



Marches Academy Trust

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# Careers Policy

## Contents

1. Statement of intent.....	3
2. Legal framework .....	4
3. Roles and responsibilities .....	4
3.1. The responsibility of the Governing Board.....	4
3.2. The responsibility of the careers leader.....	4
3.3. The responsibility of the careers adviser .....	5
3.4. The responsibility of the teaching staff .....	5
4. A stable careers programme.....	6
5. Labour market information .....	6
6. Addressing the needs of pupils .....	7
7. Targeted support .....	7
8. Pupils with SEND.....	7
9. Curriculum .....	8
10. Work experience .....	9
11. Further education (FE).....	9
12. Personal guidance .....	10
13. Information sharing .....	10
14. Assessment, monitoring, evaluation and reviewing .....	10
15. Appendix 1 - Provider Access Policy statement .....	12
16. Appendix 2 – Provider Access Statement .....	14

## 1. Statement of intent

The Marches Academy Trust (The Trust) is committed to providing pupils with the knowledge, skills and understanding they need to lead confident and independent lives. We want our pupils to be able to make informed decisions about next steps in education and future careers. This supports social mobility by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.

We aim to instil in our pupils a love of lifelong learning, so they can keep on improving and developing their skills over their lifetimes, sustain employability and achieve personal and economic wellbeing throughout their lives. We also aim to enable pupils to feel positive about themselves, improve their motivation and raise their aspirations.

Advice and guidance will be impartial and will take into account the pupil's best interests. Equal opportunities will be actively promoted, and stereotypes challenged.

This policy is underpinned by Sections 42A and 45A of the Education Act 1997, and has due regard to the DfE's statutory guidance, 'Careers guidance and access for education and training providers', which was last updated in October 2018.

The main aims of careers provision at the Trust are to:

- Prepare pupils for life post-education.
- Develop an understanding of different career paths.
- Develop an understanding of the differences between school and work.
- Inspire pupils to pursue and achieve their dreams.
- Help pupils to access information on the full range of post-16 education and training opportunities.
- Support pupils after leaving school.
- Offer targeted support for vulnerable and disadvantaged young people.
- Instil a healthy attitude towards work.

## 2. Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- DfE 'Careers guidance and access for education and training providers' 2018
- Education Act 1997
- Education and Skills Act 2008
- School Information (England) Regulations 2008
- Apprenticeships, Skills, Children and Learning Act 2009
- Equality Act 2010
- Children and Families Act 2014
- Technical and Further Education Act 2017

## 3. Roles and responsibilities

### 3.1. The responsibility of the Governing Board

- Ensuring that all registered pupils at the school 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 all pupils in this range and inform them about approved technical education qualifications and apprenticeships.
- Ensuring that the independent careers guidance is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option.
- Ensuring that the guidance includes information on the range of education or training options, including apprenticeships and technical education routes.
- Ensuring that the Careers Policy does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Providing clear advice and guidance to the Headteacher on which they can base a strategy for careers education and guidance which meets the school's legal requirements.

### 3.2. The responsibility of the careers leader

- Managing the provision of careers information.
- Liaising with the Headteacher and the careers adviser to implement and maintain effective careers guidance.
- Liaising with the PSHE leader and other subject leaders to plan careers education in the curriculum.
- Liaising with tutorial managers, mentors and the SENCO to identify pupils needing guidance.
- Referring pupils to careers advisers.
- Establishing, maintaining and developing links with further education colleges, universities, apprenticeship providers and employers.
- Providing pupils with effective careers guidance and supporting social mobility by improving opportunities for all young people.
- Supporting teachers of careers education and tutors by providing initial information and advice.
- Monitoring teaching and learning in careers education, and the access to and take up of career guidance.
- Advising senior leadership on policy, strategy and resources for careers education, information, advice and guidance (CEIAG).

- Preparing and implementing a development plan for CEIAG.
- Reviewing and evaluating the programme of CEIAG.
- Encouraging the training of school staff to promote careers guidance to their pupils.
- Using the [Gatsby Benchmarks](#) to improve the school's careers provision and ensure compliance with legal duties, with an ultimate aim to meet all benchmarks.
- Allowing pupils to have access to providers of technical education, such as colleges, and apprenticeships to ensure every pupil is well-informed about their future options at every stage.
- Using the [Compass tool](#) for self-evaluating the careers provision the school offers.
- Publishing details of the school's careers programme and a policy statement on provider access on its website.

