



MacIntyre Academies Quest Academy

Careers Education, Impartial Advice and Guidance Policy

| Version | Changes | Responsibility | Date |
|---------|--|----------------|-----------|
| V3 | Update policy in line with annual expectations Additional paragraph linked to "Ready for Life in the introduction on page 2 | JR | July 2021 |

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| Person Responsible: | Principal |
| Type of policy | Non-statutory |
| Date of first draft: | May 2017 |
| Date of staff consultation: | October 2018 |
| Date adopted by the Trust Board: | October 2018 |
| Date of implementation: | September 2017 |
| Date reviewed: | July 2021 |
| Date of next review: | July 2022 |

Rationale

1. Purpose

A young person's career is their pathway through learning and work. This policy sets out Quest Academy's legal obligations regarding pupil entitlement under Section 42B of the Education Act 1997. It also adheres to the statutory DFE Careers guidance and access for education and training providers. (January 2018)

2. Scope

Learners in Key Stage 3 and 4 at Quest Academy will have access to the Careers Education and Guidance Programme as part of their curriculum.

3. Introduction

At Quest Academy we believe that it is vitally important to deliver a comprehensive Careers Education and Guidance Programme across the school so that learners can build self-awareness and have the information and guidance needed to make informed decisions about their future pathways.

All learners need a planned programme of activities to help them make choices that are right for them and to be able to manage their careers throughout their lives.

We are committed to ensuring that learners at Quest, in line with our vision and mission statements, are "Ready for Life". All learners' (KS2 -4) work towards achieving their personalised learning targets linked to their career aspirations and interests. These are summarised in each learner's personalised "Ready for Life" road map. In addition, our new "Ready for Life Awards" further supports all learners to learn about and understand the attributes and skills they need to be confident individuals, successful learners and responsible citizens "Ready for Life"

Schools have a duty to provide Careers Education in Years 8-11 and to give learners access to external and impartial careers information and guidance as stipulated in the Baker Clause. We realise the importance of early intervention with the learners and we are committed to meeting the needs of our School Community.

Careers Education and Guidance can enhance the motivation of our learners to learn and achieve, encouraging them to pursue relevant and realistic goals for education, training and work. Parents and Carers play an important role in supporting their young person's future planning and the school seeks to actively involve them in this process. Quest Academy is committed to providing high quality Careers Education and Guidance.

4. Aims of the Programme

The Programme has three aims and is designed to help pupils to make the most of themselves and their opportunities and is based on the eight Gatsby Bench Marks.

- Self-Development – understanding themselves and the influences on their self-development
- Career Exploration – Investigating opportunities in learning and work
- Career Management – makes and adjusts plans to manage change and transitions.

The Gatsby Benchmarks are a key measure of the effectiveness of career advice. They are also a very important part of the Government's career strategy. In order to ensure our learners, enjoy high quality careers guidance and experiences, we look to ensure that we adopt and embed the eight Gatsby Benchmarks below throughout our Careers Programme so that it has met the DfE expectations by their 2020 deadline:

- A Stable Careers Programme
- Learning from Career and Labour Market Information
- Addressing the Needs of Each Learner
- Linking Curriculum Learning to Careers
- Encounters with Employers and Employees
- Experiences of Workplaces
- Encounters with Further Education
- Personal Guidance

5. Learner Entitlement

The Careers Education and Guidance Programme is designed to meet the individual needs of the learners at Quest Academy. It is differentiated and personalised to enable progression through a range of activities that are appropriate to learner's stages of career learning, planning and development.

We offer this at Quest through the following:

| YEAR GROUP | FOCUS AREA |
|------------|----------------------------|
| 8 | INTRODUCTION TO CAREERS |
| 9 | OPTIONS TO SUCCESS |
| 10 | THE WORLD OF WORK |
| 11 | FUTURE PATHWAYS TO SUCCESS |

Learners are entitled to Careers Education and Guidance which meets professional standards of practice and which is impartial and confidential. An independent Transition Consultant who is a Level 6 qualified Careers Guidance Professional has been engaged by Quest Academy to provide this service as part of our Careers Education and Guidance Programme.

Learners in Years 8 – 11 are entitled to the following programmes:

- Learners in Years 8 and 9 access Careers Education delivered through the PSHCE Programme
- Learners in Years 10 and 11 access Careers Education and Guidance through a Personalised Learning Curriculum.

These programmes are designed to allow for guided self-discovery, take advantage of a range of views from external stakeholders and take account of the different transition planning required for any particular year group.

- Individual Careers Guidance Interviews for Years 9 -11 with the independent Transition Consultant. Action Plans will be written for each learner as a summary of the discussion with relevant action points to be followed up such as research. Year 8 Learners will have a group talk with the independent Transition Consultant.

- For Year Groups 8-11 to have access in school to a range of information through structured class-based activities, planned use of the Careers Education and Guidance tool 'Indigo Careers Programme' and to access information from a range of local providers about the opportunities they offer, including further education and apprenticeships – through options events, assemblies, visiting speakers, careers exhibitions, group discussions, taster events and a planned Careers Market Place.
- Years 10 and 11 to take part in a work-related learning programme with the intention that they commit to a meaningful external work experience placement. For those that may not be ready for this, the school will look to provide an internal "in-house" opportunity. Whilst developing key skills for employment and life, learners will be given the opportunity to undertake a relevant certified course to compliment what they are learning. In order to support transition, learners will have access to a link programme with Warwickshire College Group to provide college tasters, familiarisation exercises and experiential learning.

5. Management of the Programme

The Careers Programme is planned, monitored, administrated and evaluated by the Assistant Principal who is also the Careers Lead. The Guidance aims to be impartial, confidential (within policy guidelines), responsive to learner's needs and based on the principles of equal opportunities and diversity. Staff are requested to highlight 'Careers Opportunities' within their schemes of work, a culmination of which may involve wider contributions through a careers fair or through STEM week.

There is an agreed annual budget.

6. Monitoring, Review and Evaluation

This programme will be reviewed annually to ensure its effectiveness and will be evaluated with active involvement of learners