

**Ormiston Forge Academy**  
**Careers Programme and student entitlement 2022/2023**

**Date adopted – Sept 2022**

**Next review date – July 2023**

Policy prepared by	Rachel McCarthy and Dawn Benson - Careers Leads
Description of changes from the previous document	Addition of the new CDI Framework, April 2021

**Our Vision** The intent of our Careers Curriculum at Ormiston Forge Academy is to provide a stable careers programme where all students are provided with the opportunity to prepare for their transition into continued learning environments and the evolutionary world of work. We intend to raise student’s aspirations, improve social mobility, develop employability skills and enhance knowledge of labour market information whilst providing students with access to all career pathways. Students will experience a range of encounters many of which will be tailored to their individual needs and circumstances which will include encounters of workplaces, and employers, an insight into further and higher education establishments and personal guidance.

**Objectives**

1. Self-development – to increase self-awareness and gain confidence in making decisions and choices concerning education, training and work. Students need to be able to assess their strengths, limitations and potential to facilitate sensible decision-making.
2. Career exploration – to access and examine sources of information so that they are aware of the range of courses and progression routes open to them at 16+. This will involve group and individual guidance and pupils will be encouraged to use a range of websites.
3. Career Management – students will create a career action plan with smart targets. This will enable them to negotiate key transition.
4. Transition – students will be effectively supported to deal with the key career decision making transition points such as year 9 to 10, year 11 to post 16, year 13 onwards.

**Strengths**

- 1.1% NEET (not in employment, education or training) from 2021-2022 cohort for year 11 - 3 students out of 276 – better than the local authority average and national average
- Students not changing option courses once chosen and started
- Positive feedback from Student Surveys – year 9 and year 12/13
- Students responding positively about careers section of PSHE work through student voice
- Meeting each Gatsby BM by 90-100%

**Priorities going forward -**

- Developing records of student career development – PSHE books and Careerpilot
- Developing careers guidance work completed with SEND students in line with ADP
- Using the FSQ questionnaire to get more detailed feedback about careers learning
- Auditing departments to identify gaps in careers input
- Addressing gaps in careers intervention by developing a needs analysis for each year group

**Careers team structure**



**Gatsby benchmarks –from Compass audit July 2022**

Benchmark		Criteria	OFA March 2023	% Nat. Fully Achieved 2021
1	<b>A stable careers programme</b>	Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.	100%	43%

2	<b>Learning from career &amp; labour market information</b>	Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.	100%	66%
3	<b>Addressing the needs of each student</b>	Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.	90%	38%
4	<b>Linking curriculum learning to careers</b>	All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.	100%	60%
5	<b>Encounters with employers and employees</b>	Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.	100%	56%
6	<b>Experience of workplace</b>	Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks.	100%	36%
7	<b>Encounters with further and higher education</b>	All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.	91%	33%
8	<b>Personal guidance</b>	Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all students but should be timed to meet their individual needs.	100%	65%

**Staff responsible:**

- Philip Loveday – Vice Principal – Line Manager for Careers
- Dawn Benson – Career Leader KS3 & KS5
- Rachel McCarthy = Career leader KS4
- Beverley Scott – Careers Advisor

- Kaylee Howard – Careers Administration Support and Work Experience Co-Ordinator

**Working with:**

- Pam Brown – Careers Advisor Connexions
- Sally Stone – Enterprise Coordinator, Sandwell Careers HUB
- Sandra Fritz, Enterprise Advisor
- Matthew Spencer – Enterprise Advisor
- Amy Marsh and Penny Webb- The Access Project
- Joe Allen- Aim Higher
- Hannah Currah- Aspire to HE

**CDI framework:**

<b>Grow throughout Life</b> – by learning and reflecting on yourself, your background, and your strengths	<b>Explore possibilities</b> - Explore the full range of possibilities open to you and learn about recruitment processes and the culture of different workplaces.	<b>Manage career</b> - actively, make the most of opportunities and learn from setbacks.
<b>Create opportunities</b> - by being proactive and building positive relationships with others.	<b>Balance Life and Work</b> - Balance your life as a worker and/or entrepreneur with your wellbeing, other interests and your involvement with your family and community	<b>See the big picture</b> - by paying attention to how the economy, politics and society connect with your own life and career.

**Gatsby Benchmarks:**

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

**Programme:** Our programme is mapped against the CDI framework and Gatsby Benchmarks. However, the programme is also mapped taking into account student, staff and parental feedback. Student voice, student work, the future skills questionnaire and parental feedback at parent consultation evenings allow use to review the programme termly.

