

Policy version control



Policy type	Statutory
Author	D Benson
Approved by	
Release date	September 2023
Next release date	September 2024
Description of changes	Updated

## Purpose

Careers Education & Guidance "should prepare students for the opportunities, responsibilities and experiences of adult life" (Education Reform Act, 1988). Its purpose is to enable students to develop a strategy for taking ambitious but realistic decisions about careers and implementing those decisions (CSQA & DU: CEIAG: An Evaluative Framework. DFE 1995). This process promotes equal opportunities and challenges stereotypical attitudes to education training and work because it is inclusive of all students, irrespective of their contexts, needs and interests.

The Careers Guidance in Schools regulations (2018) state that students from Year 8 to 13 are able to access Independent and Impartial Careers Guidance. The Raising of the Participation Age (RPA) states that young people are now required to participate in education or accredited training until their 18th birthday.

Ormiston Forge Academy (OFA) is committed to enabling students to make well informed, realistic decisions about careers and raising aspirations. Whilst participating and enjoying academic lessons, students will be encouraged to develop enterprise, employability, practical and social skills with confidence to support their future goals.

OFA aims to deliver and promote impartial, individually focused and quality Careers Information, Advice and Guidance (CEIAG), with the aim of enabling students to make well-informed and realistic choices, both now and in the future. To ensure the West Midlands gets ahead and stays ahead when it comes to education, skills and employment, the West Midlands Combined Authority Local Enterprise Partnership (WMCALEP) collaborates with business partners, the public sector, education providers and voluntary organisations to ensure that young people have access to the best possible careers education and opportunities. OFA aligns strategically with these values, mapping its work to the LEP priorities as well as DfE statutory guidance and Gatsby Benchmarks.

OFA will embed enterprise, employability, careers guidance and inspiration into OFA's culture and its curriculum, with a focus on regional and national employer engagement and development of structured and sustainable employer partnerships. OFA's objective will be to ensure that LEP objectives and employer engagement are firmly embedded in curriculum subjects, giving students opportunities to understand the application of their studies to the real world of work, the local economy and local and national business growth. There will be an annual review of provision that will be influenced by local business and the LEP, evaluating all documentation developed to ensure objectives are current and purposeful. The Careers Co-Ordinator will remain up to date with Labour Market Information and regularly meet with other Careers Co-ordinators and Careers Advisers to share good practice. This will include working with the LEP and inviting local employers to provide activities and to inform the curriculum. This will also include an ongoing awareness of the priority employment sectors in the Black Country and West Midlands. The Careers Co-ordinator will also attend any training necessary to ensure Professional Development. OFA is situated within an 'opportunity area' this means that government funding has been allocated to improve the education and post 16 opportunities available to students. This funding allocation means that as an academy we are able to access both funding and support systems to improve student opportunities.

### **OFA Vision**

"For all OFA students to have high aspirations for their future careers through a high-quality careers programme, enriched with opportunities that encourage students to achieve their full potential whilst expanding their awareness of the world of work beyond the Cradley Heath."

### **OFA career team**

SLT Career Lead: Mrs D. Benson

[dawn.benson@oatforge.co.uk](mailto:dawn.benson@oatforge.co.uk)

Careers Co-Ordinator: Mrs. S. Southall

[sarah.southall@oatforge.co.uk](mailto:sarah.southall@oatforge.co.uk)

Career Advisor: Mrs. B Scott

[beverley.scott@oatforge.co.uk](mailto:beverley.scott@oatforge.co.uk)

Lead School Governor: tbc

### **Good Career Guidance Benchmarks/Gatsby Benchmarks**

OFA is working to create a progressive and sustainable CEIAG Programme that follows Gatsby Benchmarks and statutory guidance. The Gatsby Benchmarks are about:

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

See DfE document "Careers Guidance and Inspiration in Schools – statutory guidance for governing bodies, school leaders and school staff"

Links: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/440795/Careers\\_Guidance\\_Schools\\_Guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/440795/Careers_Guidance_Schools_Guidance.pdf) [www.gatsby.org.uk/education/programmes/good-career-guidance](http://www.gatsby.org.uk/education/programmes/good-career-guidance)

### **Access and Entitlement -**

A Statement of Entitlement Within CEIAG, each student is entitled to;

- be at the centre of the CEIAG process and the partnership between tutors and appropriate outside agencies
- opportunities to develop employability and softer skills
- a broad, balanced programme of careers education that will move him/her forward in the career planning process by developing self-awareness and opportunity awareness
- have an awareness of the CEIAG process
- equal opportunity and access to current, impartial information about work, training and further education
- direct experience of the world of work
- access to individual, impartial and informed careers guidance
- a non-judgmental, open approach - to be listened to
- exposure to employers, in particular within LEP priority sectors – see below:

### **Implementation and Objectives of CEIAG**

Every student will have the opportunity and will understand how to access a one-to-one appointment with a careers Co-ordinator through the following routes;

- Staff request
- Email
- Face-to-face
- One-to-one guidance interviews for all Year 11s with the Careers Adviser to help make final decisions and applications.
- Every student will have access to up-to-date careers and labour market information via the promotion of local opportunities, careers tools and websites.

