

# Careers Policy

## Ormiston Meridian Academy

Ormiston Academies Trust

Revision level	Revision date	Description of changes	
Prepared: ..... <i>Signature</i>	Approved: ..... <i>Signature</i>	Released: ..... <i>Signature</i>	

*Electronic copies valid without signature*

# Ormiston Meridian Academy

Ormiston Academies Trust

## Careers Policy

### Policy Version Control

Policy type	Internal Policy
Policy prepared by (name and department)	Gavin Davies Co-ordinator of Careers, PSHE and SMSC
Last review date	October 2017
Description of changes	N/A
Date of Board of Trustees approval	TBC
Date released	TBC
Next review date	July 2018

**Purpose**

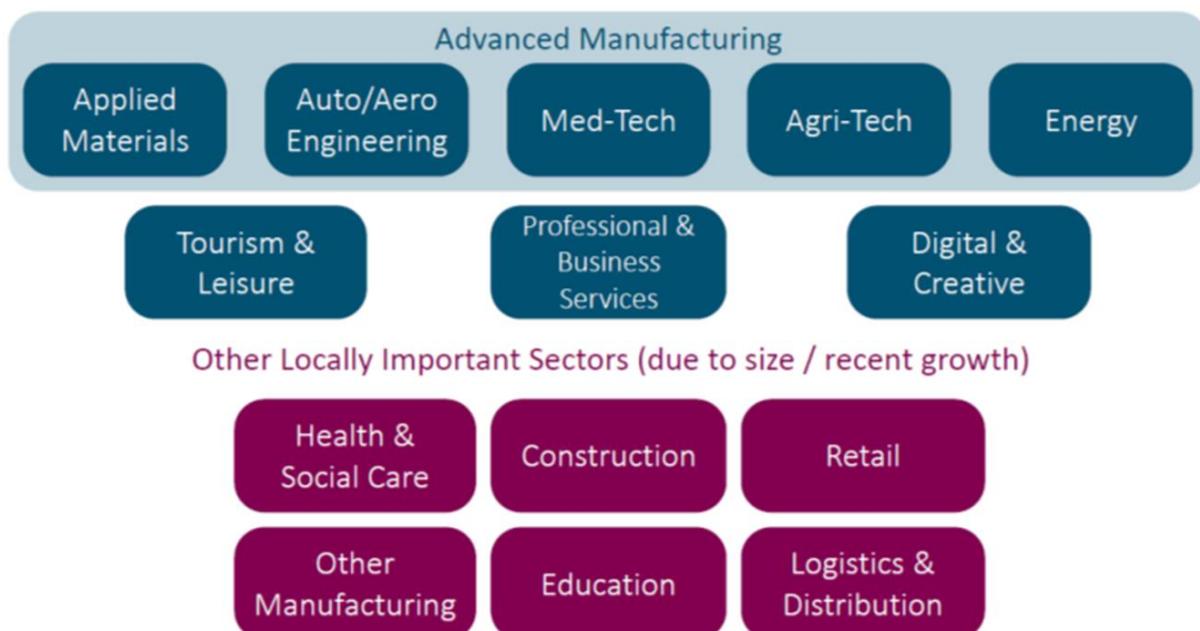
Careers Education & Guidance "should prepare students for the opportunities, responsibilities and experiences of adult life" (Education Reform Act, 1988). Its purpose is to enable students to develop a strategy for taking ambitious but realistic decisions about careers and implementing those decisions (CSQA & DU: CEIAG: An Evaluative Framework. DFE 1995). This process promotes equal opportunities and challenges stereotypical attitudes to education training and work because it is inclusive of all students, irrespective of their contexts, needs and interests.

The Careers Guidance in Schools regulations (2013) states that students from Year 8 to 13 are able to access Independent and Impartial Careers Guidance. The Raising of the Participation Age (RPA) states that young people are now required to participate in education or accredited training until their 18th birthday.

Ormiston Meridian Academy (OMA) is committed to enabling students to make well informed, realistic decisions about careers, and raising aspiration. Whilst participating and enjoying academic lessons, students will be encouraged to develop enterprise, employability, practical and social skills with confidence to support their future goals.

OMA aims to deliver and promote impartial, individually focused and quality Careers Information, Advice and Guidance (CEIAG), with the aim of enabling students to make well-informed and realistic choices, both now and in the future.

To ensure the County gets ahead and stays ahead when it comes to education, skills and employment, the Stoke-on-Trent and Staffordshire local enterprise partnership (SSLEP) identified growth potential in 10 key priority sectors, which sit centre-stage in the local enterprise partnership (LEP) plans for the future. OMA aligns strategically with these, mapping its work to the LEP priorities as well as DfE statutory guidance and Gatsby Benchmarks.



Working with SSLEP Education Trust Locality Project, Sandon Meridian Academy will embed enterprise, employability, careers guidance and inspiration into Sandon's culture and its curriculum, with a focus on regional and national employer engagement and development of structured and sustainable employer partnerships. OMA's objective will be to ensure that LEP objectives and employer engagement are firmly embedded in curriculum subjects, giving students opportunities to understand the application of their studies to the real world of work, the local economy and local and national business growth. There will be an annual review of provision that will be influenced by local business and the LEP, evaluating all documentation developed to ensure objectives are current and purposeful.

The Careers Co-Ordinator will remain up to date with Labour Market Information and regularly meet with other Careers Co-ordinators and Careers Advisers to share good practice. This will include working with the LEP and inviting local employers to provide activities and to inform the curriculum. This will also include an ongoing awareness of the priority employment sectors in Stoke-on-Trent and Staffordshire. The Careers Co-ordinator will also attend any training necessary to ensure Professional Development.

