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Co-op Academy
Grange

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Careers Policy and Provider Access Policy (Baker Clause)

Approved: November 2019

Review Due: November 2021

CO-OP ACADEMY CAREERS POLICY

Introduction

There has never been a time when careers guidance has been as important for young people as it is today. The landscape of education, training and employment opportunities that students need to navigate is more complex and more challenging than that faced by previous generations. While the economy is beginning to recover from the recent recession, levels of youth unemployment and under-employment are still high. The raising of the age for participating in learning means that young people face a wider range of choices of courses and places to study.

Qualifications such as GCSE and A level are changing, and opportunities in higher education extend now beyond the UK to other parts of Europe and further afield. Students need help to make choices and manage transitions: they need good quality careers education, information, advice and guidance.

The school careers plan sets out how the school intends to provide a fit for purpose careers programme with the available resources which will provide our students with the knowledge, inspiration and ability to take ownership of their own career action plans which will enable them to succeed in their chosen career paths. The schools careers plan uses the Gatsby Benchmarks as a framework.

The school careers plan is inclusive and consider the individual needs of all students, activities will be tailored to suit the diverse needs of all students.

The school Careers Plan is based on the DfE document "Careers Strategy: making the most of everyone's skills and talents" published 4 December 2017. In accordance to recommendations in the Careers Strategy the school work with an Enterprise Coordinator, who is part funded by the Careers and Enterprise Company and Leeds City Region Enterprise Partnership (LEP). The school also has an Enterprise Adviser, a volunteer from a business who supports connections to local businesses.

Careers education does not just mean informing students about their options after school but also how their school career will affect their futures. It is our statutory duty to ensure that all students receive independent, impartial advice and guidance regarding all options within school, and how they will affect their options after school and which careers pathways will become available to them. By helping students with decisions at crucial stages, informing them of all their options and introducing them to the world of work, we aim to prepare them for life after school whichever path they choose.

Student Entitlement Statements

Year 7 Careers Entitlement

- Students are encouraged to identify personal traits, strengths and skills and develop confidence and have high expectations of themselves.
- Students are introduced to careers resources and informed how to use them.
- By beginning careers education early students can make better informed decisions at transition stages and are more motivated in school to follow a particular pathway.
- Students will take part in enterprise challenges, and employability sessions.
- Students will have meaningful encounters with representatives from businesses and employers.
- Students will be provided with up to date labour market information.

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Year 8 Careers Entitlement

- Students build on personal strengths and begin to link skills to specific careers enabling realistic and informed decisions at transition stages.
- Students introduced to the world of work and how it is constantly changing.
- Students introduced to other careers software and websites available in school.
- Students encouraged to think about what they might like to achieve after school.
- Students should begin to think about GCSE option in terms of career pathways and plan future within school.
- They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.
- Students will have meaningful encounters with representatives from businesses and employers.
- Students will be provided with up to date labour market information.

Year 9 Careers Entitlement

- Students encouraged to reassess personal strengths with a focus on transferable skills.
- Students encouraged to investigate different jobs and careers and what they mean in terms of lifestyle, budgeting and a good work/life balance and develop economic awareness.
- Students encouraged to challenge stereotypes within the world of work and traditional job roles.
- What is a CV, what is a cover letter and why do people applying for jobs need them?

- Students have optional access to independent and impartial advisers via drop in sessions. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.
- Students will have meaningful encounters with representatives from businesses and employers.
- Students will be provided with up to date labour market information.

Year 10 Careers Entitlement

- Students begin to explore 6th form options and interview techniques.
- Students are encouraged to think about employability, which careers appeal and to identify and set themselves realistic future goals.
- Students are encouraged to use careers resources available and informed where to find out more about specific courses/careers.
- Students will have meaningful encounters with representatives from businesses and employers. This will include inspirational talks from representatives of local businesses, including apprentices, employed and self-employed.
- Students will be provided with up to date labour market information.

Year 11 Careers Entitlement

- Students are helped with post 16 choices and encouraged to consider all their options including further study in 6th form and apprenticeships. Interview techniques further developed.
- Students should use careers interviews to help understand different career pathways and entry requirements and encouraged to make contingency plans should results be better/worse than expected and set personal targets for development.
- Specific mock interviews for those with a particular career path in mind also available. Including representatives from businesses and further education providers.
- Students are encouraged to think about the kind of behaviour potential employers look for.
- Students are encouraged to attend careers talks, fairs, college open days and taster days with employers and further education providers including technical colleges.
- Students are kept up to date with post 16 deadlines.
- Students have optional access to independent and impartial advisers via drop in sessions. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.
- Students will have meaningful encounters with representatives from businesses and employers.
- Students will be provided with up to date labour market information.

Year 13 Careers Entitlement

- Students are given specific help with preparing UCAS/applying for apprenticeships.
- Sessions on understanding school leaver and graduate job markets and how to look and apply for jobs.
- Students should start to understand how world of work is changing and how it might affect individuals.
- Students learn how to manage a career in terms of progression, budgeting and planning for the future.
- Students are reminded of different options including higher education, jobs, gap years, apprenticeships etc.
- Students are encouraged to attend university open days, mock interviews, careers interviews and meet potential employers to discuss future options.
- Students have optional access to independent and impartial advisers via drop in sessions. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.

At Co-op Academy Grange we are committed to ensuring that all students are given meaningful careers information and guidance, which not only inspires our students, but fully equips them with the skills, qualities and qualifications to enter the world of work or further education. With the use of our extensive CEIAG programme we are able to direct students on to the correct pathways in order to ensure that students succeed in their future goals, feel aspirational and strive for ultimate success.

Further Information

The CEIAG programme has been designed to be compliant with the government's Career Strategy that was published in December 2017. The strategy focuses on eight benchmarks in order to formalise careers provisions and each school has a named Careers Leader as part of statutory requirements.

To find out more on CEIAG and the Eight Gatsby Benchmarks please use the following links:

<https://www.education-ni.gov.uk/articles/careers-education>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672418/Careers_guidance_and_access_for_education_and_training_providers.pdf

<https://www.careersandenterprise.co.uk/schools-colleges/gatsby-benchmarks>

Provider Access Policy (Baker Clause)

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to students 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.

Student entitlement

All students in years 8-13 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.

Management of provider access requests a provider wishing to request access should contact Danielle Lewandowski, Careers Leader

Telephone: 01274 779662

Email: danielle.lewandowski@coopacademies.co.uk

A number of events are integrated into the school careers programme and will offer providers an opportunity to come into school to speak to students and/or their parents/carers. We run careers fairs throughout each key stage so that external providers can tailor their information for the appropriate level.