

	<p style="text-align: center;">BICESTER LEARNING ACADEMY TRUST</p> <p style="text-align: center;"><u>CAREERS EDUCATION AND GUIDANCE</u> <u>POLICY</u></p>		<p><u>Written By:</u></p> <p>R Hiscock – Assistant Headteacher (TCS)</p> <p>H Woolford – Vocational/ Careers Advice Officer (TCS)</p>	
	<p><u>Applicable To:</u></p> <p>ALL STAFF & PUPILS/STUDENTS</p>	<p><u>Accountable Officer:</u></p> <p>B J Baxter - Executive Headteacher (TCS)</p>	<p><u>Date Adopted:</u></p> <p>Autumn Term 2018</p>	<p><u>Date to be Reviewed:</u></p> <p>Autumn Term 2019</p> <p>(Annually)</p>

Bicester Learning Academy (BLA) is a Multi-Academy Trust. It is a company limited by guarantee, registered in England and Wales with registered company number 09053713 and its registered address at Churchill Road, Bicester, Oxon, OX26 4RS.

Introduction and Aims of the Policy

Careers education, information advice and guidance provides a bridge via which pupils move not only to further education, vocational training or employment, but to the next stage of their development as members of society. The School will provide opportunities to develop key employability and enterprise skills, for all students, which are highly valued by employers, colleges, universities and apprenticeship providers. By engaging parents, employers and the local community our aim is for every child to fulfil their potential and be inspired to achieve a successful future. Our careers programme has been developed with a focus on the recommendations of the eight Gatsby benchmarks.

Careers education, information, advice and guidance (CEIAG) is the provision of high quality, comprehensive and up to date information and guidance that enables individuals to make well informed, realistic decisions and affect transition on to the next step in learning or training. The School is committed to providing impartial, relevant, appropriate and timely information, support and guidance for all students as they progress through the transition key stages.

This policy aims to set out the provision for meeting the statutory requirements for careers related learning at The Cooper School such that all students are able to make well informed decisions about their next steps

The School keeps statutory responsibilities under review as described in guidance published by the Department of Education in 2013, 2015 and January 2018 (Careers guidance and access for education and training providers). The school's provision reflects the best practice Gatsby Charitable Foundation Benchmarks for good careers guidance and employer engagement as set out in the statutory guidance for schools (2018):

In summary

The school's careers advice and guidance programme must

- Be published on the school website for students, parents, employers and providers
- Be available to all students from Year 8 to Year 13.
- Be impartial and independent and should promote the best interests of the students to whom it is given.
- Comply with the Gatsby Benchmarks on the provision of a comprehensive and inclusive careers education programme
- Provide employer encounters for each year group (Years 7-13): one encounter each year
- Provide opportunities for a range of education and training providers to access all students in Years 8-13 for the purposes of informing them about approved technical education qualifications or apprenticeships. Details on access arrangements are set out in Appendix 1 of this document.
- Name a Careers Lead within the school

In addition, schools should work with local authorities in recording young people's post-16 plans.

Careers education and work related learning

Students from Year 7 to Year 13 receive a careers education programme that is appropriate and relevant to their stage of career planning.

- Developing yourself through careers, employability and enterprise education
- Learning about careers and the world of work
- Developing your career management and employability skills

Careers education is delivered by tutors as part of the overall Learning for Life programme that is timetabled once a week for every year group. This learning is supported by an assembly programme which profiles aspects of careers and transition planning, delivered by a wide range of external speakers including training providers, employers and further and higher institutions.

Careers information is signposted via the school website.

Careers focused enrichment activities across the year groups provide students with the opportunities to develop their understanding of their own skills and interests and how these might be applied to career areas of interest.

Personalised Curriculum & Vulnerable Students

For various reasons some students at KS4 find it hard to engage with our standard curriculum and are offered half day or full day release programmes into carefully monitored work placements. These are designed to complement their curriculum, build employment aspirations and pathways and help motivate their learning and support greater engagement in school.

Resources

The school are working with the Careers and Enterprise Company and an Enterprise Advisor from Oxford University to facilitate engagements with local businesses. Volunteers will also be sought from the parents and other sources who can share their career information with the students.

Careers Information

Up to date Local Market information will be published on our website. All parents/guardians will be made aware of the information through the schools newsletters, emails. Guidance will also be provided to help parents/guardians to understand the data, future study options and how they can support their children to make good choices. All students will have access to up to date LMI, throughout their school career, with additional focus but before subject choices in Year 9 and in Year 11

Students Needs

The school careers programme will raise the aspirations of all pupils whilst tailoring it to individual need. The school will consciously work to prevent all forms of stereotyping in the advice and guidance they provide, to ensure that young people from all backgrounds, gender and diversity groups, including those with special educational needs and disabilities, consider the widest possible range of careers.

Curriculum

The School will ask all teachers to support the career development of young people in their tutorial role and through their subject teaching. Each curriculum subject will identify a guest speaker/subject to outline their career path and current role at a whole assembly. Teaching and support staff will be encouraged to take up opportunities to learn more about careers and Post 16 offers as part of their CPD.

Employer Encounters

The school will commit to each student has at least one quality encounter with employers each year during their time at the school. The school will ensure that all events have the appropriate time for student preparation and evaluation. The school will work with the Oxfordshire LEP, through our Careers Enterprise Co-ordinator when developing the plan to

ensure we are delivering encounters against Oxfordshire's Strategic Economic plan and the Gatsby Benchmarks. We will endeavour to be innovative in how we deliver these encounters and will evaluate their success regularly, calling upon local businesses, parents and third party organisations

Workplace Experience

The school will commit to each student having the opportunity to visit at least one workplace by the end of Year 9. The school will ensure that all events have the appropriate time for student preparation and evaluation. All Year 12s will be supported and encouraged to attend an appropriate work experience placement.

The school will give each student the opportunity to learn about and experience the full range of post 16 and post 18 options. The school will encourage external organisations, businesses and training providers to engage with our students.

Educational Encounters

External providers can access every pupil in years 8 to 13, to inform them about technical education and apprenticeships

The full annual programme for years 7 - 13 programme includes:

- Assembly talks will be held for all year groups to hear from alternative HE providers.
- All Year 10s will have the opportunity to visit a University to attend a lecture, visit the campus and to meet staff and students to gain an understanding of University life.
- All Year 13 students will have a talk from an external organisation who will give them practical advice about life at University. All Year 12 and 13 students will be encouraged to attend open days for Universities of their choice.

Personal Guidance

The school will provide impartial Careers Education, Information, Advice and Guidance (CEIAG) for all Year 11 and Year 13 students, in the form of a one to one interview. Students can access additional support from the School's Careers Adviser resources permitting.

Destination Tracking

Plans for post 16 study and training are carefully recorded and monitored by pastoral staff in liaison with Learning Support and Careers staff. Staff ensure that each student has a positive destination for September, be that Sixth Form, college or work based training/apprenticeships. Post 18 plans for university are guided and supported by Sixth Form staff and tutors; those seeking work or a gap year are invited to join the 'Into Employment' programme run by the Careers Manager. Intended destinations for both year groups are recorded and then confirmed or progressed in the autumn. Final destination data is reported to Oxfordshire County Council. The school has a consistent record of success in providing training, education and employment pathways and returns NEET results that are far below Oxfordshire & National headlines, typically only 2 or 3 students.

Policy/Procedure Title	Careers Education and Guidance Policy
Issue Date to Committee	Autumn Term 2018
Author (Name/Department)	R Hiscock – Assistant Headteacher (TCS) H Woolford – Vocational/Careers Advice Officer (TCS)
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