



# MacIntyre Academies Discovery Academy

## Careers Education, Impartial Advice and Guidance Policy

Version	Changes	Responsibility	Date
V1		TL	June 23

Person Responsible: Head of School

Type of policy Non-statutory

Date of first draft: June 23

Date of implementation:

Date reviewed:

Date of next review:

## Rationale

### 1. Purpose

A young person's career is their pathway through learning and work. This policy sets out Discovery Academy's legal obligations regarding pupil entitlement under Section 42B of the Education Act 1997. It also adheres to the statutory DFE Careers guidance and access for education and training providers. (January 2018)

### 2. Scope

Learners in Key Stage 2, 3, 4 and 5 at Discovery Academy will have access to the Careers Education and Guidance Programme as part of their curriculum.

### 3. Introduction

At Discovery Academy we believe that it is vitally important to deliver a comprehensive Careers Education and Guidance Programme across the school so that learners can build self-awareness and have the information and guidance needed to make informed decisions about their future pathways. All learners need a planned programme of activities to help them make choices that are right for them and to be able to manage their careers throughout their lives.

We are committed to ensuring that learners at Discovery, in line with our vision and mission statements, are "Ready for Life and connected to where they live". All learners' (KS2 -5) work towards achieving their personalised learning targets linked to their career aspirations and interests. In addition, our new whole school awards will further support all learners to learn about and understand the attributes and skills they need to be confident individuals, successful learners and responsible citizens "Ready for Life and connected to where they live"

Schools have a duty to provide Careers Education in Years 8-11 and to give learners access to external and impartial careers information and guidance as stipulated in the Baker Clause. We realise the importance of early intervention with the learners and we are committed to meeting the needs of our School Community.

Careers Education and Guidance can enhance the motivation of our learners to learn and achieve, encouraging them to pursue relevant and realistic goals for education, training and work. Parents and Carers play an important role in supporting their young person's future planning and the school seeks to actively involve them in this process. Discovery Academy is committed to providing high quality Careers Education and Guidance.

### 4. Aims of the Programme

The Programme has three aims and is designed to help pupils to make the most of themselves and their opportunities and is based on the eight Gatsby Bench Marks.

- Self-Development – understanding themselves and the influences on their self-development
- Career Exploration – Investigating opportunities in learning and work
- Career Management – makes and adjusts plans to manage change and transitions.

The Gatsby Benchmarks are a key measure of the effectiveness of career advice. They are also a very important part of the Government's career strategy. In order to ensure our learners, enjoy high quality careers guidance and experiences, we look to ensure that we adopt and embed the eight Gatsby Benchmarks below throughout our Careers Programme so that it has met the DfE expectations by their 2020 deadline:

- A Stable Careers Programme
- Learning from Career and Labour Market Information
- Addressing the Needs of Each Learner
- Linking Curriculum Learning to Careers
- Encounters with Employers and Employees
- Experiences of Workplaces
- Encounters with Further Education
- Personal Guidance

## 5. Learner Entitlement

The Careers Education and Guidance Programme is designed to meet the individual needs of the learners at Discovery Academy. It is differentiated and personalised to enable progression through a range of activities that are appropriate to learner's stages of career learning, planning and development.

We offer this at Discovery through the following:

YEAR GROUP	FOCUS AREA
KS2	INTRODUCTION TO CAREERS
KS3	OPTIONS TO SUCCESS
KS4	THE WORLD OF WORK
KS4	FUTURE PATHWAYS TO SUCCESS
P16	ENTERPRISE AND NEXT STEPS

Learners are entitled to Careers Education and Guidance which meets professional standards of practice and which is impartial and confidential. An independent Transition Consultant who is a Level 6 qualified Careers Guidance Professional has been engaged by Discovery Academy to provide this service as part of our Careers Education and Guidance Programme.

Learners are entitled to the following programmes:

- Learners in KS2 & 3 access Careers Education delivered through the PSHE Programme
- Learners in KS4 and P16 access Careers Education and Guidance through a Personalised Learning Curriculum

These programmes are designed to allow for guided self-discovery, take advantage of a range of views from external stakeholders and take account of the different transition planning required for any particular year group.

