



# CAREERS POLICY

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## INTRODUCTION

Careers education, information, advice and guidance (CEIAG) is an integral part of the support we offer to students at Rotherham Aspire School. Effective careers support can help to prepare young people for the opportunities, responsibilities and experiences of life; it can help them to make decisions and manage transitions as learners and workers. As options for young people become more varied and complex, it is vital that we support them to develop the knowledge and skills they need to make informed choices for their future. As a result, the careers programme has a whole-school remit designed to complement the rest of the school curriculum.

This policy sets out how career activities are delivered at school and explains what stakeholders can expect from the careers programme.

## Aims and objectives

### Aims:

- To ensure every student has a structured Career Programme
- Achieve positive outcomes and have access to a wide range of education to improve their post 16 and Career choice
- Break the barriers they have faced with education in mainstream school while they are at Rotherham Aspire
- Ensure the programme content is suitable for our students and their identified needs
- Ensure the method we use is mapped across the curriculum in core and vocational subjects
- Ensure the learner's work is validated and evaluated regularly and reported to SLT
- Rotherham Aspire to connect learning in the future.

We motivate our students by giving them a clearer idea of the routes to jobs and careers that they will find engaging and rewarding. Our Career-related learning aims to widen pupils' horizons, challenge stereotypes, and raise expectations. We provide students with the knowledge and skills necessary to make successful transitions to the next stage of their life.

### Objectives:

- To ensure that all students at the school receive a stable Careers Programme
- To enable all students to learn from the information provided by the career and labour markets
- The CEIAG programme should be individual and address the needs of each student
- To link the curriculum learning to career learning
- To provide students the opportunity to speak to employers and employees
- To ensure that students have the opportunity to engage with further and higher education providers
- To provide each student with the opportunity to receive personal guidance

Career-related learning is embedded into all core lessons; Math, English and PSHE and in the vocational subjects ensuring that Careers is embedded in all areas of learning.

The students receive 1:1 career advice with a qualified professional. This is to help our students identify what post 16 options are available and what routes they can use to achieve the qualifications for their identified Career choices.

The students are encouraged to identify their skills and achievements. Guidance is offered so they have a better understanding of themselves and their own needs. Many of our students have a range of barriers to their education, these sessions are designed to help resolve issues, explore their ideas, values, needs, and beliefs.

The Careers Lead works with the SENDCo and other staff to support learners with SEN ensuring that the students' needs are met and that the students have an understanding of different Career pathways.

Rotherham Aspire has built up partnerships with Local post 16 training providers and colleges to ensure that the appropriate support is in place to help the students achieve and succeed in their future Career paths.

The Rotherham Aspires Careers Lead monitors and evaluates the Careers Programme reporting to SLT and implementing any changes needed to ensure the Careers Programme is stable and effective.

## Careers in the Curriculum

Aspire offers careers lessons as part of our core subjects this includes:

- 1:1 Guidance lessons
- Group guidance lessons
- Online Careers Platforms
- Your Game Plan CPD certification
- Skills Builder
- Start Programme
- Onsite visits from post 16 provider's, local colleges and training providers
- Onsite visits from employers
- Onsite visits from local companies
- Work experience when appropriate for the student
- World of Work experiences
- Level 1 NCFE Award in CV Writing
- Free online courses for identified work sectors
- DWP onsite sessions
- Employability skills lessons
- Interview skills lessons
- Parent & Carer workshops to inform them about post 16
- 1:1 meeting with parents
- LMI lessons
- Job Fairs

- STEM events
- Barclays Life skills
- Ambassador project - improving student's skills in communication, leadership and relationship building
- Extra curricula activities - providing experiences the student may not have access to in everyday life
- Aspire Community Action Group - experiences of designing activities to help raise donations for charities, leadership, organisation skills, administration skills

## Student Entitlement

All students are entitled to be fully involved in an effective CEIAG programme. Students are encouraged to take an active role in their own career development. The careers programme emphasises student participation with a focus on self-development, learning about careers, the world of work, and developing career management and employability skills.

