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Approved by	
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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. 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.

Ormiston Forge Academy adheres to the January 2023 statutory guidance - **Careers guidance and access for education and training providers** which states all schools and academies must now secure independent careers guidance for pupils in school years 7 to 13. 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 Education, 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, CDI framework and Gatsby Benchmarks.

OFA will embed employability, careers guidance and aspiration 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 Enterprise Co-Ordinator will remain up to date with Labour Market Information and regularly meet with the Careers Leader and Careers Advisers to share good practice. This will include working with the LEP and inviting local employers to provide activities and advice 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 Team will also attend any training necessary to ensure 'Continuous 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

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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 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 1:1 appointment with a qualified L6 Careers Advisor through the following routes;

- Staff referral internally
 - Email/Contact from parents via website
 - 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 lessons delivered by staff, a designated careers team, organised events, workshops, fairs and via electronic correspondence. Careers staff will also be available at open events and parent 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 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 key transitions at KS3/4, KS4/5 and beyond Year 13.
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- 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 consider their strengths and how to build their self-esteem by engaging in the academy enrichment programme and house system. They are introduced to the academy Careers team and 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 employability skills. 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 discover the range of jobs that exist and learn about equal opportunities in the workplace. Discrimination that could exist and how to challenge this.

- All Year 9 students learn about the different types of qualifications and what may be required to gain access to certain jobs and careers. They will work alongside one of the country's largest employers, The British Army. They have a lesson featuring the use of LMI to support KS4 option choices and create an action plan for the future. 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. 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 timetabled time during PSHE in the spring term. Students have the opportunity to visit a university during the summer term.
- Year 10 students will engage with Unifrog throughout the year as they start their Work Experience process. They will have timetabled PSHE lessons in the spring term to create a personal statement and complete an application form as well as being given the opportunity to visit a university. They will work alongside employers as part of Work Experience week. They will develop their CVs, participate in mock interviews and develop their employability skills. Students will start having planned 1:1 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 at post 16 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 have received offers by May of each academic year. 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 and inviting training providers in to work alongside vulnerable students.
- 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 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 of year 12, visiting universities and completing a mock assessment centre and interviews with employers as part of a speed networking event. Students can access two weeks of work experience at the end of year 12.