



Dixons Trust

Policy Documentation

Policy: Careers

Responsibility for Review: Vice Principal
Date of Last Review: January 2018

Careers

Purpose

The Academy is committed to providing both independent careers guidance and a highly structured careers programme as the legal entitlement of all students. Excellent careers, information and guidance prepares students to make appropriate choices in order to be successful in adult life. Our Careers, Information, Advice and Guidance (CEIAG) programme program will develop the students' skills and provide the information to enable them to make informed educational and careers decisions, which are aspirational yet consistent with their abilities and needs.

The aims are that students should:

- have the opportunity to undertake a variety of work-related activities and experiences
- understand themselves and develop their capabilities
- understand and investigate careers and opportunities
- be aware of education, training, career options and pathways
- make appropriate choices about their continuing education and career paths
- recognise their potential
- manage transitions to new roles and situations; and link what they learn in school with life outside and their future steps
- implement their career plans
- have access to a cohesive Careers Education Information, Advice and Guidance (CEIAG) programme from Year 7 through to Year 11

Procedures:

- the Heads of Year in conjunction with the Careers Advisor lead and quality assure the provision of a CEIAG programme across the Academy, and liaise with the relevant outside agencies
- the Head of Year will liaise with Form Tutors and will provide relevant training for teachers delivering CEIAG
- the Heads of Year and the Careers Advisor, will liaise with the Heads of Department, in order to increase subject teachers' awareness of their contribution to CEIAG and work related learning (WRL)
- the Careers Advisor will negotiate a 'Partnership Agreement' between the Academy and an external accredited provider. Key Stage 4 students will have access to careers guidance from an independent Careers Adviser employed by Aspire-I Limited
- students who are leaving the Academy at Year 11 will have guided support from the Careers Advisor in order to aid their transition to an alternative pathway
- the Careers Advisor will keep parents informed regarding alternative Post-16 options and advice
- Key Stage 3 will have an opportunity to attend university taster days to help raise aspirations, organised by the Head of Careers and relevant Heads of Year.
- All Key Stage 3 students will receive a careers education module with Form Tutors relevant to their option choices
- Key Stage 4 students will have an opportunity to attend career conventions, employment fairs and Higher Education conventions as part of their CEIAG programme (organised by the Careers Advisor and relevant Heads of Year)

- Students with additional learning needs will be assisted by the Individual Needs department in making their next step in education or training

Provider Access Statement

Introduction

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

Management of provider access requests

Opportunities for access

Our provision includes various opportunities for students to access a range of events. These are mainly integrated into the schools careers programme and curriculum. These events are therefore delivered internally, with contribution from external providers where appropriate.

Procedure

A provider wishing to request access should contact Shona Stone, Careers Advisor, via the school contact details.

Local providers are invited to key relevant events. In addition, external providers interested in coming into school should speak to Shona Stone, our Careers Advisor to identify the most suitable opportunity. The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

Resources

Once visits have been agreed, the school will provide appropriate rooming to facilitate the visit, along with any equipment requested by the provider, where it is available.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception which will be displayed in the careers section of the library which is managed by our Careers Advisor. The library is available to all students at lunch and break times.

