

Orchard Mead Academy



Careers Education Information and Guidance (CEIAG) Policy 2023

- We will maximise the life chances of our students by preparing them for working life beyond school and college through a high-quality careers provision that develops their knowledge of the world of work and the skills they need to navigate it
- We will inspire our students to have high aspirations for their future careers so that they can become the best version of themselves and achieve highly, become well rounded, happy, kind and confident members of the global community.
- We will support all students to attain their desired post 16 destinations regardless of ability or background

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1. Introduction

Careers Education, Information, Advice and Guidance (CEIAG) is taught from year 7 to year 11, it is an important part of our curriculum. At Orchard Mead Academy, we are committed to providing outstanding CEIAG for all. Ensuring that each student:

- Is able to recognise and develop their personal skills and qualities and
- Builds a strong knowledge and understanding of the career opportunities available to them.

Policy Statement

Careers Education and Guidance at Orchard Mead is an integral part of the preparation of all students for the opportunities, responsibilities and experiences of life in modern society. All CEIAG is unbiased and impartial with the student at the forefront.

2. Aims of CEIAG at Orchard Mead

- a) Self Development – Our students will understand their own strengths and challenges, and be aware of the influences around them.
- b) Career Exploration – Our students will have opportunity to learn about a wide range of educational and work opportunities.
- c) Career Management – Our students will develop the skills to be able to make and adjust their future plans with the support of the careers team.

Learning Outcomes

- a) **Self-Development** – students should be able to:
 - evaluate their achievements, qualities and skills
 - present this information appropriately
 - use this knowledge for personal development
 - set their own career targets
 - recognise and deal with influences on their own attitudes, values and behaviour in relation to work
- b) **Career Exploration** – students should be able to:
 - Use a variety of sources of careers information
 - Understand employment trends in the local labour market
 - Understand the nature of work and people's attitudes to it
- c) **Career Management** – students should be able to:
 - Understand and use the sources of help
 - Understand and use decision making techniques
 - Be familiar and confident in
 - completing job/college applications,
 - preparing for and being interviewed for jobs
 - Understand and recognise rights and responsibilities in the workplace

3. Careers Education and Guidance

Careers Education helps individuals to develop the skills, knowledge and understanding required to make appropriate choices, manage transitions in learning and move successfully in to work. Careers Education takes place in the classrooms; during careers lessons, whole school assemblies and tutor time, careers talks, World of Work days and additional curriculum days (for each year group).

Careers Guidance is a means of enabling individuals to apply the skills, knowledge and understanding they have learned to make appropriate decisions about learning and moving in to work. It will be impartial, client centered and confidential. Careers Guidance mainly takes place through individual support and groupwork sessions.

4. Staffing 2022 - 2023

Phillip Longman - Careers Lead in school – plongman@orchard-tmet.uk

Beth Tomlins – Careers Advisor - btomlins@orchard-tmet.uk

All staff are involved in preparing students for personal and working life, both as a young person and as an adult.

5. Careers Education and Guidance across the Year Groups

Available to all Students

Lego League, Fire Service Visit, Student Parliament and Prefects (KS4), Unifrog access

Each subject presents relevant jobs to students through their curriculum

Each subject provides a careers based visit or trip for their KS4 students

Year 7

Student Receptionist experience

*STEM: Nylacast Boat Building visit March 24

*Army Visit: Summer 24

Growth Curriculum careers topics:

- Careers Introduction
- Your future career (personal strengths and career skills)
- Raising aspirations

Year 8

Air Cadets Recruitment Sept 23

*Trip to De Montford University November 23

*LEBC STEM activity (run through DT lessons)

Growth Curriculum careers topics:

- Your future career (discovering jobs and the pathways into them)
- Build your Skills
- Raising aspirations

Year 9

Air Cadets Recruitment event Sept 23

Police Cadets Recruitment May 24

Trip to Army Barracks September 24

*LEBC STEM activity (run through DT lessons)

Options support and guidance

Growth Curriculum careers topics:

- KS4 Option Choices
- Foundations for the future (financial sense)
- Raising aspirations

Year 10

STEM: trip to Walkers Crisps

Trip to Army Barracks September 24

Trip to De Montfort University (March 24) or World of Work Day (Summer 24)

Careers (Group or Individual) Interview summer 24

Growth Curriculum careers topics:

- Longer term plans (planning for life after college)
- making informed choices (planning for life at college)
- how to get ahead (planning for your dream career)