Year 7 Entitlement						
Overall outcomes:			<ul style="list-style-type: none"> <li>Supported transition KS2 -KS3</li> <li>Understanding that everyone has a career/future</li> <li>Consider 'trends' in employment and relate to possible 'career' plans</li> <li>Consider the qualities, attitudes and skills needed for employability</li> <li>Awareness of post-16 pathways available</li> </ul>			
CDI	Gatsby	Focus	Details	Lead	Date	
		1,3	Transition support	Career assembly for career staff to introduce themselves	DBN, BST, KHD	Sept 22
		1,3	Personal record keeping	Introducing Xello platform and create electronic folder to store career learning	DBN, NKY	Jan/Feb 23
		1,3	Aspirations and future plans	Complete FSQ Complete three set lessons on Xello	DBN	Jan 23 – July 23
		1,3	Personal Strengths and weaknesses	Session delivered in tutor time	Tutors DBN	Dec 23
		2	LMI	Session delivered in tutor time about LMI	Tutors DBN	June 23
		1,2,3,5,7	Pathways	Use of external video to introduce pathways and apprenticeships during NCW	DBN	6-10 Feb 23
		1,3,5	Employer engagement	Speed networking event Employer mentoring opportunities	DBN, BST, RMY	June 23 During year
		1,3,5,7	Pathways	Career fair/ detective event	DBN, BST, RMY	July 23
		1,2,4	Linking subjects with careers	All subject areas within the academy teach students how their subject relates to different careers	All teachers	Sept 22 – July 23
		1,3,8	Parental engagement	Parents evening, an opportunity for interaction between the Career Leader/Advisor and parents	DBN, BST	7 <sup>th</sup> June 2023

			1,2,3,4,5,7	National Apprenticeship Week	Coverage across school, using HUB resources and website	DBN, RMY	6-12 <sup>th</sup> Feb 23
			1,2,3,4,5,7	National Careers Week	Coverage across school, using HUB resources and website – introduction to Careerpilot	DBN, RMY	6-11 <sup>th</sup> March 23
			1,3	Transition support	Year 6 invited to attend school for one day each week over three weeks	MGL, HSH	July 23
			2,3,4	Step into the NHS careers competition	Year 7 House and National competition	DBN, JAS	Jan-Mar 23
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Year 8 Entitlement						
<b>Overall outcomes:</b>		<ul style="list-style-type: none"> <li>• Revisit qualities, attitudes and skills needed for employability</li> <li>• Review experiences and achievements</li> <li>• Understanding the world of work</li> <li>• Developing ‘money sense’; understanding how to use money well and be aware of finance issues</li> <li>• Understanding how school prepares you for the business environment</li> </ul>				
CDI	Gatsby	Focus	Details	Lead	Date	
		1, 3	Personal record keeping, aspirations and future plans	Students to complete the career activities on Xello	DBN	Jan/Feb 23 ongoing
		1, 3	Transition support	Career assembly for career staff to introduce themselves	DBN, BST KHD	October 22
		1,2,3,5,7	Pathways	Use of provider to introduce pathways and apprenticeships during NCW, plus alumni	DBN	6-10 Mar 23
		1,2,4	Linking subjects with careers	All subject areas within the academy teach students how their subject relates to different careers	All teachers	Sept 22 – July 23
		1,3,8	Parental engagement	Parents evening, an opportunity for interaction between the Career Leader/Advisor and parents	DBN, BST	29 <sup>th</sup> March 23
			National Apprenticeship Week			6-12 <sup>th</sup> Feb 23

			1,2,3,4,5,7		Coverage across school, using HUB resources and website	DBN, RMY	
			1,2,3,4,5,7	National Careers Week	Coverage across school, alumni encounters and website – careerpilot updating profiles	DBN, RMY	6-11 <sup>th</sup> March 23
			1,3,5,7	Pathways	Career fair event	DBN, BST, RMY	July 23
			1,2,3,4,7	World of Work	PSHE – 6 specific career lessons	DBN/PSHE staff	Jan-Feb 23
			3	Learning a new skill – First Aid	First aid training in PSHE	JTS	April 23
			1,4,5	Enterprise Education	#wewill OAT Youth Social Action project	URD, JTS	Throughout the year
			3	Money Sense	PSHE lessons – How can I use my money well	JTS	June-July 23
			2,3,4	Step into the NHS careers competition	Year 8 House and National competition	DBN, JAS	Jan-Mar 23