### 3.3. The responsibility of the careers adviser

- Reporting regularly to the careers leader, regarding pupil progress and the effectiveness of the school's career plan.
- Providing a thorough, personalised career service throughout the school.
- Staying up-to-date with relevant CPD and developments in the CEIAG sector.
- Producing careers information and guidance through online and hard copy literature, and visual displays in school.
- Organising workshops for pupils and actively promoting the careers service in-house at open evenings, presentation days, assemblies and parents' evenings.
- Developing incentives and initiatives which actively encourage pupils to sign up to the school's career service.
- Attending regular meetings with the careers leader to discuss the school's career plan.
- Arranging meetings and follow-up appointments with pupils who are interested in the careers service.

### 3.4. The responsibility of the teaching staff

- Ensuring careers education is planned into their lessons.
- Attending any relevant CPD or training to ensure they are up-to-date with the school's careers plan.
- Promoting careers guidance in the classroom through visual aids.
- Creating a learning environment that allows and encourages pupils to tackle real life challenges, manage risks and develop skills that can be applied to the workplace.

## **4. A stable careers programme**

- 4.1. The Trust has its own careers programme in place which meets the requirements of the eight [Gatsby Benchmarks](#). The programme will be reviewed termly against the benchmarks to ensure it remains on target.
- 4.2. A careers leader will ensure the leadership and coordination of a high-quality careers programme. The careers leader is recruited alongside the suggested requirements to ensure the role is correctly fulfilled. The name and contact details of the careers leader will be published on each school website.
- 4.3. A careers adviser will be appointed to support the careers leader and to provide individual, tailored careers guidance to pupils.
- 4.4. Details of the school's careers plan will be published on the school website inviting pupils, parents, teachers, Governors and employers to provide feedback.
- 4.5. The Assistant Headteacher or other relevant staff members will work with enterprise coordinators to build careers and employer engagement plans to broaden the range of guidance that pupils have access to.
- 4.6. The school will work towards the Quality in Careers Standard to support the development of their careers programme, ensuring the programme is reviewed termly to ensure it is in line with the required standards.

## **5. Labour market information**

- 5.1. The Trust will ensure every pupil, and their parents, has access to good-quality information about future study options and labour market opportunities.
- 5.2. Pupils and their parents will be referred to the National Careers Service which offers information and professional advice via a website, helpline and web chat.
- 5.3. The Trust will ensure pupils and their parents understand the value of finding out about the labour market, and support them in accessing this information. Pupils and their parents will be provided with information on the benefits of understanding the labour market, including the salaries and promotion opportunities for different jobs, and the volume and location of vacancies across different sectors.
- 5.4. The Trust will ensure that all pupils, by the age of 14, have accessed and used information about career paths and the labour market to inform their decisions on study options.
- 5.5. The Trust will provide pupils with the necessary links and information that will enable them to access this. Access will be monitored to review whether pupils are making the most of the service, and if not, what can be done to ensure they do.
- 5.6. The Trust will make use of local enterprise partnerships to provide pupils with presentations and workshops on the local labour market and employer expectations. The information provided through the partnership will be used to shape career guidance and workshops in schools.

5.7. To support social mobility, the Trust will work to raise pupils' aspirations and tackle stereotypical assumptions. Interventions will be used to tackle gender stereotypes; arrangements will be made for pupils to talk to employees who work in non-stereotypical jobs to raise awareness of the range of careers that science, technology, engineering and maths (STEM) qualifications lead to.

## **6. Addressing the needs of pupils**

6.1. The Trust's careers programme will aim to raise the aspirations of all pupils whilst being tailored to individual needs. The programme will inform pupils of the range of opportunities available to them, encouraging them to aim higher and make choices relevant to what they feel they can achieve.

6.2. All forms of stereotyping will be prohibited in the careers advice and guidance that is provided, to ensure pupils from all backgrounds, gender and diversity groups, and those with SEND, can consider the widest possible range of careers.

6.3. Comprehensive and accurate records will be kept to support the career development of pupils. These will be stored securely in the Pastoral Office. The school will allow access to this information, should a pupil or their parent request it.

6.4. The Trust will collect and analyse destination data to assess how well the careers programme is countering stereotypes and raising aspirations. The data will be reviewed by the Careers leader annually to base further development of each school's career guidance plan on the results and areas of success or failure.

