



# **Career Education and Guidance Policy**

**2022 - 2023**

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**Next Review due:** March 2024

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*Including the Gatsby Benchmarks*

## **Kickstart Academy Career's education vision:**

**“To provide a meaningful and challenging learning journey of careers education.”**

### **1. Vision and Values**

Our students deserve an environment in which they can flourish and achieve their potential, empowering them to change their lives and the lives of those around them for the better, no matter what their academic or social starting point.

From the moment they walk through our doors, our students will experience a highly personalised, modern Careers curriculum, rich in variety and diversity, yet underpinned by traditional values.

Our students will be encouraged to become enterprising individuals and will experience preparation, support and guidance information for all pathways beyond Kickstart Academy, including Further and Higher Education and apprenticeship routes.

Our students will not only receive information around local labour markets but will be supported in their aspirations and vision to work within national and international sectors.

### **2. Aim**

The Aim of the Careers Programme at Kickstart Academy is to support students to flourish and develop whilst we support them in developing a deep understanding of the opportunities available to them through a variety of different pathways following the completion of their education with us.

Careers Information Advice and Guidance will be delivered throughout the Key Stage 4 curriculum at Kickstart Academy, ensuring that as students' progress their knowledge and understanding of career opportunities increases and informs their post 16 choices.

All students are equal and therefore all will be able to access the careers curriculum and opportunities available throughout their time at Kickstart Academy.

In line with Gatsby Eight Benchmarks for Careers Excellence, Kickstart Academy aims to:

1. design and provide a stable careers programme for our learners
2. expose students and their families to relevant labour market information (LMI)
3. address the needs of all students, in line with our school's vision
4. link curriculum learning to careers across all year groups and subjects
5. provide opportunities for students to encounter employers and employees at a local and national level
6. support students to obtain work experience placements within year 11
7. provide opportunities for students to encounter further and higher education across key stage 4
8. provide personal guidance to students in a specified programme

### **3. Learner Entitlement, Management and delivery**

Kickstart Academy aims to develop the following career learning in students and expose them to a rich and varied experiences of different careers. The programme of events will be updated on the website and communicated via the Careers Lead, Miss Kaylie-Marie Law.

We commit to:

- Provide students with up-to-date careers information, allowing students to direct themselves towards both guidance activities and information throughout the development and decision-making stages of their time at Kickstart Academy, specifically Post 16 options. These decisions should be informed by the experience they have gained over their Key Stage 4.
- Raise aspirations of all students, including subgroups – Disadvantaged, SEND, Gender etc to ensure that students are aspiring to the highest level of education, training or employment possible to facilitate aspirational career goals. This will be supported through access to careers and Further Education information in a variety of styles, a well-managed curriculum linked careers programme.
- Enable learners to understand how personal finances will constantly impact their lives and should be considered when looking at career aspirations. This will be managed through careers led Life Skills Learning opportunities and the Learning 4 Life curriculum.
- Ensure that careers guidance is wide ranging through a variety of different portals and through external providers, as this reduces the risk of students becoming NEET.
- Provide career learning opportunities through our business partnerships and other local companies as well as national employers, such as NHS and the armed forces.
- Ensure that every student experiences the world of work, via a Year 11 placement. This is supported through the Careers and Enterprise department.
- Ensure that all staff have an up to date understanding of the job roles and careers that link directly with their subject area. This knowledge is used to enrich their teaching so that students are enthused by the subject and the potential careers opportunities that success in the subject can bring. Teachers will be supported with resources, lesson plans and updates in curriculum linked careers learning.
- Develop and support a culture which promotes an open and curious relationship between students and the Careers and Enterprise Department. Students will be invited to access the Careers Hub resources frequently with support or as individuals, engage in feedback, communicate through social media, email or arrange a 1:1 career interview session. This will enable students to develop self-driven career learning.

- Support students' career development by communicating with families and carers, sharing careers and further education information, inviting them to engage in feedback and to access many resources that are made available online.
- Create a diverse and exciting programme of activities, events and interactions with further education and the world of work in line with the school's vision of creating an environment in which children can flourish and reach their full potential.
- This programme will continuously be assessed, expanded, and improved as the Careers Lead and Enterprise Hub review its provision each year.

#### **4. Staff Responsibilities**

At Kickstart Academy we believe it is essential to involve all key stakeholders as detailed within our career's development plan.

##### **Trust CEO & Executive Principal**

Support the growth of careers through appropriate means.

##### **Head Teacher at Kickstart Academy**

Support careers growth and development within Kickstart Academy. Actively promote careers and support with staffing and resources

##### **All Staff at Kickstart Academy**

Support and promote careers across the whole school.

**Mrs Rennie-Gibbons** – Senior Leadership within the school oversees of the stable careers programme and ensures the school meets the Gatsby Benchmarks. Line manages the Careers Lead.

##### **Careers Lead**

**Miss Kaylie-Marie Law** - responsible for the Kickstart Academy careers programme, planning and delivery of whole school careers and enterprise events.

##### **Future Focus**

**Karen Oldham** - Providing individual support and guidance to all Year 10 & 11 students, parents/carers, to ensure that all year 11 students have a mapped career / education pathway after leaving Kickstart Academy.

##### **Transition Coordinator**

Supports students to Further education or alternative routes post 16 to reduce the risk on NEETS.

##### **SENDCO**

**Mrs Rennie-Gibbons** - Ensure that all SEND students have an appropriate career / educational pathway mapped and planned prior to leaving Kickstart Academy.

### **Disadvantaged Students Lead**

**Mr Peter Ford** - Ensure that all DA students have an appropriate career / educational pathway mapped and planned prior to leaving Kickstart Academy in Year 11.

**Tutors** – Deliver Careers based activities and provide support and guidance during whole cohort / school events.

**Subject Leaders** – To ensure that within their subject area, Careers education is applied to the curriculum to ensure that Gatsby Benchmarks 2,4,5 & 7 are delivered at Kickstart Academy.

**Teachers** – Will support the delivery of the careers programme. Teachers will link their subject area to their lesson plans, using labour market information and with direct job role links. Teachers will use employers and employees to enrich the curriculum and inspire students to want to work in their sectors and experience workplaces when appropriate.

## **5. Staff Development**

All staff are expected to contribute to the career learning and development of students in their different roles. To meet the training needs from this, we will conduct whole school training during personal development days alongside regular presentations to whole staff on the careers programme and its development.

The Careers Lead will undergo training in a Careers Enterprise supported Careers Qualification.

## **6. Funding and Resourcing**

Funding for careers will be allocated in the school budget – Set within the Personal Development Budget which is managed by Mrs Rennie-Gibbons.

The school will explore sources of external funding and support covering the careers programme, the local authority and private enterprises. Kickstart Academy will also look to secure grants and other funding opportunities as and when they arise.

## **7. Teaching, Learning and Assessment**

In line with the school's vision to provide *"To provide a meaningful and challenging learning journey of careers education"*, the Careers Lead will provide a deep and broad selection of learning experiences within and outside of the classroom and provide information in a variety of formats and using different communication methods.

Assessment on an individual basis will be through formal and informal feedback.

Overall results of career interventions will be assessed on formal and informal feedback, through post 16 results monitoring and NEET statistics monitoring.

## **8. Monitoring, reviewing, evaluating and reporting**

All Careers and Enterprise interventions will be reviewed individually using feedback from the Careers Lead, teachers, SLT, external providers, parents/carers and students. An ongoing and dynamic management of the Careers Programme will ensure improvements can be incorporated and the programme evolves with the needs of the pupils.

A formal, annual review will include statistics derived from CEIAG (Careers Programme) measurement.

## **9. Stakeholders and Partners**

**Parents / carers:** We recognise the important role that parents and carers have in their child's career development and the Careers Lead will manage a regular communication programme with parents, providing careers and Further Education information and sharing details of the various activities and resources the school offers their children.

**Careers support agencies:** The Careers department will continue to grow the professional and productive relationships they have with external agencies, including Future Focus, the Careers and Enterprise Company and the Telford and Wrekin Council, as well all within Kickstart Academy.

**Employers, community partners and learning providers:** The Careers Lead will continue to grow the professional and productive relationships they have with local employers, regional representatives of national employers, community organisations and both local and regional FE and HE providers. In line with Kickstart Academy strategies, a review of skills and education provision in cooperation with local authorities and major local employers will be supported, relationships promoted, and activities designed to provide engaging and inspirational careers learning through our school. The school is conscious of the local context, that the area of Telford and Wrekin has a diverse manufacturing sector, a burgeoning tourism sector and research & development facilities.

The biggest contributors to the Borough's economy are distribution, transport, accommodation and food, manufacturing and public administration and education and health.

## **10. Statutory requirements and expectations**

The school is committed to fulfilling its statutory duties in relation to Career Guidance and the following policy statements support that commitment.

## **Access to Providers Policy 2022.23**

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose 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.

### **Pupil Entitlement**

All students in Year 10 & 11 are entitled:

- to find out about technical education qualifications, apprenticeships and traineeship 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, traineeships and apprenticeships – through options events, assemblies, group discussions, session within the Learning 4 Life programme and taster events.
- to understand how to make applications for the full range of academic and technical courses.

### **Management of provider access requests and Opportunities for Access:**

A provider wishing to request access should contact Kaylie-Marie Law, Careers Lead, Telephone: 01952 642402; Email [kaylie-marie.law@telfordcollege.ac.uk](mailto:kaylie-marie.law@telfordcollege.ac.uk)

Several events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers.

Please refer to the Careers and Enterprise Programme for current details or contact us to discuss other opportunities.

### **Equality and Opportunity Statement**

We have a public sector duty to promote equality of opportunity, foster good relations across all people, eliminate harassment and discriminatory practices and support children with protected characteristics (2010 Equality Act).

Equality, as well as being incorporated as a legal requirement, forms part of the ethos of the school and of the Careers Education offer.

### **Statutory guidance – Careers guidance and access for education and training providers (DfE 2018)**

The statutory career guidance duty (2011 Education Act, subsequently extended) requires schools to ensure that all students are provided with independent careers guidance from year 8 to year 11 which is



presented in an impartial manner, provides information on the range of education or training options, including apprenticeships and other vocational pathways and is guidance that the person giving it considers will promote the best interests of the students to whom it is given. As Kickstart Academy is a Key Stage 4 setting, we offer this guidance to all Year 10 and 11 students.

Please also refer to the following policies which underpin the work of the Careers Department.

- Behaviour for Learning Policy
- Special Education Needs and Disability Policy
- Child Protection and Safeguarding Policy
- GDPR Policies
- Complaints Policy

## **11. Dissemination of the Careers Policy**

The careers policy forms part of Kickstart Academy's overall strategy in the delivery of excellent education for all.

This policy is approved and supported by SLT and the governing Body. All play an active role in supporting the Careers Lead and the implementation and evaluation of the careers programme. The policy is regularly reviewed and developed to reflect feedback from all stakeholders. Kickstart Academy student leadership body are invited to contribute their thoughts and ideas. All considerations will inform any changes required.

This policy will be available to view on the school's website within the policy section and the careers section. All stakeholders will be signed posted to view the careers policy via this route.

All information regarding the careers programme will be shared with all stakeholders through a variety of methods including:

- Information within the school's newsletter
- Information displayed on notice boards
- Detailed information on the school's website
- Letters sent home advertising events and activities
- Information stands and careers staff available during parents evening and school events
- Through the school's electronic platforms
- Through staff training sessions
- Within the Careers Hub
- On individual request

## **12. Date of Approval and Next Review**

This is a draft policy and is awaiting approval from Governors. The meeting is scheduled for May 2023. It will be reviewed annually.

## **13. Further Linked Documents - Appendices**

1. Glossary/Definitions of careers terms
2. Gatsby Benchmark Summary Grid

## **Appendix 1**

### **Definitions**

**Careers Education (CEIAG)** - helps young people develop the knowledge and skills they need to make successful choices, manage transition in learning and move into work.

**Careers Guidance** - enables young people to use the knowledge and skills they develop to make the decisions about learning and work that are right for them.

**Careers Lead** - the member of staff responsible for leading and coordinating the Careers curriculum in school.

**NEETS** – A young person who is no longer in the education system and who is not working or being trained for work.

## Appendix 3

### Gatsby Benchmarks

<b>Gatsby Benchmark</b>	<b>Benchmark Descriptor</b>
GB1 – Stable Careers Programme	Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents/carers, teachers and employers.
GB2 – Learning from Careers and Labour Market Information	Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make the best use of available information.
GB3 – Addressing the needs of all students	Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.
GB4 – Linking Curriculum to careers	All teachers should link curriculum learning with careers. For example, STEM subject teachers should highlight the relevance of STEM subjects for a wide range of career pathways.
GB5 – 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. This can be through a range of enrichment opportunities including visiting speakers, mentoring and enterprise schemes.
GB6 – Experiences of Workplaces	Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.
GB7 – Encounters with Further and Higher Education	All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
GB8 – Personal Guidance	Every student should have opportunities for guidance interviews with a Careers Adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs.