Year 9 Entitlement						
<b>Overall outcomes:</b>		<ul style="list-style-type: none"> <li>• Make the link between GCSE courses selected and FE/HE/Careers</li> <li>• Review experiences and achievements</li> <li>• Explore employability skills</li> <li>• Write a basic personal statement</li> <li>• Action planning</li> <li>• Developing networks and awareness of LMI</li> <li>• Using careers programmes to access information and make informed decisions</li> </ul>				
<b>CDI</b>	<b>Gatsby</b>	<b>Focus</b>	<b>Details</b>		<b>Lead</b>	<b>Date</b>
		2,3,4	Choosing options	PSHE lessons – students complete a scheme of learning to include LMI and action planning	DBN	Nov 22
		1,2,3	Choosing options		DBN	March 23



					Internal assemblies – explaining the options process/subjects/qualifications and careers		
			1,3,7	Choosing options	Post 16 provider assemblies including 6 <sup>th</sup> form	DBN	Dec 22
			1,2,3,4	Personal strengths	PSHE lessons - Reviewing personal qualities, skills and matching these to job profiles	DBN	Nov/Dec 22
			1,3	Aspirations and future plans	Complete FSQ/Survey Monkey	DBN	Feb 23
			5	Employer encounter	Work with the British Army	DBN	Nov 22
			2,4,5,7	Developing employability skills	Foci in National Careers Week across all subjects. Staff highlight key skills used in lessons/LMI	DBN, RMY	March 23
			2,3,5,7	Developing employability skills	PSHE lessons – networking/careerpilot	DBN	Nov/Dec 22
			1,5,7	Aspirations and further plans	Apprenticeships – assembly (outside Provider)	DBN, BST	
			2,3,8	Choosing options (SEND)	1:1 careers guidance sessions for SEND students to help them choose options and action plan	DBN	
			1	Parental engagement	Feedback from Parents Evening re: careers provision and options process	DBN	
			1,4,5	Enterprise Education	#wewill OAT Youth Social Action project	URD, JTS	Throughout the year
			1,2,3,4,5,7	National Apprenticeship Week	Coverage across school, using HUB resources and website, use of external providers for presentations	DBN, RMY	6-12 <sup>th</sup> Feb 23
			1,2,3,4,5,7	National Careers Week	Coverage across school, careerpilot update, external providers for presentations re post-16 pathways	DBN, RMY	6-11 <sup>th</sup> Mar 23
			1, 3, 8	Pathways – Future planning	1-2-1 guidance through options process with careers advisor – prioritise SEND students	DBN/BST	Oct 22- Apr 23
			1,3	Aspirations and future plans	Access project mentoring for selected students	TBH	Sept 22 ongoing

### Year 10 Entitlement

Overall outcomes:		<ul style="list-style-type: none"> <li>• Make the link between courses studied and career pathways</li> <li>• Interview skills</li> <li>• Work Experience</li> <li>• Developing employability skills</li> </ul>				
CDI	Gatsby	Focus	Details	Lead	Date	
		5,6	Work Experience Launch	Assembly delivered by careers team and SIPS. Find a placement by December 22	RMY, KHD	Sept 22- March 23
		3,5	Pathways – Future Planning	2 sessions with vulnerables group. DHL Go Teach careers and employability programme	RMY and City Year	Oct 23 ongoing
			Pathways – Future Planning	Provider access/training speak to students in form time	RMY	Nov 22
		1,2,3,4, 5,7,8	Pre-work experience	Complete job application ahead of mock interview to develop interview skills, pre-WEX assembly	RMY	Jan 23-March 23
		1,2,5,6	Employer engagement	All year 10 to attend a placement at chosen employment, or an ‘in -house’ employability week	RMY	24-28 <sup>th</sup> March 23
			PSHE drop down day	5 world of work specific lessons x 2 days	RMY	Jan 23 June 23
		3,5,7	Student mentoring/university life, widening aspirations	Birmingham Forward Thinking Programme to support students in HE and post-16 choices	TBH	Nov 22-Feb 23
		1,3,5,7	Pathways	Careers Fair for KS4/5, colleges, uni’s and local businesses to attend. Parents also invited to attend	RMY	Feb 23
			STEM event ‘women in engineering’	Trip to the engineering college at Birmingham Uni, linked to Aston	DBN, RMY	June 23rd
		1,2.3,4, 5,7	National Apprenticeship Week	Coverage across school, using HUB resources and website	DBN, RMY	6-12 <sup>th</sup> Feb 23
		1,2.3,4, 5,7	National Careers Week	Coverage across school, using HUB resources and website	DBN, RMY	6-11 <sup>th</sup> March 23
		1,3,8	Parental engagement		RMY, BST	16 <sup>th</sup> Nov 2022

