

HIGHFIELD eLY aCADEMY

careers strategy

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| this policy was Approved: | autumn 2021 |
| this policy will be reviewed: | autumn 2022 |
| member of staff with responsibility for review: | rEBECCA BUTLAND |

**Our Strategy**

Highfield Ely Academy are committed to providing careers education for all students. The school has students on roll between 2 and 25 years of age with a wide range of additional needs from Profound and Multiple (PMLD), Severe (SLD) to Moderate (MLD) Learning Difficulties. All students on roll have Education, Health and Care Plans (EHCPs).

Highfield Ely Academy careers strategy aims to ensure that all students should lead as independent a life as possible and be part of their local community and of society as a whole. We actively promote students’ positive contribution to society through volunteering, work placements and vocational learning. We are passionate that our students have much to offer their communities and actively seek out these positive opportunities for them.

We want every student to:

* Develop good behaviours and skills and recognise and celebrate their own strengths
* Have access and exposure to a range of opportunities which help to build a picture of what they want their future to look like
* Make informed decisions with their parents/carers about their future

**Our Objectives**

* To have a clear plan for careers education, advice, information and guidance (CEIAG) for students in Year 7 through to Year 13
* To ensure our students and their parents/carers have access to and engage in high quality careers education advice, information and guidance
* To engage with employers, social enterprise companies, further education settings and other community based organisations to raise aspirations through knowledge of careers and career pathways
* To provide all students with meaningful employer encounters and experiences that will prepare them for the world of work
* To ensure students and their parents/carers receive impartial, independent advice at all stages of their time at Highfield Ely Academy
* To enable students to understand their next steps, explore different pathways and opportunities and prepare them for a successful transition to their next educational setting or place of work

We are committed to delivering an effective careers education, information, advice and guidance package to all of our learners. We support pupils, along with their parents and carers, to consider their future options, realise their full potential and decide how their skills and experiences fit with opportunities within the local job market. We successfully help our learners prepare for their next steps by exploring different employment opportunities, different routes to employment, college courses, apprenticeships and by focussing on employability and transferable skills. Throughout the delivery of our careers programme, we adopt a person-centred approach and cater for the individual interests and motivations of our pupils. Once pupils are in Year 9, their EHCP annual review meeting becomes more focussed on preparing for those next steps and exploring different options. These meetings are also attended by our Additional Needs Pathway Advisor who can give further specific information on current opportunities and routes into careers. We are committed to the statutory and moral obligation to provide an engaging and impactful careers programme that will highlight different routes and options for all of our pupils. We work closely with the Local Authority and the Opportunity Area advisors

Our careers programme encourages learners to have high aspirations and to realise and follow their passions. Delivery of the programme involves a variety of different aspects including employer encounters, work experience, curriculum lessons, skills, employability, exploring available career options, college visits, transitions and career events.

At Highfield Ely Academy, the careers team consists of Rebecca Butland (Careers Leader) and Lisa Gledson (Careers, Transition and Work Experience Co-Ordinator). We explore career aspirations and options with all of our KS4 pupils and source work experience and transition opportunities in the local area.

**Careers Programme**

Our Careers programme is developed using Talentino ‘Careers at Every Level’, The CDI (Career Development Institute) framework and 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. Experiences of Workplaces
7. Encounters with Further Education and Higher Education
8. Personal Guidance

Highfield Ely Academy has an embedded programme of career education and guidance which ensures that all students and parents/carers have access to good quality information about future education and employment options. Our careers offer differs in each of our curriculum pathways and reflects students additional and individual needs.

**Blue Pathway Careers and Guidance Offer**

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| **Gatsby Benchmark** | **KS3** | **KS4** | **Linc 19-25** |
| **1 A Stable Careers Programme** | Staff trainingSLT & Governor support | Staff TrainingSLT & Governor support | Staff TrainingSLT & Governor support |
| **2. Learning from Career and Labour Market Information** | Community Visits | Community Visits | Community Visits |
| **3. Addressing the needs of each student** | Liaising with post school providersCareers CarouselParents Q&AParents Coffee MorningCommunity VisitsAnnual ReviewEvidence for Learning | Liaising with post school providersCareers CarouselParents Q&AParents Coffee MorningCommunity VisitsCollege Taster DaysLife SkillsSupport for link visits to collegeMyChoice16 ApplicationDuchess of Ely AwardAnnual ReviewEvidence for Learning | Liaising with post school providersCareers CarouselParents Q&AParents Coffee MorningCommunity VisitsCollege and Social Enterprise Taster DaysSupport for link visits to colleges/alternative care settingsAnnual ReviewEvidence for Learning |
| **4. Linking Curriculum Learning to Careers** | Careers CarouselParents Q&ACommunity VisitsDuchess of Ely AwardEvidence for Learning | Careers CarouselParents Q&ACommunity VisitsDuchess of Ely AwardEvidence for Learning | Careers CarouselParents Q&ACommunity VisitsASDAN Life Skills ChallengeEvidence for Learning |
| **5. Encounters with Employees and Employers** | Careers CarouselParents Q&AMoving on EventCommunity Visits | Careers CarouselParents Q&ACommunity VisitsDuchess of Ely Award | Careers CarouselParents Q&ACommunity Visits |
| **6. Experiences of Workplaces** | Moving on EventWorld of Work LearningLife Skills Flat Activities | Moving on EventWorld of Work LearningLife Skills Flat ActivitiesSupported Group Work Experience | Taster daysCommunity VisitsWorld of Work LearningSupported Group Work Experience  |
| **7. Encounters with Further Education** | Moving on EventLink visits to colleges and post-16 providers | Moving on EventLiaising with Colleges and Post 16 providers | Moving on EventLiaising with Colleges and Post-16 providers |
| **8. Personal Guidance** | Parents Q&AAnnual Review | 1-2-1 and group personal guidance offered as appropriateParents Q&AAnnual ReviewGuidance roleplay sessions | 1-2-1 and group personal guidance offered as appropriateParents Q&AAnnual Review |

