

UNIVERSITY ACADEMY
HOLBEACH



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ACADEMY TRUST

The University Academy Holbeach

Principal: Sheila Paige

Careers Education, Information Advice and Guidance Policy

July 2023

To be reviewed every year

Review date: July 2024

University Academy Holbeach Careers Education, Information Advice and Guidance policy

UAH is committed to providing all pupils in Years 7-13 with a careers programme which is embedded into the curriculum and includes a variety of enrichment activities. 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 July 21.

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

The Gatsby benchmarks will be regularly monitored, reviewed and evaluated using the Compass self-audit tool and Unifrog.

Aim

We aim to support pupils to make realistic and informed decisions about their future, by raising aspirations and providing impartial and independent information and guidance.

Objectives

To ensure that pupils:

- develop the skills and attitudes necessary for success in adult and working life
- are aware of the range of opportunities which are realistically available to them in continued education and training at 16+ and 18+
- are equipped with the necessary decision-making skills to manage those transitions
- develop an awareness of the wide variety of education, training and careers opportunities both locally and nationally
- use effectively the paper-based, virtual and staff resources available so they can make informed and appropriate choices throughout their school journey
- benefit from links fostered between the school, local businesses and further education establishments
- experience the world of work and develop transferable skills
- wherever possible leave the school to enter employment, further education or training
- experience a culture of high aspirations, equality of opportunity, in which diversity is celebrated and stereotypes are challenged
- receive extra assistance and guidance to reach their potential, where this is necessary

Provision

Careers provision is mapped against the Gatsby benchmarks. The current careers programme is delivered through a combination of methods, including explicit lessons provided within the taught Social Studies programme in Years 7 through to Year 11, and in Sixth Form within the tutor programme. Careers education is also delivered through subject areas, in tutor time activities, via year group assemblies and events as well as whole school activities.

All subject areas have explicit links to careers in their schemes of work and in their class room /corridor displays. Audits are undertaken to ensure that this is the case.

Careers information is available both in the library, subject departments and in digital format via Unifrog, a platform which provides access to information on apprenticeships, post-16 providers, universities, the labour market, career pathways and UCAS applications.

At Key Stage 3, this includes careers library research with an aim to raise pupil aspirations, exploring stereotypes in the workplace, researching the history of the workplace, developing personal, social and employability skills. Assemblies and a parent and pupil information evening on choosing options are also provided. Year 9 pupils have an Industry day with opportunities to meet a wide range of employers.

At Key Stage 4, through Social Studies and tutor time, pupils continue research into careers and pathways into the sixth form and higher education. They develop skills in CV, letter writing, presentations and interviews. Individual interviews are held with an independent, impartial, Level 6 qualified careers practitioner, who also provides guidance on apprenticeships.

At Key Stage 5, Year 12 have a week of work experience; pupils are involved in voluntary community and charity work; and there is a drop down careers day which includes visits from external speakers and preparation for recruitment centres and interview practice. Individual careers interviews are held with an independent, impartial, Level 6 qualified careers practitioner. Independent careers guidance is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option. This includes information on the range of education and training options, including apprenticeships and technical education routes.

All Careers Information Advice and Guidance interviews are conducted by an impartial Level 6 Qualified advisor, who is contracted to UAH one day a week. All interviews are impartial and this is quality assured through observations by the Careers Leader and discussions with the advisor and students. The Careers Leader reviews student career plans written by the advisor. Digital careers plans are uploaded to the Unifrog platform so they can be accessed by the student and staff.

Additional support and guidance about apprenticeships is provided by the UAH Apprenticeship Department, who work with other apprenticeship providers to sign post students to the most appropriate apprenticeships available.

Access to engage with UAH students is provided in accordance with the University Academy Holbeach Provider Access Policy, which is published on the UAH website and reviewed annually. (The process for other providers to access UAH students is outlined in Appendix 1). Students are encouraged to visit to Further Education providers for open days, interviews etc. and absence from UAH will be authorised for these visits.