					Parents evening, an opportunity for interaction between the Career Leader/Advisor and parents		
				Pathways	Wolverhampton University visit	DBN	17 <sup>th</sup> Nov & 26 <sup>th</sup> April 23
			3	Pathways	Envision, skills development	TBH	Throughout the year
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Year 11 Entitlement							
<b>Overall outcomes:</b>			<ul style="list-style-type: none"> <li>• Making the link between GCSE and FE/HE</li> <li>• Review experiences and achievements</li> <li>• Interview and employability skills</li> <li>• Preparing for success</li> </ul>				
CDI	Gatsby	Focus	Details	Lead	Date		
		1,3	Aspirations and Future plans	Complete the FSQ	RMY	March 2023	
		1,3,8	Pathways – Future planning	One-to-one career meetings with qualified careers guidance personnel	BST, PBN	Sept2022 – March 2023	
		1,3	Personal record keeping	Students to log their PSHE learning and review the day	RMY		
		1,3,8	Parental engagement	Year 11 matters evening for parents, an opportunity to interact with career leader/pathways talk	RMY, DBN, BST	6 <sup>th</sup> October 2022	
		1,3,8	Parental engagement	Parents evening, opportunity to speak to Career Leader and Careers Guidance personnel	RMY, BST	18 <sup>th</sup> Jan 2023	
		1,3,5,7	Pathways	Year 11 Sixth Form and Apprenticeship taster day – guest speakers from AA and William King	RMY	18 <sup>th</sup> Nov 2022	
		1,3,5,7	Pathways	Careers Fair for KS4/5, colleges, uni's and local businesses to attend. Parents also invited to attend	RMY	Feb 23	

				Work experience	Mop-up opportunity – virtual WEX for any student who missed WEX in year 10	RMY	Sept 202022
			1,3	Pathways - future planning	Post-16 applications, support available as needed	BST, Tutors	Sept 22-July 23
			1,3,7	Pathways – future planning	Talks from local Colleges, Training Providers and Apprenticeships during Form Time	RMY, JST	October 22-Feb 23
			1,3,7	FE/HE engagement	Sixth form open evening, FE and HE to attend	RMY, DBN, BST	Dec 22
			1,3, 7	Pathways – future planning	Complete year 11 finishing forms	RMY, DBN, BST	March 23
			1,3,7	Transition	Sixth Form Induction day, for all new students for Sept 23	TBH, DGS	July 23
			1,3,8	Transition	GCSE results day, career advisor support	BST	August 23
			1,3	Aspirations and future plans	Access project mentoring for selected students	TBH	Sept 22 ongoing
				Intervention support	Subject specific support for selected students	CTE	Jan – July 23

### Year 12/13 Entitlement

<b>Overall outcomes:</b>	<ul style="list-style-type: none"> <li>• Proactively managing well-being and engaging in career development</li> <li>• Seeking opportunities for self-development including part-time employment, work experience etc</li> <li>• Make informed decisions about future pathways</li> <li>• Make the link between Level 3 courses and HE/Careers/Apprenticeships</li> <li>• Update action plan/CV/personal statement</li> <li>• Using careers programmes to access information and make informed decisions</li> <li>• HE week to include university visits, employer presentations re: higher apprenticeships and employment opportunities, assessment centre practice day run by external recruiters, online/phone interviews</li> <li>• Health/safety/inclusion in the workplace.</li> <li>• Physical, emotional and financial wellbeing</li> </ul>
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CDI	Gatsby	Focus	Details	Lead	Date	
		1,3,7,8	Student mentoring/university life, widening aspirations	Aim Higher/Access Project/Aspire to HE/careers advisor	TBH, BST	Sept 22 ongoing
		1,2,3	UCAS/Apprenticeship/Employment & MCAT	Curriculum lessons to complete applications/CV's/Personal statements	DGS, TBH, BST	Sept 22 ongoing
		1,6,3	Pre-WEX launch	Internal assembly and introduction to Sips – external assembly from Sally Stone	DGS, SS, DBN	January 23
		1,6,3	WEX	Students complete 2-week placement	DGS, TBH, DBN	July 23
		1,2,3,4,5,7	HE/employment week	A full week of recruitment activities to incl. Uni visit, assessment centre, employer encounters etc	DGS, TBH, DBN	July 23
		2,3,5,7,8	Transition to employment, uni, apprenticeships	Head of sixth form and careers team ongoing support through outreach recruitment activities	DGS, TBH, BST	Sept 22 ongoing
		2,3	Personal finance	PSHE lessons during tutor time	DGS, Tutors	Sept 22 ongoing
		2,3	Physical and emotional wellbeing	PSHE lessons during tutor time to include work/life balance	DGS, Tutors	Sept 22 ongoing
		2,3,4,5,7,8	Pathways – future planning	Careers Fair and sixth form open evening	DGS, DBN, RMY	Nov 22 and Apr 23
		2,3,4,6,7,8	Medicine pathway	Mentoring for students requiring support for medicine/dentistry	DGS, MIE, BST	Sept 22 ongoing
		3,8	Post 18 Transition	Level 3-results day, career advisor support	BST	Aug 23
		8	Pathways - future planning	1-2-1 careers guidance from qualified careers advisor	BST	Sept 22 ongoing
		4,5	Health and safety at work	PSHE lessons delivered via tutor time as part of pre-WEX scheme of work	DGS	Sept 22 ongoing
		3,4	Enterprise and charitable work	Opportunities to engage in enterprise initiatives through Business Dept and charity events	DGS, TBH	Sept 22 ongoing
		4	Intervention support	Subject specific support for selected students	DGS	Jan – July 23

