



**The Dayspring Trust – Ian Ramsey CE Academy
Careers policy (including provider access statement)**

“For surely I know the plans I have for you, says the LORD, plans for your welfare and not for harm, to give you a future with hope” (Jeremiah 29:11)

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Careers Policy

Introduction

Careers education, information advice and guidance (CEIAG) is an essential and statutory part of the support we offer to all pupils at Ian Ramsey CE Academy.

The Academy recognises the essential part careers education and guidance can play in helping our young people prepare for the opportunities, responsibilities and experiences of life.

This policy sets out the Academy’s commitment to careers education and guidance and what stakeholders can expect from this.

Aims and objectives

The Ian Ramsey CE Academy careers programme uses both statutory guidance and the Gatsby benchmarks as its core, as well as the importance of knowing our pupils well and what they may need to succeed in later life.

The careers programme is planned to:

- Encourage pupils to be ambitious, broaden their horizons and explore their own career aspirations through their life at school
- Ensure pupils’ readiness to take their next step in their learning or career
- Give a firm foundation in careers learning from Year 7 to ensure pupil learn about themselves, their skills, their interests and how this fits into future qualification choices and learning pathways
- Help pupils understand the changing world of work
- Ensure the needs of all pupils are met for their transition onto their next stage
- Facilitate meaningful encounters with employers for all pupils
- Support positive transitions both from KS3-KS4 and from KS4-Post-16
- Enable pupils to develop the research skills to find out about opportunities available to them
- Help pupils develop the skills, attitudes and qualities to make a successful transition into the world of work
- Give pupils at least one personal experience of the world of work and the work place
- Encourage participation in continued learning, including further and higher education, apprenticeships and other approved technical qualifications
- Support inclusion, challenge stereotypes and promote equality of opportunity
- Contribute to strategies for raising achievement, particularly by raising motivation and aspiration
- Promote the RPA agenda (raising the participation age) and show the importance of maths and English in all aspects of employment
- Give pupils at least one opportunity to access face-to-face, personal careers advice from a qualified careers advisor
- Support and equip parents with careers information, including pathway choices, provider information and support at key transition points.

Pupil entitlement

All pupils are entitled to be fully involved in an effective careers programme.

The Academy makes the commitment that the careers programme will be delivered **in school hours** and where further enrichment activities occur outside of the careers programme, which in turn may benefit pupils' careers education, these will be clearly advertised in advance to both pupils and parents/carers.

Parental involvement

Young people do not make decisions about their future careers pathways in isolation. Parents/carers can have a substantial impact on the decisions young people make, as well as a clear interest in ensuring the right outcomes for their young person. The Academy is committed to involving parents as much as possible, wherever possible.

Events/ information for parents

Parents and carers are invited to attend school on their child's parents evening to discuss face to face with teaching staff regarding their progress and attitude to school life.

At all parents evenings, the Academy's careers advisor (Youth Direction) will be available to answer questions and give information regarding any specific questions or queries related to future pathways which may arise.

Local colleges will be present at many parent evenings throughout the year, including the Year 8 'shop window' (options) events and parents evenings where possible.

The Academy will ensure that the school website gives information regarding gaining further information around careers events and future pathways, including apprenticeships and approved technical qualifications.

The academy provides continuous access to help with careers education and guidance for parents/carers. Please email careers@ianramsey.org.uk with any questions and a member of staff will get back to you as soon as possible.

Delivery of the careers programme

Years 7, 8 & 9

Key activities

Lessons include:

- What is careers education?
- Why is work important?
- What is stereotyping/discrimination?
- What is labour market information?
- Why is it important?
- What sources of information can help me make decisions about my future career?
- What is a work place like?
- What does higher education cost and what are the alternatives?
- How do we make ourselves employable?
- What is RPA?
- How can I plan for RPA?

Year 10

Key activities: Year 10 careers week (visits to local colleges, talks from post-16 providers including apprenticeships and other careers related activities), work experience week (dates TBC).