### **Good Career Guidance Benchmarks/Gatsby Benchmarks**

OMA is working to create a progressive LEP Engagement Work Plan and a sustainable CEIAG Programme that follows Gatsby Benchmarks and statutory guidance.

#### **The Gatsby Benchmarks are about:**

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

See DfE document "Careers Guidance and Inspiration in Schools – statutory guidance for governing bodies, school leaders and school staff"

Links:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/440795/Careers\\_Guidance\\_Schools\\_Guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/440795/Careers_Guidance_Schools_Guidance.pdf)

[www.gatsby.org.uk/education/programmes/good-career-guidance](http://www.gatsby.org.uk/education/programmes/good-career-guidance)

### **Access and Entitlement - A Statement of Entitlement**

Within CEIAG, each student is entitled to;

- be at the centre of the CEIAG process and the partnership between tutors and appropriate outside agencies
- opportunities to develop employability and softer skills
- a broad, balanced programme of careers education that will move him/her forward in the career planning process by developing self-awareness and opportunity awareness
- have an awareness of the CEIAG process

- equal opportunity and access to current, impartial information about work, training and further education
- direct experience of the world of work
- access to individual, impartial and informed careers guidance
- a non-judgmental, open approach - to be listened to
- exposure to employers, in particular within LEP priority sectors – see below:

### **Implementation and Objectives of CEIAG**

Every student will have the *opportunity* and will *understand how to access* a one- to-one appointment with an CAREERS Co-ordinator through the following routes;

- Staff request
- Email
- Face-to-face
- One-to-one guidance interviews for all Year 11s with the Careers Co-ordinator to help make final decisions and applications.
- Every student will have access to up-to-date careers and labour market information via the promotion of local opportunities, careers tools and websites.
- Careers information and employment application information to be delivered as part of PSHE Tutorials delivered by a designated careers team, organised events, workshops, fairs and via electronic correspondence. CAREERS Staff will also be available at open events and parent consultation evenings.
- The Careers Education Programme will be organised by the Careers Co-ordinator, Senior Leaders and other appropriate staff. This will include input from local and national employers, the local council, the LEP, Further, Higher Education and Training providers and other appropriate individuals.
- Students to be encouraged to make realistic but inspirational decisions based on ability, aims and career aspirations.
- Students will have access to support in preparation for the transition from OMA to other destinations.
- When necessary, there will be contact with parents/carers to support applications and transition arrangements.
- External speakers will be invited in to support student understanding and provoke their thoughts around a diverse range of ideas.
- The CAREERS Co-ordinator and the careers administrator will maintain and oversee the tracking data of leavers.

- All information will be given/delivered without bias and prejudice regardless of race, gender, religion, disability, background, financial context or sexuality.

### **Delivery**

Information, Advice and Guidance is overseen by a qualified Careers Adviser and a member of the Senior Leadership Team. It will be delivered from Year 7 to 11 by a designated team of staff

- Year 7 will have employability and careers related PSHE sessions. They will start to complete their Career Portfolios
- In Year 8, students will have PHSE sessions related to option choices.
- Year 8 students and their parents are invited to attend an Options Evening where they can meet with teaching staff and access information about the courses on offer. This event is supported by a prospectus detailing the GCSEs and other courses on offer.
- All Year 8 students will have the opportunity to meet with a career advisor to discuss issues relating to option choices
- Year 10 students will engage in our 'Higher Horizons' week of activities. This incorporates identifying strengths, writing CVs, presenting yourself well, interview techniques, mock interviews and team-building skills. Students also have a two-day visit to the local FE Colleges to investigate areas of interest, which supports them to make the correct post-16 options
- Year 11 students attend a series of workshops run by the school liaison teams from local colleges, where they can learn about the courses available, financial support and college life
- All Year 11 students will have at least one impartial careers guidance appointment to discuss opportunities and applications. More appointments will be offered where necessary and parents/carers will have an open invite to attend or arrange meetings with the Careers Co-ordinator
- Year 11 students will have a clear understanding of the opportunities available to them after leaving and how to access them
- The RONI (Risk of NEET Indicator) will be identified from Year 9 upwards and will receive targeted input in conjunction with Entrust
- Year 11 students will be expected to have been interviewed and received offers by June. They will be tracked and offered ongoing support from the Careers Co-ordinator until the end of the academic year. Support will be put in place at local colleges through the summer for RONI students
- Intended destinations will be passed to the Local Authority when requested
- Relevant trips will be arranged throughout Year 7 to 11 to encourage raised aspirations and informed decision making. Visits will take place to destinations such as universities, local companies, national companies, learning providers and careers shows

- Wherever possible, curriculum will be relevant to the working world with advice and input from local businesses.
- Students will be kept up-to-date with trends in the local economy and growth-sector areas

### **Careers Co-ordinator Development**

The Careers Co-ordinator attends a regular meeting with careers staff from all other secondary and further education providers in Stoke-on-Trent to discuss issues relating to delivering CEIAG in the region, and to work together to organise events and activities. The Careers Co-ordinator will also attend training and conferences, where appropriate, to ensure knowledge is up to date. The Careers Co-ordinator is line managed a member of the Senior Leadership Team and meets fortnightly.

The Careers Co-ordinator will attend regular meetings with the LEP and be a leading figure in an annual review of policies, procedures and employer links.