			1,2.3,4, 5,7	National Apprenticeship Week	Coverage across school, using HUB resources and website	DBN, RMY	6-12 <sup>th</sup> Feb 23
			1,2.3,4, 5,7	National Careers Week	Coverage across school, using HUB resources and website	DBN, RMY	6-11 <sup>th</sup> March 23
			3,5,6,7	NCS	National Citizenship Service – opportunity to engage in community led project and paid WEX	TBH, DGS	July 23

## Over-arching Plans

CDI	Gatsby	Details	Lead	Deadline
	1	<b>Careers Programme on website</b> – A copy of careers programme for all year groups at the academy to be available for everyone to view, acting as a ‘hub’ for information.	DBN/RMY	ONGOING
	1,2,3,4,5,7	<b>CEIAG awareness in school</b> – Job of the Week/Careers-related announcements in Form Time; assemblies ‘Insight Into Industry’ based upon student interests (identified by Xello)	DBN/RMY	ONGOING
	1,2,3,5,6	<b>To recruit Careers Ambassadors – staff – one in each subject/faculty area to lead on BM4 from Sept 2023</b>	DBN	June 2023
	1, 3,	<b>To recruit Career Champions – Students.</b> Work with peers to explore careers, offer advice and lead discussion groups/organise trips and events.	DBN	July 2023DBN
	1, 4, 5	<b>To recruit Career Ambassadors – Parents (CAP), Alumni (CAA) and Teachers (CAT)</b> to highlight and update careers learning in SOL and offer presentations/workshops.		Feb 2023
	1, 4, 5	<b>Staff career Journey posters on classroom doors and ‘Subject Careers’ posters in curriculum areas</b> – Improve the visibility of careers and encourage discussion	RMY	September 2022
	1, 4	<b>Career Guides</b> folders of information to be distributed to subject leads for specific subject areas to support BM4.	RMY	September 2022
	1,2,3,4,5	<b>Develop directory of Alumni</b> – Encourage ex-students to engage with the academy to talk to students about their career journey since leaving the academy.	RMY	Autumn 2022
	1, 2, 3	<b>Develop student usage of Careers Software packages</b> – Sessions delivered in ICT/Careers club.	DBN/RMY /NKY	ONGOING

			1, 2	<b>Staff Training</b> – Develop staff understanding and statutory requirements of CEIAG in the academy; develop knowledge of pathways on offer	DBN/ RMY	ONGOING
			1	<b>Compass Plus</b> – All career related activities to be logged to enable benchmarking and self-evaluation with CEC	DBN/RMY BST/SSE	ONGOING
			1, 2, 4	<b>Use of the content of the Careers Hub Newsletter</b>	DBN/RMY BST/KHD	ONGOING

**Across key stages, further opportunities available via website, social media, assemblies, curriculum:**

Speakers for Schools sessions organised throughout the year	GBM 4,5
Open door policy for any student or parent to access careers support, information and guidance	GBM 8
Up to date information about apprenticeships, locally and nationally added to the school website	GBM 2
Up to date information about part-time work opportunities	GBM 2
Up to date/relevant labour market information - (see school website)	GBM 2
Advice to parents on careers software, including Careerpilot - (to be added to school website)	GBM 1
Ongoing support around CV development, searching for and applying for jobs and apprenticeships and mock interviews	GBM 3
Specific subject speakers and projects e.g., STEM network. Linked to the curriculum	GBM 4
Develop better access to 'Opening Doors, Give an Hour and Cornerstone businesses' as much as possible via curriculum	GBM 4
All pupils have access to virtual careers events if they sign up and respond to emails sent out	GBM 3, 5, 7
Careers Advisor is available to deal with any career enquiries following parent's evenings	GBM 3, 8
Opportunities to visit local employers, FE and HE	GBM 3, 5, 7