



## Orsett Heath Academy



**SOUTH WEST ESSEX**  
COMMUNITY EDUCATION TRUST

Policy Name	Careers Education and Information Advice and Guidance policy
Written by	<b>Mr L Taylor. Deputy Headteacher</b>
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## **Vision**

We aim to provide an inclusive, effective, and progressive careers strategy that contributes to positive outcomes for our pupils. We will work to address the needs of each and every pupil by providing them with an enriching careers related curriculum, educational experiences and impartial careers guidance provided by a full-time level 6 qualified careers adviser. They will be equipped with the knowledge required to enable them to make informed decisions about important life and school choices. We are committed to regular evaluation for effectiveness.

## **We are committed to:**

- the provision of a stable careers programme that offers a range of high-quality and inspiring, progressive careers activities that enable pupils to make well-informed decisions about education, training, apprenticeship, and employment opportunities.
- preparing pupils for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding.
- supporting pupils to acquire the self-development and career management skills they need to achieve positive employment destinations.
- helping pupils to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.
- supporting all pupils to acquire the knowledge, skills and confidence to fulfil their potential.
- acting impartially, in line with our statutory duty, and not showing bias towards any route, be that academic or technical.
- promoting a full range of technical options, including apprenticeships, traineeships, T Levels and other approved technical education qualifications
- putting in place a range of opportunities for post 16 education and training providers, to talk to all year 8 to 13 pupils about their education or training offer.
- using the Gatsby Benchmarks to develop a careers programme that increases opportunities for pupils to access everything from experiences of the workplace and personal guidance with a careers adviser, to engagement with employers, colleges, training providers and universities.
- using benchmark toolkits and resources available from The Careers & Enterprise Company
- improving careers provision through the appointment of a Careers Leader who has the skills, commitment and backing from their senior leadership team, including protected time that enables the role to be carried out effectively. The Careers Leader will be named and have their contact details published on the website.
- using Compass+, the online evaluation tool, to self-assess their careers programme and track our improvements and report on the school's careers provision.

- personalising careers interventions to the individual pupil, with the aim of supporting more targeted careers programme planning and delivery.
- actively supporting post 16 progression to positive and sustained destinations such as apprenticeships, technical routes, school sixth forms, sixth form colleges, further education colleges, universities or employment.
- supporting the Local authority statutory duties to track the destinations for young people, and to identify and support young people who are not in education, employment and training by maintaining contacts with the local authority in Thurrock.

