

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 training  SLT & Governor support | Staff Training  SLT & Governor support | Staff Training  SLT & 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 providers  Careers Carousel  Parents Q&A  Parents Coffee Morning  Community Visits  Annual Review  Evidence for Learning | Liaising with post school providers  Careers Carousel  Parents Q&A  Parents Coffee Morning  Community Visits  College Taster Days  Life Skills  Support for link visits to college  MyChoice16 Application  Duchess of Ely Award  Annual Review  Evidence for Learning | Liaising with post school providers  Careers Carousel  Parents Q&A  Parents Coffee Morning  Community Visits  College and Social Enterprise Taster Days  Support for link visits to colleges/alternative care settings  Annual Review  Evidence for Learning |
| **4. Linking Curriculum Learning to Careers** | Careers Carousel  Parents Q&A  Community Visits  Duchess of Ely Award  Evidence for Learning | Careers Carousel  Parents Q&A  Community Visits  Duchess of Ely Award  Evidence for Learning | Careers Carousel  Parents Q&A  Community Visits  ASDAN Life Skills Challenge  Evidence for Learning |
| **5. Encounters with Employees and Employers** | Careers Carousel  Parents Q&A  Moving on Event  Community Visits | Careers Carousel  Parents Q&A  Community Visits  Duchess of Ely Award | Careers Carousel  Parents Q&A  Community Visits |
| **6. Experiences of Workplaces** | Moving on Event  World of Work Learning  Life Skills Flat Activities | Moving on Event  World of Work Learning  Life Skills Flat Activities  Supported Group Work Experience | Taster days  Community Visits  World of Work Learning  Supported Group Work Experience |
| **7. Encounters with Further Education** | Moving on Event  Link visits to colleges and post-16 providers | Moving on Event  Liaising with Colleges and Post 16 providers | Moving on Event  Liaising with Colleges and Post-16 providers |
| **8. Personal Guidance** | Parents Q&A  Annual Review | 1-2-1 and group personal guidance offered as appropriate  Parents Q&A  Annual Review  Guidance roleplay sessions | 1-2-1 and group personal guidance offered as appropriate  Parents Q&A  Annual Review |

**Green Pathway Careers and Guidance Offer**

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| **Gatsby Benchmark** | **KS3** | **KS4** |
| **1 A Stable Careers Programme** | Staff training  SLT & Governor support | Staff training  SLT & Governor support |
| **2. Learning from Career and Labour Market Information** | Community Visits  Careers Mini Enterprise | Community Visits  Careers Mini Enterprise  Vocational Study |
| **3. Addressing the needs of each student** | Liaising with post school providers  Careers Carousel  Parents Q&A  Parents Coffee Morning  Community Visits  Annual Review  Kingswood Residential  Evidence for Learning | Liaising with post school providers  Careers Carousel  Parents Q&A  Parents Coffee Morning  Community Visits  College Taster Days and link visits  Life Skills  MyChoice16 Application  Duchess of Ely Award  Annual Review  Kingswood Residential  Evidence for Learning |
| **4. Linking Curriculum Learning to Careers** | Careers Carousel  Parents Q&A  Community Visits  Careers Mini Enterprise  Duchess of Ely Award  Kingswood Residential  Vocational Study | Careers Carousel  Parents Q&A  Community Visits  Duchess of Ely Award  Careers Mini Enterprise  Kingswood Residential  Vocational Study  ASDAN  AQA Entry Level / Functional Skills |
| **5. Encounters with Employees and Employers** | Careers Carousel  Parents Q&A  Moving on Event  Community Visits  Careers Mini Enterprise | Careers Carousel  Parents Q&A  Moving on Event  Community Visits  Careers Mini Enterprise |
| **6. Experiences of Workplaces** | Moving on Event  World of Work Learning  Life Skills Flat  Community Visits  Careers Mini Enterprise | Moving on Event  World of Work Learning  Work Experience  Community Visits  Travel Training  Careers Mini Enterprise |
| **7. Encounters with Further Education** | Careers Carousel  Moving on Event  Liaising with Colleges and Post-16 providers | Careers Carousel  Moving on Event  College Taster Days and Link Visits  Support to visit Post-16 Provision |
| **8. Personal Guidance** | Parents Q&A  Annual Review | 1-2-1 and Group personal guidance  Parents Q&A  Annual Review  Guidance roleplay sessions |

**Yellow Pathway Careers and Guidance Offer**

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| **Gatsby Benchmark** | **KS3** | **KS4** |
| **1 A Stable Careers Programme** | Staff training  SLT & Governor support | Staff training  SLT & Governor support |
| **2. Learning from Career and Labour Market Information** | Community Visits  Careers Mini Enterprise | Community Visits  Careers Mini Enterprise  Vocational Study |
| **3. Addressing the needs of each student** | Liaising with post school providers  Careers Carousel  Parents Q&A  Parents Coffee Morning  Community Visits  Annual Review  Longtown Residential  Evidence for Learning | Liaising with post school providers  Careers Carousel  Parents Q&A  Parents Coffee Morning  Community Visits  College Taster Days  Life Skills  Support for link visits to college  MyChoice16 Application  Duchess of Ely Award  Longtown Residential  Annual Review  Evidence for Learning |
| **4. Linking Curriculum Learning to Careers** | Careers Carousel  Parents Q&A  Community Visits  Duchess of Ely Award  Longtown Residential  Careers Mini Enterprise | Careers Carousel  Parents Q&A  Community Visits  Duchess of Ely Award  Longtown Residential  Careers Mini Enterprise  Vocational Study  AQA Entry Level / Functional Skills  ASDAN |
| **5. Encounters with Employees and Employers** | Careers Carousel  Parents Q&A  Moving on Event  Community Visits | Careers Carousel  Parents Q&A  Moving on Event  Community Visits |
| **6. Experiences of Workplaces** | Moving on Event  World of Work Learning  Life Skills Flat | Moving on Event  World of Work Learning  Life Skills Flat  Work Experience  Community Visits  Travel Training  Careers Mini Enterprise |
| **7. Encounters with Further Education** | Moving on Event  Liaising with Colleges and Post-16 providers | Careers Carousel  Moving on Event  Link visits to colleges and post-16 providers  Support to visit Post-16 Providers |
| **8. Personal Guidance** | Parents Q&A  Annual Review | Parents Q&A  Annual Review  1-2-1 and Group personal guidance |