



SHIRELAND
COLLEGIATE ACADEMY
An altogether better place to learn

Shireland Collegiate Academy Trust Policy

Careers Education Policy

2017

Committee and Date Approved	SPC Board – November 2017
Category	Operational Regulations
Next Review Date	Every three years unless change in legislation – Autumn 2020
Policy Availability	Trust Website
Officer Responsible	Educational Lead

**This policy reflects the guidance provided by the Shireland Collegiate Academy
Trust for its Academies**

Introduction

Shireland Collegiate Academy Trust is committed to providing its students with a varied programme of careers education and guidance activities to equip and enable them to make informed decisions and choices at key transition points; both during school and Sixth Form.

It aims to help students develop, identify and add to their employability skills throughout their school life. It also contributes to the school's key values in ensuring excellence, raising aspirations whilst enabling students to acquire social and vocational skills. Importantly it seeks to help students understand and be prepared for the ever changing and challenging work environment.

The overall goal of the careers programme for the students is:

- **Self-Development:** understand themselves and the influences on them
- **Career Exploration:** investigate opportunities in learning and work
- **Career Management:** make and adjust plans for desired pathway
- **Transition:** being fully equipped for make transition into chosen pathway

Careers education will be delivered during designated focus days when the timetable will collapse across the entire year group and fortnightly during form time throughout the academic year for each year group.

The careers education programme will be designed and organised by the CEIAG and WRL Manager for the school. The range of activities will be delivered by employers, further and higher education representatives, training providers, preparation organisations, teaching staff and the careers advisor.

Aims and Objectives

Guidance

- Providing independent advice and guidance to year 7 to 13 students and access to impartial information regarding options and alternatives available based on the needs of each COHORT; i.e. subject selection, qualification selection, career choices, pathways, etc.
- All students from year 9 to 13 to be given the opportunity for a one-on-one careers interview, regarding their options and career choices and an action plan to discuss their progression
- Purpose of interview: to develop skills in young people that help them contribute to making realistic choices and informed decisions regarding their future
- 100% of students to have had the opportunity of an Options Interview (either with their form tutor, HoY or Careers Advisor) in year 9
- Targeted support for identified vulnerable pupils in year 11 to discuss their post 16 options

- Access for all students to see the careers advisor for appointment through the careers webpage
- Availability of one to one guidance interviews with year 13 applying to University supporting them with their application and help with writing their personal statement
- All students in year 13 not applying to University are offered a careers interview to discuss progression choices
- At least 95% of students to have had at least 2 interviews based around their Career Development Planners, with their form tutors throughout the year
- Creating awareness regarding the alternatives available in education, training and professionally
- Provision and information of opportunities for work experience, traineeships and job vacancies based on individual interests in the process of promoting the understanding and the experiences of the world of work
- Creating links with employers and organizations for better prospects for students

Careers Education

- Careers education to be embedded in the curriculum for personal and social education, practical and vocational skills, learning about themselves, others and the wider community (year 7 to year 11)
- Students to have had two careers days in each academic year
- Linking focus days to careers themes with entire days structured around it
- At least 95% of students to have completed and regularly updated their Career Development Planner (year 9 to year 13)
- At least 95% of students to have developed a CV and Cover Letter by the end of year 10
- Launch and regulate the update of the “Careers & Enterprise” portal
- Uploading resources to be used during form time for each year group
- Developing students’ research skills so that they can make good use of the information they gain
- Involving local businesses and community groups in the career development of the students
- Organising visits to work shops, Careers related shows and conferences for students to raise aspirations and their Careers knowledge and awareness

Note:

Programme of Careers education topics cover:

- Employability skills and preparation for work
- Options at year 9
- Enterprise activities
- Introducing Higher education
- Progression options post 16
- Apprenticeships
- Further education
- Employment options at 18
- CV preparation and completing application forms

For the integration of Careers education throughout the course of school life, it is integral for the Heads of Years to take responsibility for the implementation of the careers related tasks within their year group.

The school and the careers department intends to develop a Careers Library and Resource Centre.

In practice, the programme will focus on the following:

