



## **Careers Education and Guidance Policy**

### **Purpose**

Promoting a career development culture is an essential part of the mission and ethos at The Westwood Academy. We aim to support the aspirations of all our learners and to ensure that they gain the understanding, skills and experience they need to make progress and succeed in learning and work. We believe that effective careers education and guidance not only contributes to the well-being of individuals but also to the wellbeing of their families, the communities to which they belong, wider society, businesses and the economy.

### **The Westwood Academy Vision**

To enable all pupils to achieve social and economic success and realise aspirational future pathways through the provision of an inspirational and informed programme of careers education.

### **Commitment**

- ✓ To deliver high quality, timely and independent careers guidance which supports our pupils to achieve their career aspirations and goals.
- ✓ To engage with a range of FE colleges, employers, training providers and universities to enable aspirational career possibilities.
- ✓ To provide students in all year groups with at least one encounter with an employer per year.
- ✓ To develop sustainable partnerships with local training providers, employers and other educational organisations.
- ✓ To engage students as active participants in their career development from Year 7 through to Year 13.
- ✓ To provide opportunities for students to develop the necessary skills and attributes needed to make the next steps in their chosen career pathway.
- ✓ To use local and national labour market information to increase employability prospects for all pupils.
- ✓ To empower individuals to enter the competitive and evolving workplace with confidence and competence.
- ✓ To provide pupils with the support and advice needed to make an effective transition beyond Year 11.
- ✓ To support staff in developing employability within the curriculum and as a key part of the learner experience.

### **National and Local Expectations**

We are committed to meeting national and local expectations in relation to careers by:

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- securing independent and impartial careers guidance for Y8-13 as required by the 2011 Education Act. In implementing this duty we will pay particular regard to the following documents;

### 1. Section 10 “Careers Guidance and Inspiration in Schools” (statutory guidance 2015/updated 2017)

**The following principles for good practice will drive our strategy at The Westwood Academy;**

- Provide access to a range of activities that **inspire young people** (employer talks, careers fairs, motivational speakers, colleges and university visits, coaches and mentors).
- **Build strong links with employers** who can help to boost young people’s attitudes and employability skills, inform pupils about the range of roles and opportunities available and help them understand how to make this a reality.
- Offer high quality work experience
- **Widen access to advice on options** available post-16, for example, apprenticeships, entrepreneurialism or other vocational routes alongside the more traditional A levels and university route.
- **Provide face-to-face advice and guidance** to build confidence and motivation.
- **Work with local authorities to identify vulnerable young people**, including those with special educational needs and those at risk of not participating post-16, and the services that are available to support them.
- Provide information to students about the **financial support** that may be available to help them stay in education post-16.
- **Work with Jobcentre Plus** to develop a smoother pathway between education and work.
- Consciously **work to prevent all forms of stereotyping** in the advice and guidance we provide.

### 2. Ofsted’s inspection criteria for evaluating careers provision in schools (September 2015)

**3. Equality Act 2010** - to promote equality of opportunity, foster good relations across all people, eliminate harassment and discriminatory practices and support children with protected characteristics

### **Examples Of Recent Involvement in Local and National Initiatives and Employer Engagement**

Go4SET – Engineering Development Trust

Imagineers and Arup – Festival of Imagineers

Skills For Industry Programme – The Design and Technology Association

MTC – Engineering Experience Day

JLR – Activities Day

DHL – transport and logistics day

Warwick University – Warwick Inspire

Oxford University – Pathways Days

Speakers For Schools – assembly, music production and song writing workshops

Local College Visits – Moreton Morrell, Hereward College

Heart Of England Training – Hair and beauty taster sessions

Bouygues Uk – Pathway To Construction event and site visit, College Day activities

Whitefriars Housing – Work Experience, College Day activities

West Midlands Police – College Day activities

Hitz On Track – 6 week pre engagement programme for potential NEETS (Wasps)

Pet – xi – apprenticeship assembly

Coventry City Council – apprenticeship assembly

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Coventry University – Schools Experience Day

The Big Bang Fair (NEC)

The Skills Show (NEC)

UCAS Conference (NEC)

### **Current Priorities**

Our careers strategy is informed by these priorities:

- supporting individual aspirations, improving attainment and ensuring positive destinations
- meeting the needs of specific groups including looked after children, young carers, children from economically-deprived backgrounds and children with special educational needs and disabilities
- developing learners' career management skills, especially those associated with career adaptability, resilience, enterprise and employability
- improving young people's working lives by helping them to identify the values that are important to them such as contributing to the wellbeing of others through their paid and voluntary work and working in greener ways
- developing the use of digital technologies to meet young people's career development needs in conjunction with face-to-face support
- working with parents/carers, alumni and education, community and business partners to meet students' career development needs

### **Action Plan Priorities**

- Reducing NEETS at the end of Year 11,12,13
- Using local LMI to inform CEIAG
- Implementing a structured, timely and age appropriate programme of careers activities into the mentor programme
- Enabling students to have immediate access to CEIAG – launch of new careers area and associated resources, implementation of Kudos across all years
- Developing relevant employability skills

### **Strategy**

To achieve the objectives of this policy, we will:

- ensure that the governing body is actively involved in shaping careers policy and strategy through its committee structure
- identify a senior member of staff to advise the senior leadership team and governors on curriculum, staffing and resource requirements; and to lead the development, implementation and evaluation of the school's careers provision with the support of other key post holders (e.g. SENCO, Head of Sixth) and specialist careers staff
- identify a middle leader to manage the day-to-day running of the careers programme
- develop and maintain a costed annual careers plan for achieving current priorities including delivering the planned programme, meeting staffing and CPD costs, and monitoring, reviewing and evaluating the strategy
- commission independent careers guidance services from individuals/organisations that meet the standards set by the Quality in Careers Standard
- set out clearly the contribution expected of all staff including subject teachers and tutors for students' career learning and planning

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- communicate the benefits of effective provision to our partners, including link schools, and engage them in co-ordinating provision
- actively involve learners themselves in the planning, delivery and evaluation of the careers programme.

### **Review**

This policy will be reviewed by the governing body every two years.

Signed

Headteacher

Chair of Governors

Date

Date of next review: 19<sup>th</sup> July 2018

### **Related documents**

CEIAG Action Plan

Careers Booklets (Y7-11)

SEF

Kudos dashboard