**We will meet our commitments through:**

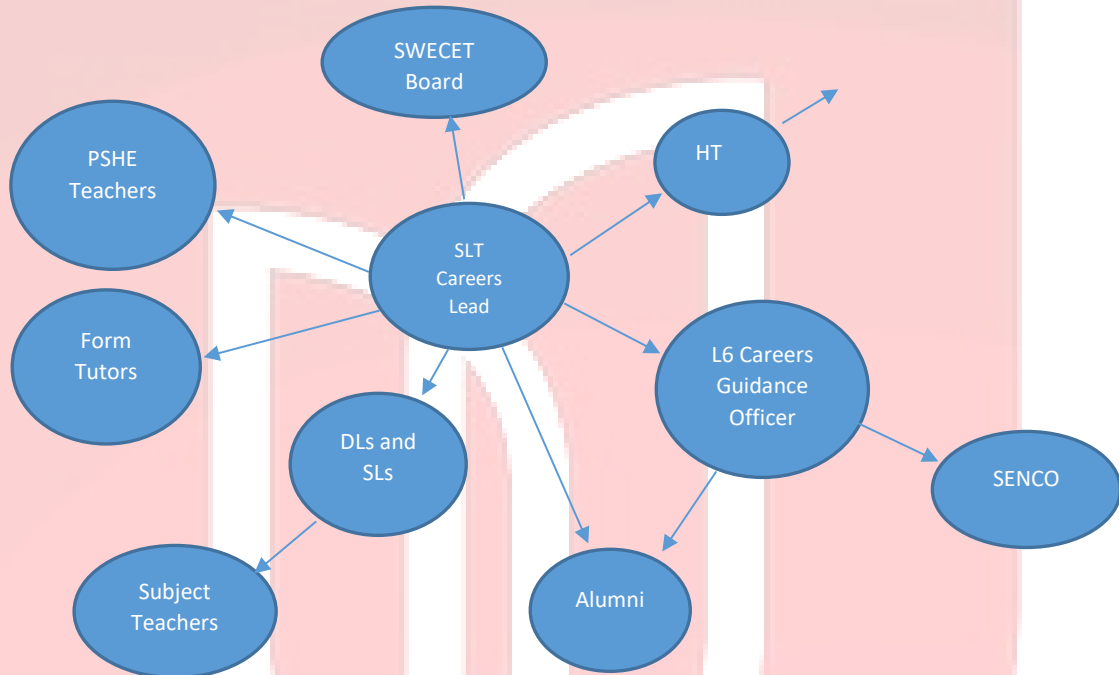
- the South West Essex Trust Board providing clear advice and guidance on which the school leader can base a strategic careers plan which meets the legal or contractual requirements of the school or college.
- the development of a plan in line with the Gatsby Benchmarks that shows how the careers programme will be implemented and how its impact will be measured.
- the provision of impartial careers guidance to all 11- to- 16-year-olds that includes information on the range of education or training options, including apprenticeships and technical education routes; and promotes the best interests of the students to whom it is given.
- allowing a range of education and training providers to access all pupils in years 7 to 13 to inform them about approved technical education qualifications and apprenticeships.
- enabling pupils to understand the full range of learning opportunities that are available to them, including both technical and academic routes and learning in schools, colleges, universities and in the workplace by providing meaningful encounters with providers from sixth forms, colleges, universities and apprenticeship providers.
- publishing the 'current' careers programme on the school's website in a way that enables pupils, parents, school/college staff and employers to access and understand it.
- regularly evaluate and review of the programme with feedback from pupils, parents, school/college staff and employers as part of the evaluation process. Then using this to inform development plans to further improve the careers programme in meeting the needs of pupils.
- informing young people, teachers, parents and employers what each pupil can expect from their careers education and guidance, in each year at the school.
- publishing the following information about our careers programme on our website:

- The name, email address and telephone number of the Careers Leader;
  - A summary of the careers programme, including details of how pupils, parents, teachers and employers may access information about the careers programme;
  - How the school measures and assesses the impact of the careers programme on pupils;
  - The date of the school's or college's next review of the information published.
- Giving every pupil, and their parents and carers, access to good quality information about future study options and labour market opportunities.
  - giving every pupil, and their parents and carers, the support of an informed adviser to make the best use of available information.
  - providing opportunities for all pupils to have guidance interviews with a level 6 career adviser, timed and tailored to meet their individual needs at least once before the application deadlines in Year 11.
  - embedding equality and diversity considerations throughout the careers programme and by actively challenging stereotypical thinking and raising aspirations, including SEND and disadvantaged pupils.
  - working in partnership with the Special Educational Needs Coordinator and inclusion teams to identify the guidance needs of all pupils with SEND and put in place personalised support and a transition plan. By helping pupils with SEND and their families to understand the full range of relevant education, training and employment opportunities, such as traineeships and apprenticeships, supported internships (for pupils with education, health and care plans) or routes into higher education.
  - keeping systematic records of the individual advice given to each pupil, and subsequent agreed decisions.
  - leading the September Guarantee process which aims to ensure that all 16 and 17-year-olds are offered a suitable place in education or training; and by paying particular attention to young people who are NEET, working with local partners to develop provision and referring those who are eligible for support.
  - maintaining accurate data for each pupil on their education, training or employment destinations after they leave school
  - subject staff linking their curriculum with careers, even on courses that are not specifically occupation-led. STEM subject staff highlighting the relevance of STEM subjects for a wide range of career paths and reflecting the importance of maths and English as a key expectation from employers.
  - delivering careers, employability and enterprise lessons through the curriculum as part of their commitment to Personal, Social, Health and Economic (PSHE) education and citizenship education, and Creative Curriculum, which includes finance education.