Roles and Responsibilities

All staff contribute to the implementation of this policy through their role as tutors and as subject specialists. Subject specialists embed careers into their subject area. A range of connections between Higher education providers and employers are forged and developed to support the curriculum through KS3 to 5.

Monitoring, Recording and Evaluation

Built into the careers programme are opportunities for pupils to self-evaluate and reflect on their learning at key points, such as following work experience and mock interviews. Pupils develop a profile on Unifrog through which their activities and skills development can be recorded and monitored by staff including form tutors and the careers leader. All participants in the programme complete surveys following key events including pupils, parents and employers. Leavers' destination information is also analysed.

Careers and SEND provision.

Every pupil with SEND follows the same programme of careers as their peers, with adaption and support from the SEND team where appropriate.

Any students with EHCPs who are entering transition will be offered careers advice through the local authority SEND case worker.

The SENDCO meets with parents/carers to discuss option suitability where individual need is likely to have an impact on choices made during the option process and during transition.

The SENDCO supports work experience placements, ensuring that providers are aware of individual needs, in order to promote a positive experience.

Partnerships

The CEIAG programme is greatly enhanced through links which help to ensure that pupils' learning is current and relevant. We work closely with LincHigher who are part of the National Collaborative Outreach Programme (NCOP), local employers and employees including previous pupils, parents and other local groups. A number of events, integrated into the school careers programme, offer providers an opportunity to come into school to speak to pupils and/or their parents. This involvement enhances the provision of work experience placements, careers talks, careers fairs, workplace visits and mock interviews. In addition, we work closely with universities and provide opportunities to visit and participate in activities they provide. We always strive to expand and improve our contacts. Governors are updated on the careers programme and there is an active link governor, Nicola Furnell.

Staff Development

Staff training is identified by a needs analysis and planned for in the SIP. The Careers Leader, Lynda Oddie has completed a Level 6 Certificate in Careers Leadership. Time is allocated on

CPD training days and in the meeting program for knowledge updating and careers education development and planning.

The careers leader has protected time allocated on the timetable to enable them to carry out their role effectively.

Appendix 1

Provider Access Policy

University Academy Holbeach

Introduction

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

Pupil entitlement

All pupils in years 8 to 13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)

- answer questions from pupils.

Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the [Making it meaningful checklist](#).

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

Previous providers

In previous terms/years we have invited the following providers from the local area to speak to our pupils:

- College of West Anglia
- Boston College
- Peterborough Regional College
- Stamford College
- UAH Sixth Form
- UAH Apprenticeship Department

Destinations of our pupils

Last year our year 11 pupils moved to range of providers in the local area after school:

- | | |
|----------------------------|-----|
| • Boston College | 5% |
| • Build a Future | |
| • NACRO | 1% |
| • PRC | 5% |
| • Riseholme | 1% |
| • SGS | 1% |
| • SHS | 1% |
| • Stamford College | 7% |
| • College of West Anglia | 7% |
| • Employment with Training | 8% |
| • UAH Sixth Form | 61% |

Last year our year 12 pupils moved to range of providers in the local area after school:

- Bedford
- Boston College
- College of West Anglia

- Hull College
- Riseholme
- Stamford Colleged
- Apprenticeship

Management of provider access requests

Procedure

A provider wishing to request access should contact **Lynda Oddie, Careers Leader, Lynda.oddie@uolat.co.uk**

Opportunities for access

The school offers the six provider encounters required by law (marked in bold text) and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

Please speak to our Careers Leader to identify the most suitable opportunity for you.

