

Stewards Academy

Parnall Road

Harlow

Essex

CM18 7NQ

POLICY NAME	CAREERS POLICY			POLICY NO.	
EFFECTIVE DATE	24/04/2023	DATE OF LAST REVISION	24/04/2023	VERSION NO.	2
REVIEW FREQUENCY	ANNUALLY				
ADMINISTRATOR RESPONSIBLE	Assistant Headteacher – WRL (Alec Laing)		CONTACT INFORMATION	alaing@stewardsacademy.org	
APPLIES TO apply group names to define applicable areas of staff					
GROUP 1	Year 7	GROUP 2	Year 8	GROUP 3	Year 9
GROUP 4	Year 10	GROUP 5	Year 11	GROUP 6	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Pupils and Curriculum	24/02/2022	Created	Assistant Headteacher - WRL
2	Trust Board	17/5/2023	Reviewed and approved	Assistant Headteacher - WRL

Careers policy

Incorporating provider access policy

Adopted: 24.02.22

Review date: April 2024

1. Rationale

This policy statement sets out the school's arrangements for managing the access of providers to pupils 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.

Other policies and procedures which are also relevant include, but not limited to:

Safeguarding/Child Protection Policy. WRL Risk assessments and Health and Safety Policy

Our policy ensures that Career learning helps young people develop the knowledge, understanding and skills they need to make successful choices and manage transitions in learning and work.

2. Statutory requirements

Stewards Academy is committed to fulfilling all relevant statutory duties contained in the DfE's '[Careers Guidance and Access for Education and Training Providers](#)' (July 2021).

All pupils in years 8 to 13 (12 to 18-year-olds) and students aged up to 25 with an EHCP are entitled to:

- find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies, group discussions and taster events
- understand how to make applications for academic and technical courses.

3. Careers leader

The name, email address and contact number of the school's careers leader is published on the school's website <https://www.stewardsacademy.org>. This information will be kept up to date. The careers leader leads and coordinates the careers programme.

the Governor responsible for CEIAG is Mr S Dodd who takes a strategic interest in careers education and guidance and encourages employer engagement. The email address is sdodd@stewardsacademy.org

4. Careers programme

Every student in this school follows a stable careers programme that incorporates the following:

- Access to high quality, independent, unbiased information, advice and guidance about their future study choices and career opportunities.
- Timely advice and support that is tailored to their individual needs, and relevant to key decision points throughout their learning journey at this school.
- Learning that challenges stereotypical thinking and supports every student to aim as high as they can.
- Focus on how curriculum teaching is linked to future opportunities in learning and career. In particular, there is an emphasis on how science, technology, engineering, art and maths (STEAM) subjects are relevant to a wide range of rewarding careers.
- Multiple, meaningful opportunities to learn from employers about how to be successful in the world of work.
- Opportunities to experience the real world of work through visits to workplaces.
- Information and experiences that inform them about all learning options by 14, 16, and 18 plus, including further and higher education as well as opportunities to find out about apprenticeships and technical education qualifications.
- Opportunities for guidance interviews with the school's qualified careers adviser.
- We use Compass and Unifrog to monitor our careers programme. We have implemented the Gatsby Benchmarks through Ethic and Values Lessons and launch of Unifrog across all year groups as well as wider curriculum learning opportunities. We offer a drop-in careers services for all pupils to ask questions and for years 10 and 11 to book a Careers Guidance Meeting.

Reasonable adjustments will be made to the careers programme to take account of pupils with additional needs.

The full programme for careers is available from the careers leader Clare Bailey and published on the school website <https://www.stewardsacademy.org>. Every student in our school is entitled to participate fully in the careers programme.

5. Managing the careers programme

Stewards Academy is committed to effective management of the careers programme. While staff contribute to the careers learning of students, the following key roles are included for clarity.

We will meet the training needs that arise from the delivery of our careers programme through our Smart Meet meetings and regular correspondence with staff via email and The SLT member responsible for Careers will monitor and respond to requests for appropriate training in a timely manner.

We have an independent careers advisor in school 2 days per week who is fully qualified to Level 7 whom pupils can access one to one Careers Guidance from.

Funding for the careers programme is allocated in the school budget and will be at a level that ensures that the programme is resourced adequately.

6. Evaluating the impact of the careers programme

Our students will follow a careers programme that is regularly monitored, reviewed and evaluated. We will report on an annual cycle of review and evaluation that includes the following:

- Feedback and assessment of student work when appropriate, so that they know when they are doing well.

- Student participation in surveys/focus groups so that the learners' voices can be heard.
- Results of the parental satisfaction survey/parental careers survey so that we can continue to support them to support our students.
- Feedback from employers and other external organisations that participate in the careers programme so that we can guarantee that all experiences are meaningful for our students.
- Feedback from careers staff/school staff who are engaged in delivering all aspects of the careers programme so that we can continue to improve outcomes for all students.
- Analysis of the destinations of our students after they leave our school so that we can monitor positive trends in post-16/post-18 participation in learning, training and employment.
- Use of the Compass Plus tracker tools from the Careers & Enterprise Company to help us to ensure that we are fully meeting the Gatsby Charitable Foundation's [Benchmarks for Good Career Guidance](#).
- Pupils in years 10 and 11 have the opportunity to book a Careers Guidance One to One with an Independent careers Advisor, they can do this by requesting an appointment through Mrs Bailey our Work Related Co-ordinator.

The results of the annual evaluation, along with any changes made or proposed, will be available to students, their parents, the senior leadership team and the governing body of the school in an appropriate format.

Stewards Academy is working towards the national [Quality in Careers Standard](#). Both the AHT responsible for Careers and the Careers Co-ordinator are enrolled on accredited courses regarding careers Education and Guidance.

7. Provider access

Our students are entitled to information about the education or training offer from external providers [Section 42B of the Education Act 1997]. They will hear from a range of local providers about the opportunities they offer through options events/assemblies/group discussions/taster events/visits from local FE Colleges and 6th Forms and understand how to make applications for a variety of academic and technical courses.

Providers may also leave a copy of their prospectus/course literature for the school's careers library or request a link to their website.

Arrangements for access, including safeguarding and use of school premises / appropriate IT facilities, will be discussed and agreed in advance with the career's leader.

The school will make classrooms and private meeting rooms available for discussions between the provider and pupils, as appropriate. The school will also make available AV and other specialist equipment to support provider presentations. This will be discussed and agreed before the visit with the careers leader or a member of their team.

The full programme for careers is available from the careers leader Claire Bailey and published on the school website <https://www.stewardsacademy.org>. Providers may wish to consult to identify suitable opportunities.

8. Parents and other partners

Parents and carers/guardians have a pivotal role to play in the career development of our students. We will provide parents with the information they need to support their children with learning and career planning

throughout their school career. All parents are invited to participate in information events that will help them to develop the confidence to support effective decision making by students at key transition points.

Stewards Academy works with a range of outside learning and careers support organisations to share information and access.

8. Complaints

Complaints about the implementation of this policy or about any decisions taken in line with the policy will be considered as part of the school's Complaints Policy – available on our website.

Signed by:

_____	The chair of governors	Date:
_____	Headteacher	Date:
_____	School business manager	Date:

This policy will be reviewed annually.