- providing opportunities for pupils to learn from employers about work, employment and the skills that are valued in the workplace.
- building and maintaining the alumni network which provides pupils with encounters with employers and employees

**Orsett Heath Academy Careers Strategy in practice:**

- The organisation of the Careers Strategy personnel



September starts with a review of the Careers Policy to ensure that updated legal and contractual requirements are planned for and that enhancements from the end of year provision review are included. The policy is checked and signed off by the South West Essex Trust Board.

Before the end of September, the careers strategy plan is finalised to ensure it is in line with the Gatsby Benchmarks and meets the requirements of the policy. The careers strategy plan shows how the careers programme will be implemented and how its impact will be measured. To monitor the implementation of the careers programme the SLT Careers Lead meets with the Enterprise Coordinator for Thurrock to discuss the schools Careers programme and strategy for the year ahead. Further meetings will take place termly to review the careers advice and guidance delivery schedule and review the level of provision to ensure that all learners receive a level of service that is consummate to their needs.

The Level 6 qualified Careers Advisor essentially delivers impartial careers guidance to all year 10 students. The careers meetings include information on the range of education or training options, including apprenticeships and technical education routes; and promotes the best interests of the pupils to whom it is given because they are tailored to meet individual needs. Pupils receive their careers meeting invite via their form tutor and are expected to attend on time (meetings can be re-arranged where there are special circumstances). A typical careers interview is 30 minutes in length

and will explore the interests of the individual within the context of academic progress and personal development. A careers pathway plan is recorded which is communicated to parents/carers and is later reviewed to ensure that application deadlines will be met. Pupils are entitled to at least one interview in Year 10 but can request further meetings and are welcome to 'drop in' during break times. The Careers Advisor maintains systematic records of the individual advice given to each pupil, and subsequent agreed decisions on Compass Plus.

The Careers Advisor works in partnership with the Special Educational Needs Coordinator (SENCO) and inclusion teams to identify the guidance needs of all pupils with SEND and put in place personalised support and a transition plan that helps pupils with SEND and their families to understand the full range of relevant education, training and employment opportunities, such as traineeships and apprenticeships, supported internships (for pupils with education, health and care plans) or routes into higher education. Pupils who have been identified as being in the PP category are also prioritised and provided for in the same way as outlined above, as well as additional work centred around aspiration and goal setting.

The Careers Lead inform pupils, teachers, parents and employers of what they can expect from careers education and guidance, in each year at the school, by publishing the 'current' careers programme on the Careers page of the Orsett Heath Academy school website. The regularly promoted webpage content gives access to good quality and up to date information about future study options and 'local' labour market opportunities, including links to the largest employers in Thurrock. There is important information explaining each of the post 16 qualifications and subsequent progression routes as well as features about the Alumni; Apprenticeships and Traineeships; Careers Management resources; links to a range of on-line careers resources (including Morrisby Careers, Apprenticeship website, the National Careers Service, iCloud, Careerpilot, Step into the NHS, Imiforall and businessballs); a curriculum subject careers directory covering all subjects delivered at Orsett Heath Academy school; a bank of IAG videos covering Higher Education; a calendar detailing post 16 college and training provider information about open events, as well as links to the relevant webpages of over twenty of the most local post 16 providers; and advice and guidance materials and videos about post 14 options at Orsett Heath Academy school to dovetail the subject specific 'loomed' videos on the options page on the website.

Furthermore, the following information is also included:

- The name, email address and telephone number of the Careers Leader.
- How the school measures and assesses the impact of the careers programme on pupils;
- The date of the school's or college's next review of the information published.

The Careers lead will respond to every request for information and guidance from parents, carers, teachers and employers within twenty-four hours so they are better equipped to support their child. They also communicate electronically when important updates have been posted.

