



**Careers Policy for Knutsford Academy
and Cheshire Studio School**

Policy Lead	James Whittaker
Last review date	October 2019
Next review date	October 2020
Approval needed by:	Headteacher

Purpose

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned programme of activities supports them in choosing 14 – 19 pathways that suit their interests and skills and inspires them to consider a range of career pathways to help ensure sustained employability throughout their working lives. Careers information, advice and guidance is a central part of the Academy and Studio School ethos of achieving excellence together.

Commitment

Knutsford Academy and Cheshire Studio School is committed to providing our students with a programme of careers education, information, advice and guidance (CEIAG) for all students in years 7-13 directly, through our PSHCE programme and indirectly, through all our work with young people. The Academy has adopted the Gatsby Career Benchmark guidelines as the framework for best practice in careers. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated. We have our own dedicated Careers & IAG Coordinator working across the Academy and Studio School and in addition, we commission independent advice and guidance via the Pledge team and through the Careers and Enterprise Company. CEIAG is offered at most parents' evenings including our Year 9 Options evening, and our Post-18 Pathways evening. Parents can also arrange to speak with our Careers Adviser in school or by phone.

The Studio School offers an alternative to the traditional academic curriculum in the Academy with an emphasis on work related learning and a variety of vocational courses leading to employment and or apprenticeship opportunities at age 16, 17 and 18.

Aims

This Careers Education and Guidance policy has the following aims:-

- to contribute to strategies for raising achievement, especially by increasing motivation and aspiration
- to support inclusion, challenge stereotyping and promote equality of opportunity
- to encourage participation in continued learning including higher education; further education
- to improve awareness of apprenticeships and opportunities across all levels, from intermediate to degree level
- to develop and promote STEM opportunities for students
- to develop enterprise, employment and citizenship skills
- to reduce drop out from and course switching in education and training
- to contribute to the economic prosperity of individuals and communities
- to meet the needs of all our students through appropriate differentiation
- to focus students on their future aspirations

Roles / Responsibilities and Accountability

All staff contribute to careers education and guidance through their roles as tutors or subject teachers. Other sessions are delivered by our careers advisor, or by outside agencies. The Headteacher for College and Studio has an overall responsibility for the provision of careers education with the day to day running of the provision managed by a combination of staff including our Careers IAG coordinator, the PSHCE coordinator and Heads of Year. MHS assists Heads of Year to co-ordinate programmes of work experience for students as appropriate.

Student Entitlement

By the end of KS4 (14-16) students will:

- Have produced a personal careers action plan
- Completed a CV
- Undertaken at least one week based with an employer – Studio students have one day per fortnight as part of their curriculum entitlement
- ‘Be aware of all their post 16 options’ and be able to effectively apply for the next stage of their education/employment
- Be able to access a variety of sources of information about careers and labour market opportunities, including attending the careers fair
- Had access to at least one careers interview
- Have had at least five (seven would include years 12 and 13) encounters with employers

Further individual support is available using Student Support Advisors, Pledge Staff and Business Links. In Year 12 Oxbridge and other University applicants are given the opportunity to practise their interview skills with senior staff. Target One is a programme run by Knutsford in conjunction with Oxford University that promotes access to Oxford and other Russell Group Universities. A comprehensive guidance programme is delivered to all KS5 students regardless of their intended destination so that they understand the options open to them Post-18 and will be able to decide upon a course of action and rationally justify their choices. KS5 Students in the Studio School have work experience one day per fortnight as part of their curriculum entitlement.

Monitoring and Evaluating

Tutors in Years 7-11 will monitor the progress of their students in the PSHCE course and will advise as necessary in conjunction with Careers staff, what options are available to them at each transition point.

- Year 12 Tutors monitor progress of student applications via UCAS progress for their tutor group. Overview of applications is monitored by The Heads of Sixth Form.
- Careers Audit carried out annually with reference to the Gatsby benchmarks.
- Learning Walks e.g. learning environment
- Monitoring of UCAS Progress / UCAS application data
- Tracking of all students in Year 11, 12 and 13 to ensure NEETs are minimized
- Employers provide feedback on student progress during work experience placements with grades included in the Progress Point Reports. Visits and phone calls support this.

Links with other Policies and resources:

- Careers curriculum document. This outlines CEIAG planning & delivery and is referenced against the Gatsby Benchmarks. The document is available on the careers page of the academy website
- Access Provider Policy. This outlines access arrangements for education and training providers
- This policy supports and is underpinned by key school policies including those for Assessment, PSHCE and SMSC.
- Through our ethos and learning both within and beyond the classroom, we provide opportunities for students to develop the skills, knowledge, understanding, characteristics and attitudes they need to be active and employable citizens.
- Careers Education is delivered during PSHCE lessons, through specific assemblies, and collapsed timetable sessions where appropriate.
- We also have a careers page on the Academy website for all students and parents to access
- There is a careers section based in the Academy building and students are encouraged to research the type of careers they aspire to and the qualifications needed using this, and online resources such as Start Profile and eCLIPS.
- Year 11 and post-16 students are encouraged to participate in the National Citizens Service to enable them to develop their employability skills, self-confidence and social enterprise skills.