**Green Pathway Careers and Guidance Offer**

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| **Gatsby Benchmark** | **KS3** | **KS4** |
| **1 A Stable Careers Programme** | Staff trainingSLT & Governor support | Staff trainingSLT & Governor support |
| **2. Learning from Career and Labour Market Information** | Community VisitsCareers Mini Enterprise | Community VisitsCareers Mini EnterpriseVocational Study |
| **3. Addressing the needs of each student** | Liaising with post school providersCareers CarouselParents Q&AParents Coffee MorningCommunity VisitsAnnual ReviewKingswood ResidentialEvidence for Learning | Liaising with post school providersCareers CarouselParents Q&AParents Coffee MorningCommunity VisitsCollege Taster Days and link visitsLife SkillsMyChoice16 ApplicationDuchess of Ely AwardAnnual ReviewKingswood ResidentialEvidence for Learning |
| **4. Linking Curriculum Learning to Careers** | Careers CarouselParents Q&ACommunity VisitsCareers Mini EnterpriseDuchess of Ely AwardKingswood ResidentialVocational Study | Careers CarouselParents Q&ACommunity VisitsDuchess of Ely AwardCareers Mini EnterpriseKingswood ResidentialVocational StudyASDANAQA Entry Level / Functional Skills |
| **5. Encounters with Employees and Employers** | Careers CarouselParents Q&AMoving on EventCommunity VisitsCareers Mini Enterprise | Careers CarouselParents Q&AMoving on EventCommunity VisitsCareers Mini Enterprise |
| **6. Experiences of Workplaces** | Moving on EventWorld of Work LearningLife Skills FlatCommunity VisitsCareers Mini Enterprise | Moving on EventWorld of Work LearningWork ExperienceCommunity VisitsTravel TrainingCareers Mini Enterprise |
| **7. Encounters with Further Education** | Careers CarouselMoving on EventLiaising with Colleges and Post-16 providers | Careers CarouselMoving on EventCollege Taster Days and Link VisitsSupport to visit Post-16 Provision |
| **8. Personal Guidance** | Parents Q&AAnnual Review | 1-2-1 and Group personal guidanceParents Q&AAnnual ReviewGuidance roleplay sessions |

**Yellow Pathway Careers and Guidance Offer**

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| **Gatsby Benchmark** | **KS3** | **KS4** |
| **1 A Stable Careers Programme** | Staff trainingSLT & Governor support | Staff trainingSLT & Governor support |
| **2. Learning from Career and Labour Market Information** | Community VisitsCareers Mini Enterprise | Community VisitsCareers Mini EnterpriseVocational Study |
| **3. Addressing the needs of each student** | Liaising with post school providersCareers CarouselParents Q&AParents Coffee MorningCommunity VisitsAnnual ReviewLongtown ResidentialEvidence for Learning | Liaising with post school providersCareers CarouselParents Q&AParents Coffee MorningCommunity VisitsCollege Taster DaysLife SkillsSupport for link visits to collegeMyChoice16 ApplicationDuchess of Ely AwardLongtown Residential Annual ReviewEvidence for Learning |
| **4. Linking Curriculum Learning to Careers** | Careers CarouselParents Q&ACommunity VisitsDuchess of Ely AwardLongtown ResidentialCareers Mini Enterprise | Careers CarouselParents Q&ACommunity VisitsDuchess of Ely AwardLongtown ResidentialCareers Mini EnterpriseVocational StudyAQA Entry Level / Functional SkillsASDAN |
| **5. Encounters with Employees and Employers** | Careers CarouselParents Q&AMoving on EventCommunity Visits | Careers CarouselParents Q&AMoving on EventCommunity Visits |
| **6. Experiences of Workplaces** | Moving on EventWorld of Work LearningLife Skills Flat | Moving on EventWorld of Work LearningLife Skills FlatWork ExperienceCommunity VisitsTravel TrainingCareers Mini Enterprise |
| **7. Encounters with Further Education** | Moving on EventLiaising with Colleges and Post-16 providers | Careers CarouselMoving on EventLink visits to colleges and post-16 providersSupport to visit Post-16 Providers |
| **8. Personal Guidance** | Parents Q&AAnnual Review | Parents Q&AAnnual Review1-2-1 and Group personal guidance  |