



CAREER GUIDANCE AND INSPIRATION POLICY AND OPERATIONAL PLAN

2018 - 2019

Key Priorities, Outcomes & Actions

Commitment

The Carlton Academy is committed to providing all students in Years 7-13 with a programme of careers activities and supporting activity. The programme has been developed in line with the eight Gatsby benchmarks for ensuring best practice and to meet the requirements of the Department for Education's statutory guidance 2018.

The Carlton Academy believes that:

- Every student should have high quality, independent careers guidance to encourage them to be aspirational and well informed when making educational and career decisions.
- All students should participate in a range of activities to develop a variety of employability skills, preparing them for a working life which is in the best interest of the student being enjoyable and providing economic well-being.

Gatsby Career Benchmarks

The career programme is used to develop and improve the programme of career education and guidance offered to our students. The Gatsby Career Benchmarks identify good practice and define the essentials of good career guidance providing a robust and realistic framework for developing a career programme that is first class.

The Gatsby Benchmarks

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of work places
7. Encounters with further and higher education
8. Personal guidance

All students at The Carlton Academy should:

- Expect information, advice and guidance as an entitlement and know where to access up to date information about work, training and educational opportunities.
- Be given the opportunity to experience work related learning including a period of work experience (Yr10 and Yr12).
- Experience a range of career related activities including careers workshops, employer talks, career fairs, motivational speakers, college and university visits.

Career Guidance

Academies have a duty to secure access to independent and impartial (no bias towards a particular education or work option) careers guidance for students years 8-11 (Education Act 1997, 2011 & Careers Guidance & Inspiration in Schools March 2015 Statutory Guidance). The Academy's duty to secure independent career guidance for all year 8-11 pupils is intended to expand advice and guidance for young people so they are inspired and motivated to fulfil their potential, develop high aspirations and consider a broad and ambitious range of careers.

Key priorities:

- Provide independent & impartial careers advice, prevent stereotyping and promote the best interest of the student to whom it is given.
- Ensure adequate support for students with SEN or disabilities.
- Work with Local Authority to identify those 'at risk' of not participating post-16 in education or training and the services to support them.
- Work with education and training providers to provide information on the range of available education options including apprenticeships.
- Inspire and motivate students to fulfil their potential and develop employability skills.
- Provide direct students access to the **National Careers Service**, launched by the Government in April 2012, giving job market information and job profiles and other online career guidance sites.
- Provide access to online impartial careers and further and higher education resources.
- Inspire students through real life experiences/real life contact with work.
- Provide entrepreneurial challenges to develop employability skills and self-employment opportunities.
- Encourage students to study STEM subjects.
- Develop employer-academy links with the help of the Gedling Borough Council to address career aspirations and link what is done in class to the outside world.

Outcomes:

- Ensure all students are well informed when making subject and career decisions
- Reduce the amount of 16–18-year-old NEETs
- All students to have a clear sense of achievable direction about future education, training options and goals
- All students to understand that if English and maths not secured at grade 4, then this will be a continued subject for study at post 16
- All students understand the importance of STEM subjects
- All students are aware of out of school opportunities (e.g. National Citizen Service, voluntary activities).
- All students have a portfolio record of all extra-curricular and enterprise related activities that a student has taken part in.
- All students are aware of any post 16 funding available to them (16- 19 Bursary Fund)
- All students to have interacted with employers and understand the skills employers are looking for.
- All students to have developed some, if not all, of the key skills needed to progress in to employment and further and higher education.