- Careers information and employment application information to be delivered as part of PSHE extended tutor times delivered by a designated careers team, organised events, workshops, fairs and via electronic correspondence. Careers staff will also be available at open events and parent consultation evenings.
- The Careers Education Programme will be organised by the Careers Leader, Senior Leaders and other appropriate staff. This will include input from local and national employers, the local council, the LEP, Further, Higher Education and Training providers and other appropriate individuals.
- Students to be encouraged to make realistic but inspirational decisions based on ability, aims and career aspirations.
- Students will have access to support in preparation for the transition from OFA to other destinations.
- When necessary, there will be contact with parents/carers to support applications and transition arrangements.
- External speakers will be invited in to support student understanding and provoke their thoughts around a diverse range of ideas.
- The Careers Leader and the careers administrator will maintain and oversee the tracking data of leavers
- All information will be given/delivered without bias and prejudice regardless of race, gender, religion, disability, background, financial context or sexuality.

### **Delivery Information**

Advice and Guidance is overseen by two qualified Careers Advisors and a member of the Senior Leadership Team. It will be delivered from Year 7 to 13 by a designated team of staff

- Year 7 will have employability and careers related morning tutor sessions. They will start to complete their Career Portfolios, which will be completed during National Careers Week. Students will be introduced to the Unifrog platform which will be used throughout their PSHE lessons each year thereafter.

- In Year 8, students will have PSHE lessons during the spring term where they will be introduced to key terminologies and skill assets. Year 8 students will complete timetabled Unifrog interactions within the PSHE lessons. Additionally, Year 8 students will also be involved in a NCW programme during the spring term. They will complete the STEMpals project in tutor groups too.
- All Year 9 students will develop their career knowledge and learn about different types of employment and sectors as well as the behaviours within the workplace. Also, the year 9 students will have access to local post 16 institutions where students can meet FE staff and take part in question and answer sessions in through their tutor groups. To support year 9 students further, they will be involved in attending a Careers Fair in January, allowing them the chance to talk to employers, training providers and FE Colleges. The students are also encouraged to engage with Unifrog throughout the year, whilst having timetable time during PSHE in the autumn term.
- Year 10 students will engage with Unifrog throughout the year as they start their Work Experience process. They will have extended tutor time to produce a CV and complete an application form and will be given the opportunity to visit a university as well as work alongside employers as part of Work Experience week. They will develop their CVs, interview techniques, participate in mock interviews and develop their employability skills. Students will start having planned 1-2-1 guidance interviews to help them with their post-16 options.
- All Year 11 students will have at least one impartial careers guidance appointment to discuss opportunities and applications. More appointments will be offered where necessary, and parents/carers will have an open invite to attend or arrange meetings with the Careers Advisors. All year 11 students will have a clear understanding of the opportunities available to them after leaving and how to access them. They will participate in a NCW programme. Students will be expected to have been interviewed and received offers by June. They will be tracked and offered ongoing support from the Careers Advisors until the end of the academic year, with those opting for apprenticeships being given more targeted support. Extra support is also put in place for those at risk of becoming NEET/with SEND by providing visits to local colleges.
- All sixth form programmes of study are designed so that students develop in-depth subject knowledge, as well as the conceptual understanding and key transferable skills that will allow them to make the eventual progression to higher education or quality employment. The curriculum does this through flexible learning pathways designed to reflect students' abilities, interests and career aspirations, together with enrichment provision, PSHE sessions and personalised careers guidance. We are unrelenting in our drive to raise standards of reading, literacy, oracy and numeracy and all staff build these disciplines into their curriculum planning so as to offer a whole-school approach to developing excellent readers, writers, speakers and numerate young people. Careers

provision is delivered through the PSHE programme which is led twice by the sixth form tutor team, as well as during a series of PSHE days.

Sixth form students also participate in an HE and employability week in the summer term, visiting a university and completing a mock assessment centre and interviews with employers. Students also have two weeks of work experience