	Autumn Term	Spring Term	Summer Term
Year 7	Careers Guidance Programme: Introduction to online software Unifrog Launch Career of the Week NFU Harvest Assembly	National Apprenticeship Week 6th to 10th Feb 2023 National Careers Week RBS 6 th to 11 th March 2023 Careers Lessons Multi Agency Day	Careers lunchtime drop-in sessions Careers Enrichment Day – personal skills, interest and careers Mapping STEM Workshop Theme of the Week Careers 16 th June 2023
Year 8	Career of the Week Multi Agency Day	National Apprenticeship Week 6th to 10th Feb 2023 National Careers Week RBS 6 th to 11 th March 2023 Careers Lessons	Careers lunchtime drop-in sessions Careers Enrichment Day – Skills Audit/ Employability Skills Science Curriculum Activity Day Theme of the Week Careers 16 th June 2023
Year 9	Careers lunchtime drop-in sessions Unifrog Career of the Week UAH Careers Fair 21.10.22 Multi Agency Day	National Skills Challenge Workshop National Apprenticeship Week 6th to 10th Feb 2023 National Careers Week RBS 6 th to 11 th March 2023 Options Evening Choosing Options Workshop	Curriculum Activity Day Careers Enrichment Day Theme of the Week Careers 16 th June The Big Bang Digital UK Young Scientists and Engineers Fair 21 st – 23 rd June 2023

		Careers Lessons	
Year 10	Apprenticeships Presentation Higher Level Apprenticeships Presentation Unifrog Career of the Week UAH Careers Fair 21.10.22	National Apprenticeship Week 6th to 10th Feb 2023 Careers lunchtime drop-in sessions National Careers Week RBS 6 th to 11 th March 2023 Careers Lessons Multi Agency Day	Careers Enrichment Day – Unifrog/ CV and personal statement/Post 16 Options/ Apprenticeships/ Employability Matching One to one guidance interview with an impartial Level 6 Careers Advisor Year 11 Transition Workshops/Goal Mapping/Inspirational Speaker Lincoln University Visit Theme of the Week Careers 16 th June Future Fest 5th July 2023
Year 11	Tracking Interviews with Principal National Careers Service Assembly One to one guidance interview with an impartial Level 6 Careers Advisor Unifrog Apprenticeships Presentation Higher Level Apprenticeships Presentation Parents' Evening – Impartial careers guidance, LiNCHigher UAH 6th Form Open Evening Revision Skills Workshop Careers assemblies – local providers UAH Careers Fair 21.10.22 Multi Agency Day	Tracking Interviews with Principal One to one guidance interview with an impartial Level 6 Careers Advisor National Apprenticeship Week 6 th to 10 th Feb 2023 Careers assemblies – local providers National Careers Week RBS 6 th to 11 th March 2023 Careers Lessons	Tracking Interviews with Principal One to one guidance interview with an impartial Level 6 Careers Advisor
Year 12	UAH Careers Fair 21.10.22 One to one guidance interview with an impartial Level 6 Careers Advisor Made Training Study Skills Presentation	Careers talk – Getting the most out of Work Experience – The Skills Service National Careers Week RBS 6 th to 11 th March 2023 National Apprenticeship Week 6th to 10th Feb 2023	Careers lunchtime drop-in sessions Work Experience (June) University Open Day Visits UCAS Fair Lincoln University

	<p>NEC Skills Fair</p> <p>Careers Tutor Programme</p> <p>Team Building Skills Day</p> <p>Unifrog</p> <p>Next Steps Widening Participation Programme Bishop Grosseteste University</p>	<p>UCAS Fair</p> <p>One to one guidance interview with an impartial Level 6 Careers Advisor</p>	<p>One to one guidance interview with an impartial Level 6 Careers Advisor</p> <p>The Big Bang Digital UK Young Scientists and Engineers Fair</p>
Year 13	<p>Careers Day 22nd Oct 2022</p> <p>One to one guidance interview with an impartial Level 6 Careers Advisor</p> <p>NEC Skills Fair</p>	<p>One to one guidance interview with an impartial Level 6 Careers Advisor</p> <p>National Careers Week RBS 7th to 12th March 2022</p>	<p>One to one guidance interview with an impartial Level 6 Careers Advisor</p>

Abbreviations

CEIAG

Careers Education Information Advice and Guidance

SEND

Special Educational Needs and Disabilities

SENDSCO

Special Educational Needs and Disabilities Coordinator

UCAS

Universities and Colleges Admissions Service

EHCP

Educational, Health and Care Plan

SIP

School Improvement Plan