Year 11

Introduction to Y11: target setting achieving your Post 16 goals (August 23)

Y11 parents evening and Post 16 providers fair (November 23)

College presentations in tutor time (Sept - October 23)

*Apprenticeship talk - (March 24)

*Mock Interviews (January 24)

Motivation and mental health talk (Daniel James) - February

One-to-one careers advice and guidance for all students (October to December 23)

College application support (October 23 to January 24)

Growth Curriculum careers topics:

- Making informed applications support
- Fulfilling your dreams (revision)

6. Careers Interviews

Impartial 1-2-1 careers appointments are offered to all students in Year 11 with each student offered an initial 30 minutes session with a follow up session where needed. These interventions are confidential, and learner focused. Students receive their own personalised action plan. All Year 11 students are included. Referrals can be made by any member of staff from any year group. All students in Year 10, are also offered either a group or one-to-one interview.

7. Information and Resources

- Careers Information and Resources are located in the school library
- The Library offers additional IT access
- The Library is available to students at break, lunchtimes and after school for careers based research and reading
- Information is displayed in all subject areas and around the school
- Relevant and appropriate information is supplied on our website. Which is reviewed regularly?

8. Keeping Updated

- Current university and college/6th Form prospectuses are updated annually
- UCAS (the university course and institution website) information is available
- Apprenticeship opportunities are shared both broadly and with students that have specifically requested support in achieving an apprenticeship role
- We subscribe to UniFrog, the web based careers website. Each student has their own account that can be used to track careers events and for careers based research.

9. Equal Opportunities

The careers team supports the school Equal Opportunities Policy and endeavors to implement it in the following ways:-

- Equal opportunity lessons
- Careful selection of posters and display material
- By encouraging all students to aim to support themselves financially
- By encouraging all students to consider all options including non-traditional careers/roles
- By avoiding the use of one gender and gender specific job titles
- Equal access to information for all students of all abilities

We recognise that courses and employment are available and suitable for people of varying skills, abilities and personal qualities. We encourage all students to consider these factors when choosing work placements, post 16 courses and employment. If a student does not have the academic ability for their chosen career, we will support them to find alternate routes to similar roles and courses. We emphasise students' strengths and abilities from a positive perspective and highlight the courses, routes and opportunities that are open to them.

10. Recording, Assessment and Reporting

Students store a record of all work on their Unifrog lockers, workbooks and profile, building up their 'job bank' and interests. All work can be monitored by staff and areas of interest highlighted. Talks, visits and events can then be organised for students with specific sector interests.

Students receive feedback from visiting staff and employers.

Each student receives a personalised action plan after any CEIAG meeting. This is a confidential document.

11. Entitlement

Students in Years 7 – 11 should:

- learn about themselves and the influences around them
- develop decision making skills
- develop skills to help them manage transition
- have access to up to date information about learning and work
- have impartial, confidential and up-to-date guidance
- learn about the world of work
- experience the world of work, where appropriate

Parents are entitled to:

- have access to careers information at Parents Evenings
- have access to information on Options at 13 and 16 and during Post-16 evening sessions

12. Monitoring, Review & Evaluation

The Gatsby Benchmarks form the basis for the careers strategy and its evaluation. The benchmarks are used to inform the School Improvement Plan.

These are updated termly taking into account the evaluation of each activity that has taken place:

- Each careers event is evaluated by students and the professionals that deliver them.
- The Y9 option process is evaluated annually in October by students, parents, and teachers
- The Y11 college application process is evaluated annually in March by students and parents
- Compass plus is used to complete termly evaluation of the benchmarks and progress against the SIP.

Feedback from staff, students, parents and business representatives is a key part of monitoring, reviewing and evaluating the careers offer.

External feedback comes from the LLEP Enterprise Coordinator and Enterprise Advisor, we are an active part of the local schools career hub.

13. Links with the Community, Outside Agencies and Businesses

Orchard Mead has links with businesses in the local area and is constantly making new contacts. Pupils are encouraged to attend Post 16 Open Days and Taster Days.

Labour Market Information (LMI) – our careers adviser works for LEBC and belongs to numerous ‘networking’ groups to keep up to date and relevant. Research and speaking with representatives from the World of Work also supports key trends and LMI.

Are biggest partners are:

- Leicester and Leicestershire Enterprise Partnership (LLEP)
- Leicester Enterprise and Business Company (LEBC)
- Nylacast
- The Army
- The Air Cadets
- The Police Cadets