Actions - What will the action be? When will/was it done?	Led by	Monitored by	Gatsby Benchmark
Identify critical cohorts to ensure students with SEN and/or disabilities receive additional personalised external (Futures) and internal support.	CBL	JH	1,3
1:1 career meetings with Miss Blyth with referrals to Futures for those identified as risk of being NEET	CBL	JH	3,8
Update webpage with careers information and links to additional support including the National Careers Service	CBL/SP	JH	2,3,4,
Assembly – National Citizenship Service	LW	LW	3,5,7
All Years - National Careers Week – Careers and Aspirational Talks delivered by visiting professionals	CB	JH	2,3,4,5,7
Representation by post 16 providers & Career Advisor at all KS4 parent evenings/events	CB/SP	JH	2,3,4,5,7,8
Implement online Unifrog package for career information and support [June 2018]	KA/SP	JH/KA	2,3,7
RHT - Careers Network Meetings – to share good practice	CBL	JH	1
Y8 Into University – Visit to Nottingham Trent University [Implement 2018/19]	CBL/SP	JH	2,3,4,7,8
Yr8 Option Assemblies [Feb 2018] & Option booklet / pathways	JM	RP	3,4,8
Yr 8 Option evening [Feb]	JM	RP	2,3
Yr8 Yr9 'Big Bang' Careers fair – Derby [June 2018]	CB/SP	JH	2,3,6,7,8
Yr 9 Careers in the Curriculum week in June – linking each subjects to careers, Employer talks every day	SP/CB	JH	1,2,3,4,5
Yr 9 whole year assembly with visiting speaker from the Bank of England [Oct 18]	CB	JH	2,5
Off timetable careers day year 10 – Speed Networking with local Employers and Business people, Have a go sessions and Work experience session [Feb 19]	CB/SP GB council	JH	2,3,4,5,8
Yr 10 Off timetable careers day – CV workshop, online careers recourse lesson	CB/SP/SP	JH	2,3,5
Y10 Into University Workshop and visit – Raising Aspirations [Implement 2018/19]	CBL/SP/KA	JH	2,3,4,7,8
Y10 and Y11 Career guidance 1:1	CBL	JH	2,3,4,8
Implement Y11 tracker to identify risk of NEET [2018/19]	CBL/tutors/HOH	JH	1,3
University visits Y11 to experience university & raise aspirations - Raising the grade [Implement 2018/19]	CBL/SP/KA	JH	2,3,4,7,8
Y11 Carlton 6 th Form Assembly and 2 day meet current 6 th formers event	KA	SLT	4,7
6 th Form Open eve Parents and Students [November]	KA	KM	2,3,4,7
Secure work experience placements for all year 10 and year 12 students to gain real life work experience and develop employability skills in an area of interest and in support of their studies.	SP/LC	JH/KA	4,5,6
Off timetable year 11 careers day – Mock interview practice, learning about the world of work [Sept/Oct]	CB/SP	JH	2,3,4,8
Year 11 and 13 Mock Interviews [October]	CB/SP	JH	2,3,5,6
Assemblies – 6 th Form/colleges/apprenticeships/ Speakers from business - insight into work and career pathways	CB/SP	JH	2,3,4,5,7,8

Year 7 & Year 8

- Work awareness assembly
- Tutor provides advice to students on an individual basis against achievement
- Online/website link to career guidance and further information
- Visiting speakers – Subject careers talks
- Options evening
- University visits
- Off timetable STEM day – year 8

Year 9

- Tutors provides advice to students on an individual basis against achievement
- Careers In The Curriculum Week, to include careers talks from visiting professionals and all lessons having a link to careers
- Quest speaker assemblies
- Online/website link to career guidance and further information
- Visiting speakers – Subject careers talks
- Off timetable day – National Enterprise Challenge
- Duke of Edinburgh Award

Year 10

- Students are given guidance by teachers about the links between curriculum learning and real life work
- Targeted one to one impartial careers interview
- Tutors to provide advice to students on an individual basis against achievement
- Online/website link to career guidance and further information
- Whole year Work experience week
- Duke of Edinburgh Award
- Careers Fair and Aspirational talks supported by local employers
- 6th Form and college visits
- Off time table days to include, Employer Network event and Have A Go Sessions, CV workshops, Online resource session

Year 11

- Tutor mentor students on an individual basis against achievement
- Online/website link to career guidance and further information
- Face to face career guidance interview to provide independent & impartial careers advice and promote the best interest of the student
- Apprenticeship information and workshop
- Off timetable days throughout the year to include CV and application workshops, Interview techniques, post 16 and employer talks
- Visiting representatives from business and industry to inform students of careers and career routes.
- Careers Fair and Aspirational talks, supported by local employers
- Visiting speaker from National Citizenship Service
- 6th Form and University visits
- Mock Interview with local employers for the whole year group

Year 12 & Year 13

- Next Step day: Post 18 options and UCAS information
- Off timetable days: university visits, university Fairs, workshops on study skills, mock interviews and job applications.
- 1 hour 40 mins per week -Tutor times and assemblies with guest speakers to cover future aspirations & researching options
- One 2 one careers interviews available to all 6th form students on request.
- Work Experience week for all year 12 students
- Mock Interview with local employers for the whole year 13 group
- Unifrog workshops

Monitoring and Evaluation

Monitoring of the activities and the guidance taking place will include observations by SLT and feedback from students and those engaged in activities (e.g. parents, colleges, and employers). Outcomes will be reported to Governors on an annual basis.

Impact will be measured by:

1. Attainment and destination of students – closing the gap between young people from disadvantaged backgrounds and others
2. NEET figures
3. Questionnaires – trend analysis
4. Student evaluation forms
5. Focus groups

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