A hands on Stem activity day supported by industry professionals. Workshops give scholars engaging experiences and show careers in STEM can be wide-ranging and rewarding.
- UNIFROG – Online programme where scholars can explore their interests, then find and successfully apply for their best next step after school.
- Future Goals Assembly- Delivered by Helen Illman (Enterprise Coordinator-West Yorkshire Combined Authority)

Year 9

- Employer Supported Careers Learning – Scholars have the opportunity to take part in workshops supported by local business ambassadors. The workshops increase awareness of the labour markets, skills and competencies needed to build successful working lives.
- Burberry Foundation Factory Visit – Creative activity day at a working factory.
- UNIFROG – Online programme where scholars can explore their interests, then find and successfully apply for their best next step after school.
- Future Goals Assembly- Delivered by Helen Illman (Enterprise Coordinator-West Yorkshire Combined Authority)

Year 10

- Workplace visits – Scholars gain insight into the range of jobs within an organisation. Scholars build their understanding of the skills and competencies required by different types of business.
- UNIFROG – Online programme where scholars can explore their interests, then find and successfully apply for their best next step after school.
- Future Goals Assembly- Delivered by Helen Illman (Enterprise Coordinator-West Yorkshire Combined Authority)

Year 11

- UNIFROG – Online programme where scholars can explore their interests, then find and successfully apply for their best next step after school.

Year 12

- ESH Construction-Building my Skills – 5 one hour talks regarding career choices and the different options and routes available
- Burberry Foundation School Workshop.
- Burberry Foundation Guest Speaker.
- Wider Programme of Study Evening for scholars and their relatives
- UNIFROG – Online programme where scholars can explore their interests, then find and successfully apply for their best next step after school.

Year 13

- UNIFROG – Online programme where scholars can explore their interests, then find and successfully apply for their best next step after school.

Appendix 3 Obtaining Information

Where Can Pupils Access Careers literature?

Career information is available in the library, through relevant displays, notes in register boxes and year group assemblies. The Careers library is extensive and includes a range of university and college prospectuses, career guides, apprenticeship and employer information, as well as guides on job-search activities.

Appendix 3 – Useful References

The Gatsby Benchmarks

<http://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

The Career Development Institute Careers Framework

<http://www.thecdi.net/New-Careers-Framework-2015>

Careers guidance and access for education and training providers

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/672418/_Careers_guidance_and_access_for_education_and_training_providers.pdf

Careers strategy: making the most of everyone's skills and talents

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf

Reviewed & amended by John Pilkington.

Reviewed – February 2019

Ratified by Governors –

Next Review due – September 2019