During their time at school, all students can expect:

- The support they need to make the right choices for Post 16 Education
- Access to up-to-date and unbiased information on future learning and training opportunities, careers and labour market information
- Support to develop the self-awareness and career management skills needed for their future career activities during form time and ethics lessons from Y7 to Y11 covering options after school; the World of Work, the job market and skills needed for the future
- A meaningful encounter with a representative from the World of Work each year; this could be through work experience, World of Work Week activities, assemblies, careers talk (in or outside lessons), projects and visits
- To hear from a range of education and training providers, including colleges, universities and apprenticeship organisations; this could include visits and taster days, as well as talks and meetings at school
- The opportunity to relate what they learn in lessons to their life and career beyond school
- The opportunity to talk through their career and educational choices with staff including form tutors and the careers team
- Access to one-to-one guidance with a trained, impartial careers adviser, this is available to students of any year group. A meeting with an adviser independent of Rotherham Aspire can also be requested.
- Rotherham Aspire to keep parents/carers informed of their progress and provide parents/carers with information to support students' career planning and decision-making. Parent/carers can attend careers meetings, by prior arrangement, to be asked their views about the service they have received to ensure that the service continues to meet the needs of the students.

## Parental Involvement

Young people do not make career decisions on their own and parents/carers can have a substantial impact, as well as a clear interest in the right outcomes for their young person. The school is keen to foster parental involvement in the careers programme, wherever possible.

Events for parents and carers:

- Parents/carers have the opportunity to discuss their child's progress at Friends & Family day
- Parents/carers are welcome to attend careers meetings. They are also welcome to make contact with the Careers Lead at school, should they have any questions or concerns

## Careers Education

The content of the careers education programme is based around the learning outcomes outlined in the CDI Careers Framework. (See references on page 10).

The skills outcomes are delivered to all students as part of form time and other subjects as relevant, as well as building students' skills for the workplace.

The Prepared for the Future strand of the Make a Difference curriculum includes the following elements:

- Leadership and Decision-Making
- Teamwork and Collaboration
- Staying Safe and Healthy
- Planning, Reflection and Resilience
- Creativity and Problem Solving
- Prepared for the Future
- Confidence and Communication
- Active Citizenship
- Cultural Knowledge
- Valuing Diversity

## Years 7, 8 & 9

Students will have the chance to explore what work is, how salaries relate to different jobs, stereotyping around jobs, how to find out about jobs, the skills needed for work, jobs of the future, the geography of jobs.

By the end of Year 9, all students will have had the opportunity to:

- Be introduced to careers resources to help them understand their preferences and the options open to them.

- Develop their self-awareness.
- Hear from and talk to representatives from the world of work.
- Hear about opportunities in higher education.
- Receive support to make the right KS4 choices for Post 16 Education.

## Year 10

Key activities: Work experience and mock interviews.

Students will explore how to find and complete work experience placements, CVs, applications and interview technique in preparation for mock business interviews and an introduction to post-16 options. These activities are supplemented with after-school support sessions with computer access.

By the end of Year 10, all students will have had the opportunity to:

- Develop their self-awareness and career management skills, including writing a CV.
- Experience one week in the workplace.
- Be interviewed by someone from the world of work.
- Hear about opportunities in higher education.

## Year 11

Key activities: Post-16 applications.

Students will learn how to write a personal statement for post-16 applications, get support to apply through Sheffield Progress and other application processes, hear from guest speakers about sixth form, college and apprenticeships, and understand the key considerations when choosing post-16 options.

By the end of Year 11, all students will have had the opportunity to:

- Use a range of sources of information with support, as required, to explore Post-16 options.
- Take part in events (in school and external to school) where they can speak to employers, colleges, sixth forms, training providers and universities.
- Develop their self-awareness and career management skills.
- Apply for Post-16 options and back-up plans, as necessary.
- Continue to develop the skills needed for a successful transition.
- Have at least one meeting, small group or one-to-one, with a careers adviser.
- Work towards a NCFE CV Writing qualification.
- Be introduced to the different Post-16 pathways.

## World of Work

Each year the school's World of Work programme gives students of all year groups the chance to meet employers and learn more about what work is like and what it takes to be successful in the workplace. The programme includes a range of activities including speakers in school, employer encounters in lessons, visits from alumni working in a range of sectors, careers talks and a careers fair.

## Career Guidance Meetings

Students are entitled to appropriate guidance to meet their individual needs. All students at school can request an appointment with the Careers Lead.

Students are identified for careers meetings based on need and through self-referral.

## Needs-Based Referral

The referral procedure works as follows:

- The Careers Team work with Centre Leads, Mentors and the Care Team
- SENCO/Inclusion Team to identify students who would benefit from early intervention. This might include students with lack of direction or motivation, students with SEND, students receiving Pupil Premium funding, or those who have potential to become NEET (Not in Employment, Education or Training).
- For those students identified as being at risk of NEET, further interventions are arranged as appropriate for each student. This support could include personalised curriculum in KS4, visits to colleges and training providers, contact with parents/carers, support from other agencies and ongoing contact as the student leaves school.

## Self-Referral

All students will be offered a career guidance meeting in Y11 to discuss post 16 Education Options.

Students may refer themselves for a careers meeting at any point, directly via the Career Lead, Tutor, or Care Team. An appointment with the adviser will then be arranged.

Students are made aware of the careers adviser sessions in form time and Employability Lessons.

The Careers Lead will record action plans on Compass Plus at school. Students can request a copy and parents/carers and staff have the option to see this information so they can support the process.

## **Career Information**

Career information is available through relevant displays around the school and in subject classrooms. All students have access to 'Start' a careers platform featuring labour market information, job profiles, interest and personality quizzes, including information on all the post-16 and post-18 pathways.

## **External Providers**

A range of external providers are invited into school to support the Careers programme. These might include local colleges, universities, training providers, apprenticeship organisations, employers, school alumni, or staff from various projects. In all cases, such staff and organisations will be vetted for suitability by the relevant staff at school.

Also see Rotherham Aspire School Provider Access Policy Statement.

## **Management and Staffing**

The Careers Lead is responsible for taking a strategic lead and direction for careers work in the school; working under the direction of the Deputy Head, responsible for careers and employability and Teaching & Learning.

The Careers Lead is Level 6-qualified, Rotherham Aspire works with D.W.P to bring in advisors in Y11.

All Rotherham Aspire staff support careers activities and careers learning at school including embedding careers into core and vocational subjects.

## **Staff Development**

The Careers Lead attends conferences, events and careers network meetings to keep up to date with best practice and legislation.

## **Resources**

The school is committed to providing the resources to enable an effective careers programme, including adequate staffing, staff training and resources.

## Employer Links

Links with employers, businesses and other external agencies continues to grow through the links built by the Career Lead, with local community connections, as well as through the support of the school's Enterprise Advisor.

## Equal Opportunities

Rotherham Aspire is keen to promote equal opportunities, challenge stereotypes and address limiting beliefs. All students can access advice and guidance tailored to their needs with support to explore options that suit their preferences, skills and strengths. The team work on early identification of students requiring additional support, with no limit placed on how many times a student might see a Careers Lead. The Careers Lead works with the SENCo to support Education, Health and Care planning and the Inclusion Team to support students who may be facing other challenges.

The destinations of school-leavers are monitored and trends identified.

## Monitoring and Evaluation

When monitoring the success of the careers programme, the school considers formal and informal measures, qualitative and quantitative data and hard and soft outcomes for students.

The careers programme is evaluated in a number of ways, including:

- Student feedback on their experience of the careers programme and what they gained
- Staff feedback on careers lessons, World of Work programme activities, mock interviews etc.
- Gathering feedback from external partners and from parents
- Student destination data post-16 and post-18

## References

The Gatsby Benchmarks

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

The Career Development Institute Careers Framework

[www.thecdi.net/New-Career-Development-Framework](http://www.thecdi.net/New-Career-Development-Framework).