



CAREERS POLICY

2023-2024



Introduction:

This policy statement sets out the Academy's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997. The school's Careers Education and Guidance Policy has been developed over a number of years by members of the school staff, taking into account feedback from students, parents, employers and relevant outside agencies. In its most recent form, it links to statutory guidance "Careers guidance and access for education and training providers" updated in July 2021.

Aim

The Careers programme is part of the Unified Academy planned curriculum and is designed to provide students with a range of externally accredited qualifications and skills to lead successful and worthwhile lives when they leave the school. We aim to provide a relevant and engaging careers curriculum which meets the differing needs and requirements of our pupils and to instil in all students the necessary confidence, awareness and flexible skills to make a successful initial transition from education into the world of work so that they are able to fulfil their potential and contribute positively to the wider community.

Careers Programme

At Unified Academy, we provide independent careers advice to all our students from Years 7 – 11 in the format of individualised sessions and / or group sessions led by the Education Development Trust

The programme includes these elements:

- Learning derived from current career and labour market information
- Addressing the specific needs of each student in the form of personal guidance
- Placing careers education within the curriculum as a whole
- Mapping careers activities to evidence meeting the statutory requirements of the Gatsby Career Benchmarks
- Independent travel training for Year 11 students
- Differentiated programme across school years
- Tailored work experience opportunities across Key Stage 4

Through our careers programme we plan to:

- Prepare students for the transition to life after Unified Academy
- Promote decision-making skills in relation to option and career choice
- Provide students with broad and varied experiences
- Support students to develop personal characteristics such as social skills, communication, independence and resilience
- Inspire and motivated students to develop themselves as individuals and live as independently as possible
- Promote self-awareness and support the development of skills and behaviours required to contribute positively to the wider community
- Enable the development of a range of character attributes which underpin success in education and employment
- Promote awareness of opportunities on a local and national scale
- Develop application skills, including use of IT
- Support students in developing a personal action plan and CV

- Provide practice interviews where appropriate
- Provide support for students to experience work placement visits
- Develop links with local Colleges
- Support with transition visits / meetings with new placements
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Gatsby Benchmarks

Unified Academy is committed to providing all students in Years 5-11 with a relevant and personalised careers programme. The programme has been assessed in line with the eight Gatsby benchmarks for ensuring best practice and to meet the requirements of the Department for Education's statutory guidance 2018.

The Gatsby Benchmarks:

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



Meeting the Gatsby Benchmarks is an ongoing process and detail of our current careers programme is outlined below:

Stage	Year Group	Provision	Gatsby Benchmark
Nurture	5	<ul style="list-style-type: none"> • Career focused assembly – twice yearly • Careers link in all schemes of work • AQA Unit Award Scheme • Impartial careers guidance delivered by external providers 	1, 2, 4
	6		1, 4
	7		1, 3, 4
	8		1, 2, 3, 8
Transition	9	<ul style="list-style-type: none"> • Entry Level Qualifications in English, maths and ICT • Careers link in all schemes of work • Options event in Summer Term 	1, 2, 4
			1, 4
			1, 2, 3
Key Stage 4	10	<ul style="list-style-type: none"> • Impartial careers guidance delivered by external providers • Qualifications - GCSE English, maths, photography, art, humanities, food & nutrition, physical education • Review of career and learning progress and aspirations within Annual Review • Post 16 Transition meeting with Careers Co-ordinator • Career focused Assembly – twice yearly • Visiting speakers: Further Education; Industry; Local Authority; Armed Forces • Careers/ Preparation for adulthood taught within PSHE curriculum • Work placement visits • Student transition/college visits • Visit to national/ local careers fairs • Parent meetings for Year 11 transition • Information on website specifically aimed at students and parents 	1, 3, 8 4
	11		1, 3, 8 1, 2, 4 1, 2 5, 6, 7 1, 4, 8 5, 6 7 2, 5, 7 1, 2, 8 1, 2

Appendix A

Summary of Careers Progress 2023/24

- Working collaboratively with external providers to provide:
 - Individual and group careers guidance, information and support for staff and parents.
 - Face to face careers guidance meetings with an external careers advisor are planned for all Year 10 and 11 students. Where students do not attend on site, careers advice will be offered off site.
 - Feedback from all these meetings will be shared with students, the school careers coordinator and parents.
 - Group careers sessions in tutor groups for Years 7-9.
- Careers focus embedded in Preparation for Adulthood within PSHE for years 10 & 11 has been planned to support students to utilise their written feedback from careers meetings.
- A programme of external speakers from a range of professions and academic settings will take place for Year 10 and 11 students during PSHE lessons from Autumn Term 2 onwards.
- Students work towards careers focused AQA Award units within Careers focus during PSHE lessons.
- Cross-curricular careers links referenced in every scheme of work.
- Offsite visits to local Colleges for all Year 10 and 11 students will take place in Autumn Term 2 for Year 11 and Spring Term 2 for Year 10.
- Individual transition meetings with careers coordinator for all year 11 students.
- Full support offered for all students and parents in completing applications.
- College prospectuses available for students in Careers Coordinator Office and reading hub.
- All local College prospectuses are available on the school website.
- Additional relevant links for parents and students are on the school website.
- Careers focused accolades on Epraise including for attending careers guidance meetings with external provider and East Surrey College visits.
- A series of visits to local business is being organised by the Careers coordinator for year 11 students in Autumn Term 2 and Spring Term 1 to provide opportunities for employer encounters.
- Virtual workplace encounters to take place throughout the academic year where appropriate open to all year groups.
- Careers coordinator to look into increasing opportunities for workplace encounters and work experience going forward.
- Working with the Careers and Enterprise Company to improve access to work experience and careers support from Autumn Term 2 onwards.
- Vocationally focused personal development sessions throughout academic year – working towards AQA units.
- Career focused 'Word of the Week' during careers week.
- Review of pervious year careers support and guidance undertaken in Autumn Term 2 including parent, and teacher feedback.