



Careers Policy

Arnold Hill is committed to providing a planned programme of careers education which includes providing pupils with, impartial information, advice and guidance for all students in Years 7-13. Careers education is an integral part of the preparation of students for the opportunities, responsibilities, decisions and experience of adult life.

Aims

Our aim is to ensure that we are achieving all of the Gatsby Benchmarks by 2020, to ensure that all pupils within the academy are receiving good CEIAG:

The Gatsby Benchmarks:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

Responsibility

The overall management of Careers Education and Guidance is with the schools Careers Coordinator and a member of the Senior Team. This is further supported by the link governor for CEIAG. The Careers Education programme is monitored and evaluated throughout the academy using pupil, parent and staff evaluation along with the academy's destination data as key indicators in the evaluation process. All staff are expected to contribute to the careers education programme through their roles as tutors and subject teachers.

Implementation

Careers education includes education, advice and guidance. Careers education helps our pupils develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into the world of work. Through advice and guidance pupils are able to use their knowledge and skills to make the informed decisions about learning and are able to carry out independent research to see if a career that is right for them. The three main areas of careers learning throughout the academy's careers education from years 7-13 are Self-Development, Career Management and Career Exploration and is constructed using the CDI framework.

Key Stage Outcomes

Year 7

- An introduction to the careers resources available in the Learning Resource Centre
- A Bright Futures day with Information about the world of work and businesses
- A guidance activity to think about budgeting and how to manage money

Year 8 and Year 9

- Careers assemblies
- Avoiding stereotypes activity in tutor time
- Opportunities for some students to take part in STEM activities such as Science and Technology Challenge Days
- Opportunities for some students to visit local Universities

“Be Inspired and Achieve Together”



- A Bright Futures Day including information sessions and help with making decisions. Delivery enhanced by outside providers
- Career Guidance activities in Guidance before Option choices. Careers and STEM information is provided by the school careers adviser at the Options evening
- A Bright Futures Day including information sessions and help with making decisions. Delivery enhanced by outside providers

By the end of key stage 3 students' employability skills will be emerging and they will be able to:

1. Show that they can manage their own money, understand personal finance documents and know how to access financial support for further study or training
2. Have a better understanding of their strengths, achievements and weaknesses and support to evaluate how these might inform choices in learning and work
3. Have a better understanding of 14-19 choices, opportunities and progression pathways
4. Have an understanding of the qualities, attitudes and skills needed for the working world
5. Have an awareness of where and how to access careers based resources within the school
6. Have received appropriate advice and guidance on options, and consideration of goals and targets for 14-19 education or training
7. Understand how to make important plans and decisions, carefully including how to solve problems and deal appropriately with influences on them

Year 10

- Labour market Information about the changing nature of the world of work
- Assemblies and Information on local college days and careers fairs
- An opportunity for some pupils to do a week's work experience
- Careers fairs by external providers, showcasing all possible local options for post 16 students and provided by Futures and the STEM network
- Attendance at the Skills Show in Birmingham

Year 11

- Information on 16+ options
- Information about opportunities to visit other institutions
- A careers module delivered during tutor time including employment skills, personal statements and CV writing.
- A mock interview with a local employer
- College and apprenticeship presentations provided by Nottingham College, Confetti College and Vision West Nottinghamshire College. Information on local college days and careers fairs
- Support in completing college application forms and access to computers for online registration is made available. Such activities are an integral part of tutor time and all students are afforded the opportunity to access computer rooms and the relevant internet sites and software
- Close monitoring of vulnerable students (Learning Support Team) one-to-one careers interview if required

By the end of key stage 4 all students will have developed the following and be able to:

1. Have a reasonable knowledge of career management and employability skills
2. Have accessed websites, and other sources of advice, to investigate and explore future choices and progression routes
3. Have had direct access to employers, colleges and training providers benefiting a learner from career and work related learning activities and experiences
4. Have researched education, training, apprenticeships and volunteering options including information about the best progression pathways through to specific goals and linked to a bespoke career plan
5. Access independent and impartial career guidance advice to enable students to make well informed decisions on their chosen career and progression route



6. Show that they have acquired and developed qualities and skills to improve their employability
7. Produced a CV, a covering letter and applied for placements, college courses, VI Form places or apprenticeships
8. Produce a challenging but realistic plan for future learning and work, by relating their abilities and strengths to the goals they have set themselves
9. Find relevant job and labour market information (LMI) and know how to use it in their career planning
10. Recognised and challenged stereotyping, discrimination and other barriers to equality, diversity and inclusion, and know their rights and responsibilities in relation to these issues

Sixth Form Careers Entitlement

- Transition from Year 11 and the characteristics of successful Sixth Form students
- Induction into the Sixth Form
- Sessions on personal well-being and mindfulness
- Personalised support from form tutors
- 1-2-1 Progress reviews to inform you of your progress and set targets
- The opportunity to do a week's work experience
- Opportunities to develop your leadership and employment skills
- Information on 18+ options including non-university options
- Use careers software and Unifrog, and access careers links on different websites
- Have the opportunity to visit a local university
- Be made aware of opportunities to visit institutions and open days
- Help with the UCAS process, applications and your personal statement
- The opportunity to get specialist information about courses such as medicine, law and Oxbridge
- Information about how to apply for apprenticeships and jobs including sessions from External
- Apprenticeship providers
- Information about student finance