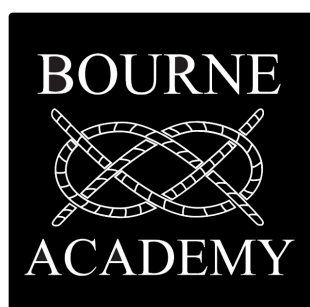


**SOUTH LINCOLNSHIRE ACADEMIES TRUST (SLAT)
BOURNE ACADEMY & SPALDING ACADEMY**

CAREERS POLICY

Aspire - Challenge – Achieve

Owner	Approval	Date Approved
L Barber	J Hind	December 2019
Policy Type	Date of Next Review	Approved by
Trust Wide	December 2020	Trust Board of Governors



Careers Education, Information, Advice and Guidance (CEIAG) Policy

Vision and Purpose

All young people need a planned programme of activities both to help them choose appropriate pathways at 14, 16 and 18 and to enable them to manage their careers, career progression and sustain employability throughout their lives. The South Lincolnshire Academies Trust (SLAT) provides impartial Careers Education, Information, Advice and Guidance (CEIAG) to support students' transition, not only to further or higher education, vocational training or employment, but to support them in becoming independent managers of their own careers.

All students have an entitlement to CEIAG and SLAT encourages students to aspire and value lifelong learning, provide opportunities to develop key employability and enterprise skills which are highly valued by employers, colleges, universities and apprenticeship providers.

The CEIAG Programme has been developed to engage parents and local employers, both in school and externally, to support our students in becoming employable and aspirational young people in accordance with the recommended Gatsby Benchmarks (Appendix 1).

Strategy:

In line with statutory guidance, the Trust is committed to working towards the establishment of practice in line with the eight Gatsby benchmarks (set out in the Gatsby Charitable Foundation's *Good Career Guidance*) and will aim to secure a quality award for CEIAG in due course.

There is a Careers Lead in place who works across the Trust, who advises the senior leadership team and governors on statutory requirements and developments within CEIAG. In addition, the Trust has a member of staff to manage the day to day running of the careers programme.

The Trust works with The Skills Service to support all staff and to ensure all staff are aware of developments and the importance of embedding careers across the curriculum. The Skills Service support the Trust in identifying areas for staff development. The Trust's aim is to have at least one member of staff to qualify at QCF Level 6 Diploma in Career Guidance and Development. Throughout their time within the Trust, students can access internal impartial information and advice at any time and can request an appointment with a Level 6 trained external careers adviser at key points. Parents are also welcome to contact the Trust for advice and support.

All Trust staff contribute to the CEIAG programme, providing subject specific information in lessons by highlighting the employability skills demonstrated within lessons and including reference to links to industry and career pathways where appropriate whilst the governing body is involved in the development of CEIAG across the Trust with a named governor on each governing body.

All students from Year 7 onwards will have access to a comprehensive and impartial programme of careers and work related learning activities. These will include formal delivery of dedicated CEIAG topics via PSHE in Key Stage 3 and SMSC in Key Stage 4 and 5. CEIAG is also covered during tutor time, within other curriculum areas, external visits, internal presentations and collapsed timetable events. In addition, there will be information evenings for students and parents/careers at significant points throughout their time at school.

Should students continue within the Trust, Work Experience in Key Stage 5 is an important part of the programme and will take place during Year 12. Students are encouraged to find their own placements to suit their career plans, but are supported by the Careers Lead to ensure that placements are suitable and sufficiently challenging. The Trust will work closely with Health and Safety Consultants to ensure the quality and safety of work placements. CEIAG has a specific budget allocation which is used to develop the resources available to students, to support work placements in Year 12 and to ensure that selected trips and visits are accessible to all.

The Trust collects destinations data for all Year 11 and Year 13 leavers which is shared with Lincolnshire County Council. The destination data is tracked over a 3-year period, identifying trends and target groups.

External Partnerships and service levels agreement are developed, implemented and reviewed on an annual basis with Health and Safety Consultants for work experience and specialist externally contracted careers guidance interviews and The Skills Service for links with employers. The Apprenticeship Support and Knowledge project (ASK) support with the dissemination of information on apprenticeships. The Trust are continually working to establish external partnerships and welcome contact from any business, further or higher education provider via the Careers Lead.

The Careers Team across the Trust, undertake an annual review of the Careers Programme and of progress towards The Gatsby Benchmarks. This review and evaluation, based on feedback from students, staff, external partnerships and parents, shapes the planning for the next academic year. The impact of the CEIAG Programme is measured using the feedback from stakeholders, destinations data and case study work. A report is given to the senior leadership team and careers governor. Priorities for development of the CEIAG Programme will be identified in the School Development Plan.