- Individual Careers Guidance Interviews for Years 9 -11 with the independent CIAG Advisor. Action Plans will be written for each learner as a summary of the discussion with relevant action points to be followed up such as research. Year 8 Learners will have a group talk with the independent Transition Consultant.
- For Year Groups 8-11 to have access in school to a range of information through structured class-based activities, planned use of the Careers Education and Guidance tool 'Indigo Careers Programme' and to access information from a range of local providers about the opportunities they offer, including further education and apprenticeships – through options events, assemblies, visiting speakers, careers exhibitions, group discussions, taster events and a planned Careers Market Place.
- Years 10 and 11 to take part in a work-related learning programme with the intention that they commit to a meaningful external work experience placement. For those that may not be ready for this, the school will look to provide an internal "in-house" opportunity. Whilst developing key skills for employment and life, learners will be given the opportunity to undertake a relevant certified course to compliment what they are learning. In order to support transition for learners we have access to a number of providers so that we can personalise their journey onwards from Discovery Academy.

## 5. Management of the Programme

The Careers Programme is planned, monitored, administrated and evaluated by the Assistant Principal who is also the Careers Lead. The Guidance aims to be impartial, confidential (within policy guidelines), responsive to learner's needs and based on the principles of equal opportunities and diversity. Staff are requested to highlight 'Careers Opportunities' within their schemes of work, a culmination of which may involve wider contributions through a careers fair or through STEM week.

There is an agreed annual budget.

## 6. Monitoring, Review and Evaluation

This programme will be reviewed annually to ensure its effectiveness and will be evaluated with active involvement of learners

## **Discovery Academy Provider Access Policy Statement**

**Date updated: June 2023**

### **Rationale**

High quality careers education and guidance in school or college is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy. As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications.

### **Commitment**

Discovery Academy is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. Discovery Academy is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

Discovery Academy endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: "Baker Clause": supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

### **Aims**

The Discovery Academy policy for Access to other education and training providers has the following aims:

To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships.

To support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options.

To reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).

### **Student Entitlement**

Discovery Academy fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships. The school will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships. This will be done in assemblies in National Apprenticeship Week and National Careers Week, in addition to providers attending careers events at school or at each Trust school.

## **Development**

This policy has been developed and is reviewed annually by the Careers Leader and Head of School based on current good practice guidelines by the Department for Education.

## **Links with other policies**

It supports and is underpinned by key school policies including those for Careers, Child Protection, Equality and Diversity, and SEND.

## **Equality and Diversity**

Access to other providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. Discovery Academy is committed to encouraging all students to make decisions about their future based on impartial information.

## **Requests for access**

Requests for access should be directed to Matt Clark, Careers Leader. Matt may be contacted by telephone or email, [matt.clark@macintyreacademies.org](mailto:matt.clark@macintyreacademies.org) , Tel 02477 103370.

## **Grounds for granting requests for access**

Access will be given for providers to attend during school assemblies, timetabled Careers or Life lessons, and Careers or Raising Aspirations events that Discovery Academy is arranging. Students may also travel to visit another provider as part of the trip to be organised in partnership with The Macintyre Trust.

## **Details of premises or facilities to be provided to a person who is given access**

Discovery Academy will provide an appropriate room or assembly hall to be agreed. All rooms have computers, projectors and screens provided. Computer rooms can also be arranged. The Careers Leader or Careers Adviser will organise this, working closely with the provider to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the Careers Team who will facilitate.

## **Live/Virtual encounters**

Discovery Academy will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school assembly hall. Technology checks in advance will be required to ensure compatibility of systems.

## **Parents and Carers**

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers.

## **Management**

The Careers Leader coordinates all provider requests and is responsible to his/her senior management line manager.

### **Complaints Procedure**

Any complaints about this policy should be raised to Matt Clark, email:  
[Matt.Clark@macintyreacademies.org](mailto:Matt.Clark@macintyreacademies.org)

Matt will raise the complaint to Tony Leigh, Head of School.

### **Monitoring review and evaluation**

The Policy is monitored and evaluated annually via the Senior Leadership Team.