Lessons include:

- How am I changing?
- Rights & responsibilities in the workplace
- What is a CV? Why are CVs important?
- What is an interview?
- What skills do we need for interviews?
- Mock interview practice

- What skills do I have to offer employers?
- How can I develop my employability skills?

Year 11

Key activities: personal careers interview (at least one) with a Youth Direction careers advisor, visits from local post-16 providers.

Careers information

To be relevant, careers information must be up to date and reflect the nature of both local and national workforce trends. Paper resources can be useful, however online information gives continuous up to date advice and guidance for both pupils and parent/carers.

It is important that all parties have access to this information and a list of useful websites will be published on the school website to help in careers exploration and decision making.

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 or ambassadors, employers, school alumni or staff from other projects. In all cases, such staff and organisations will be vetted for suitability by school staff and appropriate safeguarding and evaluation measures will always be in place.

For external providers looking to visit school to share information with pupils regarding careers education, please see the 'provider access' section at the end of this policy for more details.

Management and staffing

The careers programme for Ian Ramsey CE Academy will be strategically overseen by the Academy's designated careers lead (Michelle McCarthy – AHT). The day to day running of the programme will be overseen by the Academy's careers co-ordinator (Hannah Kenley).

All one-to-one careers advice is provided by Alistair Fraser, the Academy's qualified careers advisor from Youth Direction.

Support will also be given by the Academy's leader of Personal Development (Michelle Barker), Heads of Year and Form Tutors.

Staff development

Any training deemed necessary for staff delivering careers education by the Academy's careers team will be facilitated, to ensure delivery is high quality and informed.

Employer links

Links with employers, businesses and other external agencies continues to grow and the Academy has its own independent enterprise advisor with links to local employers and employees.

Equal opportunities

The Academy is keen to promote equal opportunities, challenge stereotypes and address limiting beliefs. In collaboration with other staff, the Academy practises early identification of students requiring additional support, with no limit on how many times these pupils may access a careers advisor. Through Youth Direction, the careers programme works with the SENDCo to ascertain pupils requiring additional support and plan for successful transition at every stage.

Role models, including alumni and other speakers will be used when available to demonstrate what is possible after pupils leave the Academy.

Monitoring of destination data

The Academy actively uses destination data to analyse the effectiveness of the careers programme and adapts where required.

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 pupils.

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

- Pupil voice
- Staff feedback on careers lessons and activities
- Gathering informal feedback from external providers and parents
- Destination figures post-16.

Ian Ramsey CE Academy is committed to working towards the Quality in Careers standard, the national award for schools in evaluating careers education and provision.

Provider access statement – management of provider access requests

Procedure

A provider wishing to request access should contact Michelle McCarthy (AHT & careers lead) using the information given at the beginning of this policy.

Opportunities for access

A number of events which are integrated into the schools careers programme will offer providers an opportunity to come into school to speak to pupils and/or their parents.

Opportunities include:

- Personal Development lessons (all year groups, once per week on Tuesdays 9-10am)
- Year 10 careers week (dates TBC)
- Parents evenings and other school evening events (see school website for details)

Other events may be available as the careers programme for Ian Ramsey Academy develops further.

Please speak to our careers lead to identify the most suitable opportunity for you.

Premises and facilities

The Academy has various spaces which may be appropriate for external provider information sharing such as the main hall, the activity hall and classrooms and private meeting areas.

The school will facilitate all IT requests where possible and where equipment is available. This will be discussed and agreed in advance with the careers leader or a member of the careers team.

Providers are welcome to leave a copy/copies of their prospectus or other relevant literature with the careers lead or the careers co-ordinator who will ensure pupils have access to it.

Please note the Academy does not encourage pupils to apply for courses with any providers on the day of contact. Any applications to any providers must be considered with parents/carers and independently submitted once further discussion has taken place.

Approval and review

Approved on 7th September 2018 by Gill Booth (Executive Headteacher).

Signed:

