

CAREERS POLICY 2018-2019

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To be Reviewed By:	LOCAL GOVERNING BODY

Introduction

At Merrill Academy we are ambitious for all our students and have high aspirations. A relevant and challenging academic programme delivered through Merrill Values, ensures that students are fully prepared to pursue their future educational and career aspirations. Within this programme students develop the knowledge, transferable skills and resilience they need to be successful. We want the very best for all our students, helping them to aspire and succeed regardless of the pathway students decide to follow, be it an apprenticeship, employment with training, further education or university. Learning about the world of work, employability and the labour market allow our students to make informed choices about their future. The securing of economic wellbeing promotes participation and social mobility, this in turn builds stronger more prosperous communities. Through the Merrill Values programme students are exposed to work related learning and citizenship. This is seen as playing an important role in motivating all our students to maximise their academic and personal achievement whilst at the school.

This policy reflects the statutory guidance from the Department of Education- “The Inspiration Vision Statement” published by the Government. The Statutory guidance document “Careers guidance and access for education and training providers” October 2018.

Merrill Academy is committed to embed the Gatsby Benchmarks into the curriculum to enhance and develop careers provision. The school is compliant with the duty to secure high quality qualified independent careers guidance for all students in Years 7-11 to support them to make informed decisions regarding their future options.

Aims

It is the intention of Merrill Academy to provide an active and appropriate Careers Education and Guidance programme through co-ordinated and planned activities, moving towards a whole school approach. The National Curriculum (May 2008) sets out three broad aims for young people. These are that they become;

- Successful learners - who enjoy learning, make progress and achieve
- Confident individuals - who are able to live safe, healthy and fulfilling lives
- Responsible citizens - who make a positive contribution to society

At Merrill Academy the Careers Education and Guidance programme of study for Years 7 to 11 addresses the three aims of CEG as set out in the Careers Education Framework 7-19 (Statutory Guidance: Impartial Careers Advice):

- Self-Exploration: understand themselves and the influences on them
- Career Exploration: investigate opportunities in learning and work
- Career Management: make and adjust plans to manage changes and transition

Successful achievement of these aims will:

- Enable students to develop an understanding of themselves, their capabilities and responsibilities in order to make well informed decisions, and create realistic career and learning action plans
- Students develop career management skills and become self-assured and raise aspirations.
- Give students the opportunity to investigate career paths and opportunities that may be available to them at a local, national and international level
- Allow students to access to Careers Information using the Careers Library and in ICT facilities
- **Enable students to develop the skills to plan, implement and review their Career pathways**
- **Will encourage students to revise and evaluate plans to manage change and transition**
- Give students the chance to take part in work related learning from years 7 – 11. They will do this by either learning from, about or through work in line with QCA guidance for KS4. This will be highlighted in **relevant lesson plans**

This policy is informed by the following documents:

- Gatsby Charitable Foundation Benchmarks November 2017
- Understanding the role Careers Leader March 2018
- Careers guidance and access for education and training providers- October 2018
- CDI Framework Careers Education Employability and Enterprise Education March 2018
- Compass Audit Careers Benchmark Toolkit- 2014
- Quality in Careers Standard September 2018
- CDI 2018 Careers guidance in schools and colleges-a guide to Best Practice and Commissioning Independent Careers Guidance Services 2018
- D2N2 Employability Framework 2017

Policy rationale

This document is available to staff, parents, pupils and any other interested parties and will be published on the schools website. The policy:

- Describes provision
- Enables the monitoring of provision
- Enables the review and planning of provision on an annual basis
- Regularly reviewing the policy enables new initiatives and requirements to be incorporated.

Definition

Careers education and guidance at Merrill Academy consists of five elements, which together form a coherent and progressive programme of study for all students at each stage of their career;

- A high quality careers education programme
- An opportunity to learn about the world of work during work experience
- Impartial careers information and advice
- Guidance
- Action planning
- Students and parents are made aware of this entitlement through the school website.

Delivery of Entitlement

Careers Education

The duty to deliver Careers education to all students in Years 7 -11 is met through taught sessions delivered through careers educational elements of the Merrill Values programme, for years 7 – 11.

Careers Information

The careers resource centre is located in the Library of the main school and is open to students after school and is staffed at lunchtimes. The careers resources are maintained by the Careers Lead and Librarian.

IT access is available throughout the school and students have online access to the National Careers Service.

Students have access to on line careers resources located on the school website.

Information on open days and apprenticeship opportunities are shared via form tutors and the school blog.

Guidance

- Careers guidance is provided by the Career Lead for Northworthy Trust. The school uses a qualified careers professional who holds the Qualification in Career Development (QCD) The present Careers advisor also assists with the planning of the schools C.E.G programme.

The school has a duty to ensure that the independent careers guidance provided:

- Is presented in an impartial way
- Includes information on the range of education or training options including apprenticeships, and other vocational pathways.
- 'to provide opportunities to a range of providers of technical education and apprenticeships to access students to inform them about technical education qualifications or apprenticeships' (DfE Statutory Guidance pg 5, para 2, 2018)

The careers service undertakes to provide students with an individual guidance interview. A copy of the guidance is provided for students to use and a copy is filed in school. to ensure that form Tutors are aware of guidance being offered to their tutees to ensure that tutors can more fully support the students in their career planning.

Pupils can refer themselves for a guidance interview with a careers advisor at any point in the school year and have a careers interview in year 11.

Mentoring support is provided for a range of students, including DEBP Raising Aspirations programme intervention targeting potential NEET students.

Management and Co-ordination

The Careers lead is responsible for co-ordinating the CEG programme and liaising with the Co-ordinator of Merrill Values and outside agencies.

The Merrill Values co-ordinator is responsible for;

- The production and updating of the CEG policy
- The production and updating of CEG schemes of work, lesson plans and materials
- Liaising with Careers lead to plan and review the programme
- Managing the careers library, including purchasing new resources.
- Developing a 5 year career strategy

Assessment and accreditation

Effective assessment of learning is dependent on the identification of learning outcomes. All lesson plans include learning outcomes which are used to assess learning.

Other partners in CEIAG

- Parents are involved through the options process in Year 8 and post 16 choices. The school acknowledges the influence parents have in their child's decision making.
- Careers section on the website- accessible to students, parents, providers and businesses.

- Business links and wider community are involved to ensure the careers curriculum is current and aspirational.
- Merrill Academy has an Enterprise Advisor of a local business- **Mr Kang from Quinesis** Ltd that supports the school with the careers strategic plan.
- Training providers
- LEP
- CEC
- DANCOP part of NCOP

Roles and Responsibilities

- Merrill Academy has an identified link Governor who meets regularly with Career Lead for Northworthy Trust to discuss the careers strategy.
- All teaching staff have an important role within careers to ensure students are being aspirational and making well informed, realistic decisions regarding options. The school recognises the importance of LMI and the significance of good GCSEs in Maths and English. It is the responsibility of the school to ensure students are aware that if they do not achieve the required grade 4 in GCSE English and Maths by the end of Key Stage 4 they will be required to carry on studying these.

Monitoring, Review and Evaluation

The school CEIAG policy will be agreed by the SLT and the Governing Body and reviewed annually to ensure information is accurate and relevant. The provision for CEIAG will be evaluated on a yearly basis with the Careers Leads and Head of Merrill Values. This policy is updated when necessary and will be supported with the Careers Strategy and action plan. For further information on monitoring and evaluation please see Strategy.