

Whole-school ethos
on attainment for all

Addressing behaviour
and attendance

High quality
teaching for all

Meeting individual
learning needs

Deploying staff
effectively

Data driven and
responding to
evidence

Clear, responsive
leadership

Maltby Academy – Careers Plan and Provider Access Policy – 2019-21

Careers Leader:

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Maltby Academy

Careers Education, Information, Advice and Guidance (CEIAG) Plan and Provider Access Policy – 2019-21

Introduction

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

At Maltby Academy, all pupils in years 7 to 13 will:

- find out about technical education qualifications and apprenticeships opportunities, as part of our careers programme which provides information on the full range of education and training options available at each transition point;
- 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;
- understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

A provider wishing to request access should contact:

Mr R Cooper, Assistant Vice Principal; Telephone: 01709 812864; Email: rcooper@maltbyacademy.com

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. Please speak to our Careers Leader to identify the most suitable opportunity for you. 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 or a member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature at school for access by, or distribution to pupils.

Maltby Academy is committed to providing all students in Years 7-13 with a programme of Careers Education, Information, Advice and Guidance. This is guided by the Gatsby Benchmarks to ensure consistent best practice and a service that works for all our pupils. This careers programme is delivered through a combination of approaches and methods, including Life Skills in Years 7 to 11 and through assemblies, presentations, employer visits, seminars, work-related projects, university workshops and one to one careers guidance meetings. The one to one guidance appointments are delivered by an impartial qualified careers adviser. Students can request a guidance appointment at any time throughout their academic life and students will be offered support at key transition points such as Year 8 / Year 9 options, Year 11 progression planning and UCAS application for those post 16 pupils who want to progress on to University. Careers guidance specialists will also be present at parent evenings to provide any further careers support.

We aim to provide all pupils with the information, understanding, skills and experience necessary to prepare them for their next steps in education, employment or training. We feel they should be able to confidently make decisions based on impartial advice, information and guidance. There is an opportunity for a range of education and training providers to access all pupils in year 8 to year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships (as set out above).

The following contains further information on components of the careers programme and modules that make it up.

Overview:

	Year 7-9	Year 10-11	Year 12-13
Key theme	GCSE Choices	Post 16 Options	Post 18 Options
Student Outcomes: students will prepare for and make more informed decisions at key moments of choice	<ul style="list-style-type: none"> ✓ Students explore and establish their suitability to careers and understand the KS4 subjects that are important to them ✓ Students understand the factors important to making informed decisions including learning style and career aspirations ✓ Students build a picture of their career aspirations and subject choices as well as start to evidence understanding of key skills 	<ul style="list-style-type: none"> ✓ Students explore their post-16 options and their intended choices relate to preferred learning style and future career aspirations ✓ Students and parents understand the application process and entry requirements for their intended choices ✓ Students capture the experiences and achievements that will help them to stand out on paper and in person 	<ul style="list-style-type: none"> ✓ Students explore their post 18 options and develop a deeper understanding of their progression and career preferences ✓ Students research and compare options, and make decisions based on personal suitability and the availability of options ✓ Students prepare for future employment, refine their personal profile and start to demonstrate the application of their skills

Careers across the curriculum, through

At Maltby Academy our Careers Programme aims to embed careers across the curriculum to ensure there is joined up thinking around all of the discrete activities taking place across the school (for example enterprise, enrichment and employability events). This helps us to ensure our pupils can access all of the information they will need, in formats suitable to them, to make informed decisions. There are a variety of approaches to achieve this, many of which employ the 'Start' online programme.

Start has been developed with careers guidance theory in mind therefore learners are able to take ownership of their own progression once registered. Information is presented in a unique and engaging format and learners can access the platform anytime, including at home with parents. We are able to revisit Start at key times in the curriculum, ensuring learners are prepared to make excellent decisions as they progress through their careers journey. The programme also allows us to join up our strategy by using Start to both prepare learners for, and track progress through, careers activities. It also allows for all teachers to add a real life context to lessons and inspire learners about their futures with over 1,600 job roles and continuously updated media linking to all areas of the curriculum. Using Start's skills profile our pupils can see how their skills are transferable between lessons and to the real world.

Areas of Start which allow this include:

- Modules - Structured activities to guide students through the relevant content on Start, at the right time and in good time
- Student Profile - A starting point for students to access personalised content and information as well as decision-support tools
- Employability Action Plan - An action plan for students to set future study and career goals to stay on track and raise aspirations
- Locker - The online record of achievement for students to organise evidence for future applications and presentation of their employability
- World of Work - Content to spark an interest, dispel myths and stereotypes and help students to understand work, industries and employers
- What to Study - Information on qualifications to highlight entry requirements and the multiple progression routes in to careers
- Where to Learn - Provider information to help students to identify suitable places to learn linked to subject and qualification choices
- Employability - Content to help students explore and understand the importance of skills and prepare for work experience and future employment

Further information:

Y7	Y8	Y9	Y10	Y11	Y12	Y13
<p>Which jobs suit my interests and work preferences? Pupil complete personalised profiles by rating skills, qualities, work preferences and interests to generate some job suggestions that may be suitable for them to consider</p>						
<p>Introduction to Apprenticeships and University This activity will introduce pupils to life at university and why it should be an option for the future as well as learning about Apprenticeships and the jobs it could lead to</p>						
<p>Introduction to Employability Action Plan Pupils will learn the importance of setting goals and action planning on their journey through how to use their Employability Action Plan to reach their longer term career goals</p>						
<p>What are Employability Skills? Pupils find out what employability skills are, why employers value them so highly and how developing employability skills will improve their chances of thriving in their career</p>						
<p>Introduction to choosing my GCSEs Get an overview of what's involved with choosing their GCSE subjects</p>						
<p>Where could my GCSE subjects take me? Pupils research and find out how subject choices link to future careers</p>						
<p>Choosing my GCSE options Use the decision making checklist to see how informed you really are</p>						
<p>Challenging stereotypes Pupils challenge common misconceptions around career stereotypes</p>						
			<p>Choosing an Apprenticeship at post 16 Pupils demystify the world of Apprenticeships</p>			
			<p>Guide to Sixth Form and College Explore the facts around College & Sixth Form</p>			
			<p>Post 16: what's right for me? Which pathway is right for pupils to take?</p>			
			<p>1-2-1 careers advice Pupils receive advice from qualified advisors, considering realistic and appropriate pathways</p>			
					<p>Understanding student finance Explore finance facts and affordability for you</p>	
					<p>Post 18: what's right for me? Which pathway is right? Explore impartial facts</p>	
					<p>Researching & applying for university What to consider and what process to follow</p>	
					<p>Writing your UCAS personal statement What do universities look for in an effective form</p>	
					<p>Choosing an Apprenticeship at post 18 Demystify to make effective, informed decisions</p>	

start  mapped to the Gatsby Benchmarks:

BENCHMARK A STABLE CAREERS PROGRAMME

1

- ▶ A free and sustainable online platform for delivering careers information
- ▶ Underpinned by a programme for students in Years 7 to 13
- ▶ Accessible to all students, staff and parents

BENCHMARK LEARNING FROM CAREER & LABOUR MARKET INFORMATION

2

- ▶ Localised career and labour market information from LMI for All
- ▶ Impartial information on all study options at GCSE, post-16 and 18
- ▶ Live course information and apprenticeship vacancies

BENCHMARK ADDRESSING THE NEEDS OF EACH PUPIL

3

- ▶ A student profile to personalise content, career and future study information
- ▶ Learning modules for all ages to guide students through moments of choice
- ▶ Tools to capture and share inspiring alumni stories

BENCHMARK LINKING CURRICULUM LEARNING TO CAREERS

4

- ▶ Subject-led careers and future study search
- ▶ Employer-led information linking subject knowledge application in work
- ▶ Content and tools promoting classroom skills-learning to employability

BENCHMARK ENCOUNTERS WITH EMPLOYERS AND EMPLOYEES

5

- ▶ Employer profiles offering an insight in to work and employment
- ▶ Employer-led skills content and Three Minute Hero career stories
- ▶ An online Locker to record and evidence encounters with employers

BENCHMARK EXPERIENCES OF WORKPLACES

6

- ▶ Advice to help prepare for and make the most of work placements and visits
- ▶ Action plan tools to manage the process of securing work experience
- ▶ An online Locker to evidence impact of work experience and part time jobs

BENCHMARK ENCOUNTERS WITH FURTHER AND HIGHER EDUCATION

7

- ▶ Learning modules to explore and demystify all post-16 and 18 pathways
- ▶ Comprehensive, impartial information on all academic and vocational routes
- ▶ Every post-16 and post-18 provider profiled with full course information

BENCHMARK PERSONAL GUIDANCE

8

- ▶ Student registration data and personal profiles to inform guidance interviews
- ▶ Age-appropriate modules to prepare students for key moments of choice
- ▶ Action plan tools to support and enhance the guidance process

What are the Gatsby benchmarks?

The eight benchmarks are a framework for good career guidance developed to support schools and based on best practice from across the world.

What is Start?

Start is a free, online careers platform, designed to connect 11-18 year olds with their future career potential. It combines the most comprehensive source of information with a personalised experience and career planning tools, helping students to make more informed decisions about future study and career options.

How can Start help me to reach the Gatsby benchmarks?

We agree that there is no 'magic bullet' for delivering good career guidance and that schools must plan and connect a coherent programme of activities. Start is designed to underpin your programme as a resource accessed regularly by students from Year 7 to 13, and the information on this page summarises how it can do that.

Key to any school achieving the benchmarks will be appropriate leadership resource, SLT and staff buy in as well as regular review and adaptation of the programme. With this in mind, we also provide schools with additional services and support including:

- ✓ tailored launch, implementation planning and review meetings
- ✓ reporting on student activity, aspiration and intended destination data
- ✓ staff training and CPD meetings

For more information please visit startprofile.com or call 0113 276 8080

How we measure and assess the impact of the careers programme on pupils

We measure and assess the impact of the careers programme by:

- Tracking pupil:
 - o guidance sessions with careers advisors,
 - o encounters with employers,
 - o encounters with employees,
 - o encounters with further education institutions,
 - o encounters with higher education institutions,
 - o experiences of workplaces,

- Evaluating the careers programme through staff responses

- Surveying pupils' views

The next review of this information will take place in July 2021