



ANSFORD ACADEMY
LEARNING TOGETHER TO LEAD OUR LIVES

Employability Policy Suite:

Careers Education Information, Advice, and Guidance Policy

Status:	Required
Adopted:	January 2023
Renewal period:	3 years
Review Date:	July 2026

ANSFORD ACADEMY CAREERS EDUCATION, INFORMATION & GUIDANCE POLICY

Vision and Values:

This policy will promote the 5 strands of students' development; self, roles, work, careers and transition, thus supporting the continuity and progression from school into adult life. The Academy will aim to ensure every student has been offered the opportunity to engage in employment, education or training when they complete Year 11. The Academy will aim to ensure that all students are aware of the Government guidelines regarding Raising the Participation Age to 18 years and the expectation they will comply with these guidelines.

Careers Education and Guidance prepares students for the choices, changes and transitions affecting their future education, training and life as adult members of society. Through careers education, information and impartial advice and guidance, young people can be helped to:

- explore and understand the adult world and the world of work;
- consider their own values and attitudes;
- develop awareness of their options and how to make decisions for themselves;
- start to take responsibility for their choices and plans for the future.

Through this they can be encouraged to engage, be motivated, raise their aspirations and achieve their potential.

Purposes:

1. To increase student self-awareness by supporting and encouraging their attempts to realise their strengths and weaknesses, interests and aptitudes and relate these to the requirements of occupations.
2. To raise awareness of education, training and careers opportunities.
3. To help students make choices about their continuing education, training and future life choices.
4. To develop the skills needed to deal effectively with transition to new roles and situations.

Statutory Requirements and Expectations:

The Academy is committed to fulfilling its statutory duties in relation to:

1. Adhered to the 8 Gatsby Foundation's Benchmarks of 'Good Careers Guidance' and regularly review
2. Meeting the Statutory Career Guidance duty (*2011 Education Act, subsequently extended*) to ensure all students are provided with independent careers guidance from at least year 8 to year 11 which is presented in an impartial manner and provides information on the full range of options to meet the best interests of the students

3. Ensure that all students are aware of the Government requirements regarding Raising the Participation Age to 18 years and the expectation they will comply with these requirements
4. Make provision for a range of education and training providers to access all students from at least Year 8 - Year 11 (*see appendix A*)
5. Publish information about the Academy's Careers programme on the public website with a named Careers Leader

Learner entitlement:

Every student is entitled to high quality Career education and guidance as part of their overall education which will be provided through the plan laid out below and the careers programme as published on the Academy website. Guidance will be targeted and differentiated as appropriate and according to need and feedback from students, staff and parents will be used to inform review of the careers programme on an annual basis

Management and Delivery :

1. A planned programme of careers education in Years 7 - 11 delivered by tutors during Theme days and additional sessions delivered by tutors, specialist independent Careers Adviser and specialist outside speakers, to include Labour Market Information, Post 16 and Post 18 options
2. All students will be actively encouraged to access information through visits, 1-1 interviews with the Independent Careers Adviser and by using the online electronic Careers Library on the Ansford portal. Careers information is also available for parents and can be found on the school website.
3. All students in Year 10 will be expected to take part in an individually planned week of Work Experience, involving briefing and debriefing.
4. Some students may opt to undertake vocational college link programmes as part of their GCSE studies.
5. All students will have access to independent and impartial careers guidance interviews on request and will have structured 1-1 interviews during Years 10 - 11 from Independent Careers Adviser.
6. Continued attention will be given to the in-service training of tutors to increase their expertise in Careers Education and Guidance and embed Carers in the curriculum
7. In line with statutory guidance 2018 students will have access to local, post -16 education and training providers and to local, post- 18 providers to help inform choices for the future. This will occur through a range of opportunities – 'Moving On' Evening in September for parents and students, college visits in October Y11, mock interviews, and promotion of college events. For further information regarding provider access to such events please see Appendix A.
8. The academy will work with Wendy Watson, Independent Careers Adviser and other appropriate organisations and employers to support independent and impartial Careers Education and Guidance in the school.
9. The academy will support the transition of all students to their chosen post-16 path, this includes targeted work to support vulnerable students, which is later monitored through our destination measures.

Roles and responsibilities

The governing body are responsible for overseeing the policy, strategy, programme and compliance with Statutory requirements to support the best outcomes for all students

The Careers Leader is responsible for regular review and implementation of the whole school careers strategy with school staff and outside agencies. Recording, reporting and evaluating the programme and activities to support the aims and missions of the Academy and comply with statutory requirements

The Independent Careers Adviser is responsible for supporting students with independent and impartial advice and guidance through 1-1 interviews and supporting option choices and successful outcomes at key transition points. Consulting with the Careers Leader, other staff and Careers and Enterprise Company initiatives to provide resources and support to embed and deliver the Careers programme.

Staff Development

All staff are expected to contribute to the career learning and development of students in their different roles. to meet the training needs that arise from this we will deliver appropriate training on a timely and meaningful basis

Funding and resourcing

Funding for careers will be allocated in the school budget in accordance with the aim to resource careers provision at the level needed to achieve the aims of the policy and to meet statutory requirements

Teaching, Learning and Assessment

We recognise the importance of basing our approach to teaching, learning and assessment on evidence of what works in career education and guidance

Information Advice and Guidance

The Academy will ensure that all students have access to impartial and independent information advice and guidance about all pathways and we are committed to provision of career guidance delivered by a Level 6 or above qualified career development professional (Independent Careers Adviser)

Monitor, review, evaluation and reporting

The implementation of the careers programme will be monitored and reviewed by the Careers Leader and Independent Careers Adviser annually in September. The programme will be evaluated and hard outcomes such as destinations reported to the Governing Body annually. Evaluation by focus groups, questionnaires and surveys of students, staff, parents and employers will inform any amendments, adjustments and new initiatives and offer a measure of success in terms of raising aspirations, student engagement, motivation and improved confidence

Stakeholders and Partners

Parents and Carers

The Academy recognise the important role that parents have in their child's career development and aim to support them through

- Advice and guidance at parents's evenings from the Independent Careers Adviser
- Information and resources available through the public website and the school portal with targeted information for parents
- Specific information evenings such as the Year 11 Moving On evening in September
- Notifications about upcoming events from local, regional and national training providers and employers
- Invitations to engage with the school and share expertise as employers through talks and work experience opportunities

Careers Support agencies

The Academy recognise and access the support and opportunities provided by:

1. Careers and Enterprise Company
2. Local FE College and other partnerships that support vocational learning programmes
3. Local authority 14-19 partnership and as part of the South Somerset Partnership of Schools and the 5SG group of schools

Independent Careers Advice and Guidance

The Academy recognise and commission the professional services of a Level 6 qualified Independent Careers Adviser, Wendy Watson

Employers, community partners and learning providers

The Academy is committed to collaborative working with employers, local and regional FE and training providers, HE and apprenticeship providers to support the Careers education programme, curriculum and vocational learning programmes and Year 10 work experience programme. We have a commitment to providing up to date and relevant Labour Market Information on a local, regional and national basis through collaborative working and through the use of online tools available through the public website and school portal in order to prepare students with a realistic and achievable vision of future opportunities in the working world

Annex A: Ansford Academy Provider Access Policy

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 year 8 to 9 pupils and two encounters for Year 10 to 11 pupils.

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](#).

Previous providers

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

- Strode College
- Yeovil College
- Bridgwater and Taunton College
- Apprenticeship provider – Somerset Skills and Learning/Ask Apprenticeships/Train4All
- Local Sixth Forms (who include Technical/Vocational qualifications in their offer)

Destinations of our pupils

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

Strode College: FT Education Yeovil

College: FT Education

Bridgwater & Taunton College: FT Education Sixth form

Schools: FT Education

Other FE Colleges: FT Education

Apprenticeships: Independent Training providers/FE Colleges and employers

Moved away: FT Education

Management of provider access requests Procedure

A provider wishing to request access should contact:

Careers Lead: Mr Karl Musson, Deputy Headteacher

Independent Careers Adviser: Ms Wendy Watson

Telephone: 01963350895

Email: careers@ansford.org.uk

Opportunities for access

The school offers the six provider encounters required by law 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.

The school policy on safeguarding, which can be found on our website (Ansford Academy/About us/Policies/Safeguarding), sets out the Academy's approach to visitors to the site. In addition all visitors will be required to read and acknowledge our visitor safeguarding information which is kept in reception

Providers are welcome to leave a copy of their prospectus or other relevant course literature to be displayed:

- in our electronic Careers Library on the Ansford portal
- on the Careers pages of the school website where updates and events are also posted.

These are accessible to students and their parents/carers at all times.

- Literature is also available from the Careers Room, which is managed by the Independent Careers Adviser who will promote and make available to all students.

We will do our best to grant access throughout the academic year to all providers seeking admittance. However, we reserve the right to refuse a request for access if at a time when we feel it will impact negatively on our students' learning

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

	Autumn Term	Spring Term	Summer Term
Year 8		Local College assembly on Vocational and technical routes post 16.	Technical/vocational tasters at Yeovil College – My Futures event
Year 9		<p>KS4 options sessions in PSHCE – Local FE College give presentations to pupils on Technical/Vocational routes and Apprenticeships</p> <p>1-1 Meetings with Independent Careers Adviser</p> <p>Support for students and parents at Y9 Options evening</p>	<i>Non-specified encounters – legislation requires encounters to take place by 28 February if in year 9</i>
Year 10	<p>Post 16 options assembly to include technical and apprenticeship routes with Head of Year</p> <p>Attendance at Somerset Careers Fair</p> <p>PSHCE – work experience preparation sessions</p>	Post 16 Technical/vocational assembly talk with Local FE College	Technical/vocational tasters at local college

	Autumn Term	Spring Term	Summer Term
Year 11	<p>Post 16 provider event talks and presentations at Moving On evening for Students and Parents</p> <p>Post 16 provider open evenings.</p> <p>Post 16 vocational and apprenticeships assembly with Local FE Colleges</p> <p>1-1 Meetings with</p> <p>Independent Careers Adviser</p> <p>Post 16 applications</p>	<p>Post-16 interviews and provider open evenings</p> <p>Post 16 Application support and targeted support for SEND and those at risk of becoming NEET</p> <p>Ongoing 1-1 support with Independent Careers Adviser for those seeking Apprenticeships</p>	<p><i>Non-specified encounters – legislation requires encounters to take place by 28 February if in year 11</i></p> <p>Confirmation of post-16 education and training destinations for all pupils</p>

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

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

Complaints:

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via the Careers Lead, Karl Musson (Deputy Headteacher: Curriculum and Standards)