## **7. Targeted support**

7.1. The Trust will work with the LA to identify pupils who are in need of targeted support or those who are at risk of not participating in post-16 pathways. Agreements will be made over how these pupils can be referred for support drawn from a range of education and training support services available locally.

7.2. The Trust will ensure that pupils understand the programmes available to support them and the financial costs associated with staying in post-16 further education.

7.3. To support pupils who are likely to need support with post-16 participation costs, such as those with SEND, the Trust will work with the Local Authorities and local post-16 education or training providers to share pupil data and ensure these pupils receive such support.

7.4. The Trust will ensure that pupils are aware of the 16-19 Bursary Fund, which has been devised to support those individuals with a financial hardship. Pupils will be advised of how to access this funding and who they should speak to in order to find out more information.

7.5. The careers leader will engage with the Safeguarding Officer for LAC and previously LAC to ensure they know which pupils are in care/are care leavers, to understand their additional support needs and to ensure that any personal education plans can inform careers advice.

## **8. Pupils with SEND**

8.1. The Trust will ensure that careers guidance is differentiated, if appropriate, and based on high aspirations and a personalised approach.

- 8.2. All staff working with pupils will support them to develop the necessary skills and experience to succeed and fulfil their potential.
- 8.3. The Trust will work with families of pupils to help them understand what career options are available.
- 8.4. Careers guidance and experience will be tailored to pupils based on their own aspirations, abilities and needs. Surveys will be conducted to find out individual pupils' aspirations; the results will be used to personally tailor careers guidance.
- 8.5. Careers guidance will take account of the full range of relevant education, training and employment opportunities. It will inform pupils about the ways employees with SEND are supported in the workplace, and how jobs can be adapted to fit a person's abilities.
- 8.6. The Trust will build partnerships with businesses and other employers, employment services, and disability and other voluntary organisations. Pupils will be prepared for encounters with employers and provided with any special support that will allow them to benefit fully from the experience.
- 8.7. The Trust will provide enhanced transition support for Year 11 pupils for their post 16 progression. This is documented in the Moving on Plan for pupils with an EHCP.
- 8.8. Careers guidance will focus on a pupil's career aspirations and the post-16 options which are most likely to give the pupil a pathway into employment or higher education.
- 8.9. The SEND local offer will be utilised; annual reviews for a pupil's education, health and care plan (EHCP) will be informed by good careers guidance.
- 8.10. When arranging work experience for pupils, the Trust will work with the employer to determine any additional support that will be needed during the work placement.

## **9. Curriculum**

- 9.1. The Trust will work to encompass careers education and guidance into subjects across the curriculum. All teachers will be asked to support the career development of young people in their role and through their subject teaching.
- 9.2. The Trust will ensure that every pupil is exposed to the world of work by the age of 14.
- 9.3. Pupils are expected to study the core academic subjects at GCSE, including English, maths, and science.
- 9.4. The Trust will engage with local employers, businesses and professional networks, inviting visiting speakers with whom pupils can relate to.
- 9.5. Every year, from the age of 11, pupils will participate in at least two meaningful encounters with an employer; at least one of these encounters will be with a STEM employer or workplace. These encounters will include:
  - Careers events such as careers talks, careers carousels and careers fairs.
  - Transitions skills workshops such as CV workshops and mock interviews.
  - Mentoring and e-mentoring.
  - Employer delivered employability workshops.
  - Business games and enterprise competitions.



- Careers provision and education.

9.6. The life skills curriculum also supports pupils with careers education and guidance to help our pupils make informed decisions about their future career pathway and options choices.

9.7. For an overview of the careers programme for pupils from Years 7-11 please refer to Appendix 2.

## **10. Work experience**

10.1. We believe that 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.

10.2. The Trust will ensure that all pupils have had at least one experience of a workplace by the age of 16.

## **11. Further education (FE)**

11.1. The Trust will provide pupils with a range of information and opportunities to learn about education, training and career paths throughout their school life, to prevent last minute decision-making.

11.2. Pupils will be encouraged to use information tools, such as websites and apps, which display information about opportunities Education and training providers will have access to all pupils in Years 7 to 11 for the purpose of informing them about approved technical education qualifications and apprenticeships.

11.3. The Trust will ensure that there are opportunities for providers to visit the school and speak to pupils in Years 7 to 11 by maintaining connections with providers of further education and apprenticeships, and arranging regular visits, presentations and workshops.

11.4. A range of opportunities for visits from providers offering other options, such as FE will also be provided.

11.5. Provider Access Policy statements for each school will be published on each school website and will include:

- Any procedural requirements in relation to requests for access.
- Grounds for granting and refusing requests for access.
- Details of premises or facilities to be provided to a person who is given access.

## **12. Personal guidance**

- 12.1. All pupils will be provided with opportunities for personal guidance interviews with a qualified careers adviser. Such interviews will take place by the time the pupil finishes Year 11..
- 12.2. Careers advisers will meet the professional standards outlined by the Career Development Institute. The school will integrate personal guidance interviews within the pastoral system so that they can be followed up by the form tutors or equivalent.
- 12.3. Careers advisers working with pupils with SEND will use the outcome and aspirations in the EHCP to focus discussions.
- 12.4. Careers advisers working with LAC or care leavers will use their personal education plan to focus discussions. These pupils will have a named adviser who will build a relationship with them to better understand their individual needs.

## **13. Information sharing**

- 13.1. The Trust will provide the relevant information about all pupils to the Local Authority support services including:
  - Basic information, such as the pupil's name or address.
  - Other information that the LA requires to support the pupil to participate in education or training to track their progress, including the 'where now?' checklist.
- 13.2. The Trust's privacy notice under our GDPR policy offers pupils and their parents the opportunity to ask for personal information not to be shared.
- 13.3. Local Authorities will be notified, as early as is possible, whenever a 16 or 17-year-old pupil leaves an education or training programme before completion. Each school will agree on local arrangements for ensuring these duties are met.

## **14. Assessment, monitoring, evaluation and reviewing**

We are keen to measure the impact of our careers programme across the Trust and constantly monitor our careers policy it to ensure maximum effectiveness.

- 14.1. All guidance sessions build on previous discussions and use up-to-date information about a pupil's progress in learning, their personal development and their career development.
- 14.2. At the end of each guidance session, the Careers Advisor will record the main points discussed, alongside any action points. These records are then made available for use in further meetings.
- 14.3. Pupils' feedback will be sought and acted upon at the end of their career guidance meetings.
- 14.4. Pupils' performance on work experience is monitored and reported on by staff visiting and feedback from placement providers.
- 14.5. Destinations of pupils at the end of Year 11, 12 and 13 are tracked and, where applicable, used to inform development of the careers entitlement.

- 14.6. Systematic planned evaluation takes place on a rolling basis; this includes career questionnaires.
- 14.7. The governing board, in conjunction with the Assistant Headteacher or other relevant staff members, will review this policy on an annual basis, taking into account the success of supporting pupils in accessing post-16 education and training.
- 14.8. The Assistant Headteacher or other relevant staff members will make any necessary changes to this policy, and send it to the Clerk to the Trust's Boards for Trustee approval and circulation to members of staff.
- 14.9. We are keen to gain feedback from a range of stakeholders including parents, pupils, teachers and employers. If you would like to give us feedback about our careers programme, please get in touch via the school website.

## **15. Appendix 1 - Provider Access Policy statement**

### **Introduction**

As specified in the October 2018 Department of Education Careers guidance and access for education and training providers paper, 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 pupils in years 7-11 are entitled:

- to find out about technical education qualifications and apprenticeship 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 and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

### **Access for Providers**

A number of events are integrated into the school careers programme which would potentially offer providers an opportunity to come into school to speak to students and/or their parents. The school calendar varies from year to year so providers need to contact the member of staff named above to identify the most suitable opportunity. The events are usually arranged well in advance so it is essential that providers contact us early in the academic year to be involved in our planning. Access to students and/or parents will be granted on the understanding that information and guidance offered by providers is related to careers information relevant to the key stage and student groups and fits within the schools careers programme and curriculum. Providers will be expected to meet the school's safeguarding requirements which can be found in the Safeguarding Policy Statement accessible on the school website.

### **Opportunities for access**

We are always actively looking to secure partnerships, work experience placements and talks from outside agencies to broaden our pupils horizons. We believe that it is essential that all of our pupils have meaningful exposure to businesses and employers in order to enhance their understanding of potential career routes when leaving school.

Our careers policy includes the events and services we offer which enable you to speak to pupils and/or their parents/carers.

### **Bespoke presentations**

These allow you to deliver presentations and speak to a large body of pupils in either an assembly time slot (15 minutes) or one-hour lesson slot.

### **Employer-led skills seminars/workshops**

Careers seminars give you a chance to develop the careers education of Marches pupils by teaching them application and interview skills, or providing insights about a particular industry.

### **Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms available for

discussions between the provider and pupils, as appropriate to the activity.

**Management of provider access requests**

A provider wishing to request access should contact:

Meg Murphy, Careers and Inspiration Officer

Telephone: 01691 664400

Email: [murphy.m@mmat.co.uk](mailto:murphy.m@mmat.co.uk)

Or contact the Careers Lead at your school.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Main Reception.

## 16. Appendix 2 – Provider Access Statement

Careers education at the Trust is embedded in school life through Citizenship lessons, within the curriculum developing the LORIC skills and through participation in the Marches Futures programme, a bespoke challenge and rewards scheme which supports our learners in developing a set of work and life skills vital for success in 21st Century Britain.

At every stage pupils can expect to attend workshops and careers events delivered by careers professionals, employers and post 16 and further education providers.

Pupils and their families are encouraged to use a range of careers software: iCould Careers, Kudos and Unifrog.

Year 7	<p>Students explore the role of secondary education in achieving their long term goals. As part of the Citizenship programme at the school students will use the ICould Careers software and explore the importance of growth mind-set.</p> <p>Students will learn about the links between different subjects and their future goals.</p> <p>Careers day: Speed networking with 10 local employers</p> <p>Employer/College workshops</p> <p>External careers assembly</p> <p>Careers assembly</p>
Year 8	<p>In Year 8 students will continue to use ICould Careers.</p> <p>Students in Year 8 will learn about the importance of financial awareness and how good career planning can help them to achieve financial security.</p> <p>Employer engagement day</p> <p>Careers across the curriculum</p> <p>Big bang</p> <p>External careers assembly</p> <p>University trip, to raise aspirations (select group)</p>
Year 9	<p>In Year 9 our students will make options choices, the careers programme is therefore tailored to supporting their understanding of future pathways and career planning.</p> <p>Through the Citizenship, Parent Events and our assembly programme students will learn about the options process.</p> <p>Students and parents are encouraged to use the Kudos Careers Planning Software.</p> <p>Careers/options choices</p> <p>During citizenship lessons students will explore skills for employment.</p> <p>Enterprise day</p> <p>Careers talks</p> <p>Assemblies</p> <p>Careers across the curriculum</p>

	<p>Chester Uni (whole year group)</p> <p>University speaker</p> <p>Airbus assembly</p>
	<p>In Year 10 all students are expected to take part in a week of Work Experience, the Citizenship programme will support them in preparing for Work Experience: Writing an application, Getting the most out of work experience, Staying safe at work.</p> <p>Students will continue to develop their financial awareness investigating bank accounts and credit &amp; debt.</p> <p>They will explore the importance of safeguarding their reputation online and learn about how to do this.</p> <p>Students in year 10 will use the Unifrog careers software.</p> <p>Duke of Edinburgh</p> <p>Kudos</p> <p>Work experience</p> <p>Assemblies</p> <p>Armed Forces talk</p> <p>Careers across the curriculum</p>
	<p>In Year 11 students are supported in making their Post 16 transition decisions, all Y11 students are expected to take part in a Mock Interview with Oswestry Rotarians.</p> <p>Students in Y11 are supported in making applications to Post 16 education providers and have a range workshops, taster days and events supported by a wider range of providers, including Apprenticeship providers, employers, sixth form and colleges.</p> <p>Learn about interview tips and traps</p> <p>All students will have a one to one careers interview with a qualified careers advisor.</p> <p>CV writing completed in English</p> <p>Interviews with Rotarians</p> <p>Duke of Edinburgh</p> <p>Sixth Form taster days, NSC taster days (TBC)</p> <p>External P16 provider talks</p> <p>Sixth form interviews</p> <p>Apprenticeship assembly</p> <p>Careers assemblies</p> <p>Landau</p> <p>Vocational curriculum</p> <p>Armed Forces talk</p> <p>NCS</p> <p>Students and their families are encouraged to use the Unifrog Software</p> <p>Careers across the curriculum</p> <p>DfWP assembly</p> <p>Work place visits for students identified as at risk of becoming NEAT</p>

Year 12/13	University open days UCAS applications Work experience Personal tutor Apprenticeship advice University funding talk Careers advice External business speakers Careers across the curriculum Apprenticeship speakers Morton Hall careers fair Futures week
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