Education and training providers are currently invited into the school to ensure they have access all pupils in years 9 to 11 to inform them about academic, vocational and approved technical education qualifications and apprenticeships. We invite local training providers to give presentations to both KS 3 and 4 to enable pupils to understand the full range of learning opportunities that are available to them. We wish to raise awareness of both the technical and academic routes available to them by providing meaningful encounters with providers from sixth forms, colleges, universities and apprenticeship providers. There will be taster days to USP and SEC colleges for Year 10 pupils.



Orsett Heath Academy school is committed to delivering careers, employability and enterprise lessons through the curriculum as part of its Personal, Social, Health and Economic (PSHE) education and citizenship education, and Creative Curriculum.

Currently Year 8 experience a six week careers programme covering employability, aspirations, branding, career choices, problem solving and types of work; Year 9 cover options, Morrisby Careers, and are given the opportunity to reflect on their enterprise and employability skills; Year 10 cover transition to GCSE skills, explore post 16 qualifications and pathways and some personal finance;

There are Careers related Focus Days for Year 9 & 10 where options, Morrisby Careers, Local Labour Market information, post 16 qualifications and progression routes, CV and personal summary statement writing are covered.

Pupil are introduced to the careers resources on Unifrog and are given guidance on how to record their achievements. There is focus on the development of personal, enterprise and employability skills through the delivery style of the subject and the opportunities for the learners to meet enterprise challenges, develop team working and presentation skills. The Careers Lead is aiming to develop the careers provision even further this year. In support of these activities there is a tutor programme of careers related videos and presentations shown to Years 8 to 10 during tutor time. These cover post 16 qualifications and pathways; local labour market information, minimum wage updates, FE, training and apprenticeship providers, HE or apprenticeship, subject related careers videos from BBC careers, and how to build personal experiences and CVs. All of these learning opportunities embed equality and diversity whilst challenging stereotypical thinking and raising aspirations, including SEND and disadvantaged pupils. Option take up of certain subjects would suggest that these messages have been successfully received and acted upon. The Duke of Edinburgh scheme is proving to very popular at Orsett Heath Academy school and the activities challenge the participating pupils and enrich their learning journey. There are an abundance of leadership and responsibilities opportunities provided through the House and Pastoral systems including; PALs, Prefects, Student Executive, Sports Leaders, Duke of Edinburgh.

The Careers lead is currently developing the current provision of opportunities for pupils to learn from employers about work, employment and the skills that are valued in the workplace.

The careers lead has liaised with subject staff in supporting them in linking their curriculum with careers, even on courses that are not specifically occupation-led. As a result, more curriculum time is being used to cover subject specific careers and the resources generated are being shared. STEM subject staff highlighting the relevance of STEM subjects for a wide range of career paths and reflecting the importance of maths and English as a key expectation from employers. Maths produce activities for form tutors to use during tutor time. There is a subject specific section on the website which includes lots of links to resources to support staff, pupils and parents/carers

The careers lead seeks the opinions and judgments of its stakeholders through regular evaluation and review of the programme. Feedback from pupils, parents, school/college staff and employers is collated as part of the evaluation process. The overview of the evaluation process is recorded on Compass Plus which is reviewed by the school's designated Enterprise Co-ordinator and a representative from Thurrock Careers and findings are discussed during termly online meetings. Furthermore, the careers lead attend Careers hub meetings where opportunities, experiences and resources are shared. The Careers lead uses this feedback to inform development plans to further improve the careers programme in meeting the needs of its stakeholders. The careers

leadparticipate in the CPD provision offered by the Careers hub and the Careers and Enterprise Company to assist them in their work.

<b>Review date</b>	<b>Signed</b>	<b>Reviewer</b>	<b>Next review due</b>
1st September 2023		Laine Taylor - DHT	1 <sup>st</sup> September 2024
1st September 2023		Simon Bell - HT	1st September 2024