Information:

Careers Library: will be well maintained, kept up to date and include a range of easily accessible resources, including college brochures, university prospectuses and apprenticeship providers' information.

ICT: all students will be encouraged to develop ICT skills through access to CEIAG/work related programmes such as START and Careers Investigator. Parents are encouraged to support their children by accessing these resources or the reports from home. Students will also have opportunities to explore relevant websites and make Post 16 applications to sixth form, colleges or apprenticeship providers via the Internet.

Careers Displays: will be eye catching and regularly updated around the Trust schools, particularly in the careers library, on TV screens and the Sixth Form centre to include job advertisements and apprenticeship opportunities, open days etc. Parents will be kept updated via the newsletter and website.

Data Protection and sharing: students and/or their parents/carers should be aware that basic on-roll school data is provided to some external agencies i.e. the careers guidance specialist and work experience providers when required and in support of the student, but there is the opportunity to opt out. Please contact the Careers Lead in the first instance.

Additional Needs: support is provided for students when completing specific tasks, as determined by the SEND team.

Interviews: Trust staff will meet with students on an informal basis to provide general advice relating to future career planning and option choices.

Legislation and guidance documents referred to during the development of the programme are:

DfE Careers Strategy – January 2018

DfE Careers Guidance and Inspiration in Schools – April 2017

CDI (Careers Development Institute) Careers & Enterprise Framework (2015)

Gatsby Foundation Good Career Guidance (2014)

DfE New Guidance on Work Experience 16-19 – October 2013

The Education Act 2011 – The duty to secure independent and impartial careers guidance for young people in schools

CfBT Education Trust (2009) Raising the Participation Age

DCSF (2009) Quality, Choice and Aspiration

Donaghue, J. (2008) Better Practice: A guide to delivering effective careers learning 11-19

EBP Child protection and work experience guidelines

The Trust also work with The Careers and Enterprise Company and The Careers Development Institute to keep up to date with developments.

Appendix 1

The Gatsby Careers Benchmarks

1. A Stable Careers Programme

Every school should have an embedded programme of career education and guidance that is understood by students, parents, teachers, governors and employers.

2. Learning from Career and LMI

All students and parents should have access to high quality information about future study options and labour market opportunities. They will need the support of an informed advisor to make best use of available information.

3. Addressing The Needs of Each Student

Students have different career guidance needs at different stages. Opportunities for advice and support should be tailored to each of these stages, with diversity and equality embedded in the school's programme.

4. Linking Curriculum Learning to Careers

All teachers link curriculum learning with careers.

5. 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.

6. Experience of Workplace

Every student should have first-hand experience of the workplace through work visits, work shadowing and/or work experience to help with their exploration of career opportunities, and expand their networks.

7. Encounters with Further & High Education

All students should understand the full range of learning opportunities that are available to them. This includes academic and vocational routes and learning in schools, colleges, universities and the workplaces.

8. Personal Guidance

Every Student should have opportunities for guidance interviews with Careers Adviser, who could be internal or external provided they are trained to an appropriate level.

Appendix 2

SLAT Provider Access Guidelines

Pupil entitlement

All pupils in years 7-13 are entitled:

- To find out about technical education qualifications and apprenticeships 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.

Provider access requests procedure

A provider wishing to request access to either Bourne Academy or Spalding Academy should contact SLAT Careers Lead: Mrs Libby Barber – BarberL@Bourneacademy.org

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. This will be integrated into a wider careers plan or strategy for the school. The events listed below are subject to change and this is not an exhaustive list, as events are scheduled outside of the planned programme on an on-going basis, dependent upon need and opportunity.

Granting and refusing access to providers

Access will be provided based on meeting the following criteria:

- Adequate room(s) and equipment are available, based on existing timetable and letting commitments
- Staff are available to attend, taking account of participant numbers and teaching timetables and to ensure DBS regulations are met
- Students are available to attend, depending on the dates requested and curriculum considerations
- Providers offer impartial, unbiased and high quality content, meeting equal opportunity requirements
- Providers are GDPR compliant

Safeguarding

The South Lincolnshire Academies Trust are committed to keeping children safe and our Safeguarding and Child Protection policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy, which can be found on our school website.

Complaints

Complaints from providers will be dealt with under the school's Complaints and Concerns policy.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader, Libby Barber (BarberL@bourneacademy.org or 01778 422365) or a member of site staff.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Library. This is available to all students at lunch and break times, before and after school.

Approval and review

Approved by Trustees: December 2019

Review date: December 2020