



TOWNLEY
EST 1937
GRAMMAR SCHOOL

Careers, Guidance & Provider Access Policy

Last policy review date:	November 2021
Next policy review date:	November 2024
Policy Owner:	CEO/D Thurlow, Director of Post 16
Policy approval: <i>i.e. Trust board or delegated to subcommittee or individual</i>	Trust Board
Cross references <i>i.e. with other Trust policies</i>	
Statutory Policy?	YES

Introduction

This policy statement sets out the trust's Careers Strategy and arrangements for managing the access of providers to pupils at the school for the purposes 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.

Vision and Values

Statement of Intent

We are committed to embedding a Careers Programme across our trust that enhances students' future employability is a priority and every student has access to impartial careers education, advice and guidance which inspires and informs all students of the range of pathways. We strive to deliver a diverse careers provision with a focus on inclusivity and social mobility. No student is left behind and all have access to a range of opportunities. Our provision encourages students to be aspirational and we break down barriers and stereotypes to improve access to a breadth of career pathways.

It is relevant and bespoke for the communities we serve, and we aim to work with a range of alumni and industry professionals to support this. By engaging with other Careers provisions and professionals we enhance opportunities and develop research that benefits our students. The development and growth of our staff is also essential and opportunities and networks will ensure we create a great place to work and learn.

Statutory requirements

The Trust is committed to fulfilling its statutory duties in relation to the Baker Clause and meeting the Gatsby Benchmarks (<https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>) in line with the CDI framework (https://www.thecdi.net/write/CDI_90-Framework-Career_Development_skills-web.pdf) to provide a comprehensive Careers Programme for all students.

Learner Entitlement

Through the creation of our strategic implementation plan and proposed programme our aim is that all year groups across the trust will benefit from:

- 1-1 impartial Career Guidance meetings
- Access to the Unifrog platform to map the skills developed throughout their academic journey
- Careers Education: A comprehensive careers education programme delivered via PSHE lessons as appropriate for each year group; programme is reviewed and updated on a yearly basis.
- Careers Education: Ongoing delivery via subject teaching and promotion through focus weeks and days, for example STEM days.
- Careers & Higher Education Fairs
- Career Talks & Industry Insights: A comprehensive programme of career talks and industry insights from visiting professionals, industry representatives, Alumni, local and national organisations and employers and take place over the year.
- Odyssey Trust Alumni: Inspirational Alumni talks, drop in sessions and small group sessions offering career insights and advice, support and mentorship to current students.

- Trips and Visits: Exposure to a range of Higher Education establishments, local and national organisations and workplaces through individual departmental trips/visits.
- Personal Development Opportunities: A range of character and personal development opportunities arise throughout the key stages, including charity and volunteering initiatives such as First Give and DOE (Bronze, Gold and Silver Award).
- Student Leadership: A range of leadership training and practical opportunities to develop leadership skills arise throughout the key stages to develop transferable skills for future employability.
- Finding out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- Hearing from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- The skills to understand how to make applications for the full range of academic and technical courses.

KS3 will benefit from:

- Unifrog Careers focus days
- Year 7 Leadership and Careers Awareness Day, run in partnership with external social enterprise organisation, the Diverse Leaders Network.
- Post 14 - Year 9 Options Programme: Targeted support with GCSE choices and other post 14 options to help ensure informed decisions and a smooth transition; includes an Information Evening for students and their parents/carers.
- KS3 Careers Focus Week: A week long initiative to increase levels of careers awareness and knowledge for younger students.

KS4 will benefit from:

- Post 16: Information, advice and guidance on all post 16 options, including Sixth Form, college, Apprenticeships, School Leaver Programmes, training and work.
- Post 16 - Year 11 Programme: Targeted support with A Level choices and other post 16 options to help ensure informed decisions and a smooth transition; all students and their parents/carers receive a 1-1 guidance interview with a member of the Senior Leadership Team or Cluster Leader.
- Character Development: Students have the opportunity to participate in the First Give charity initiative.

KS5 will benefit from:

- Post 18: information, advice and guidance on all post 18 options including Higher Education, Apprenticeships, School Leaver Programmes, gap years, training and work.
- Post 18 – Higher Education Programme: Targeted support for Higher Education choices and the UCAS application process to help ensure informed decisions and a smooth transition; includes a Higher Education Information Evening for Year 12 students and their parents/carers, accompanied by a Higher Education Fair.

- Unifrog platform to support applications
- Oxbridge Programme: Targeted support programme for those applying to Oxbridge.
- Medics Programme: Targeted support programme for those applying to medicine, dentistry and veterinary medicine.
- Leadership Programme: Dedicated leadership training programmes run in partnership with external educational organisations.
- Work Experience Programme: Targeted guidance and support programme to help Year 12 students through the work experience process; students are permitted to secure a placement of up to one week in duration during the school term.
- Apprenticeship and employment application and interview support.
- Academic and Peer Mentoring Programme: A training programme for Year 12 students to develop their mentoring skills; academic mentoring is focused on Year 11 students and peer mentoring is focused on KS3 students.
- Odyssey Alumni: Opportunity to join the Townley Alumni, the school's official former student network scheme. Run in partnership with external alumni charity Future First, all Year 13 students are entitled to free membership.
- Electives and Enrichment Programmes
- Enterprise: A variety of activities offered to help build enterprise skills, e.g. Micro-Tyco Challenge.
- Career Talks: A diverse range of career talks aimed specifically at Sixth Formers.

Evaluation of programme and delivery

The careers programme will be reviewed on a termly basis September/January/June, using the Gatsby Benchmarks via the Careers Company Compass Tool and Unifrog Impact reports.

The effectiveness and impact of this strategy and the Career Programme will be based on the following evaluation methods:

- Compass tool assessment. Improvement against the Gatsby benchmarks. To be re-evaluated every year.
- Career Development Audits against the CDI framework
- Unifrog impact reports
- Stakeholder feedback including student and parent voice
- Activity evaluation forms. To record initial reactions of students, teachers and employers of each activity
- Quality Assurance of PSHE programmes and curriculum reviews

Management and Delivery

We recognise the importance of putting in place effective arrangements for the management and delivery of the programme and ensuring a consistently high level of quality of Careers Education for all students across the trust.

This is why we centralised our provision in September 2021 for all schools within our trust to work towards our ambitions set out in the Strategic Implementation Plan under the leadership of specialist Careers Lead and Progress Co-ordinators led by the Director of Post-16 & Careers.

Detailed in Appendix1.



Staff Development

Staff training needs are identified in conjunction with the Director of Popst-16 & Careers, and with a continual awareness of local and national careers agendas. The trust endeavours to meet training needs within a reasonable period of time and has a commitment to Careers leads either having or working towards a Level 6 qualification.

Resources

The Careers Lead and Progression co-ordinators are responsible for the effective deployment of resources. Sources of external funding are actively sought, and shared provision is used where appropriate and efficient, particularly in conjunction with our local network of providers.

Student Careers Hub: A dedicated careers space that students from all year groups may visit for information, advice and guidance in each school. 1-1 career guidance appointments take place in the hub and students may use the space for career related meetings and mentoring sessions.

Careers Resources: Each school holds a wide range of up to date free resources, a well-stocked reference library that includes current information on post 14, 16, and 18 options, a variety of career related publications, flyers for external careers events, an Apprenticeships and Employment folder that contains details of current vacancies both locally and nationally and a computer/laptop that students may use for career related tasks, or during their 1-1 guidance sessions with the Careers Adviser.

A full range of Higher Education prospectuses are located in the Sixth Form block and the school library also holds a selection of university prospectuses and career related publications.

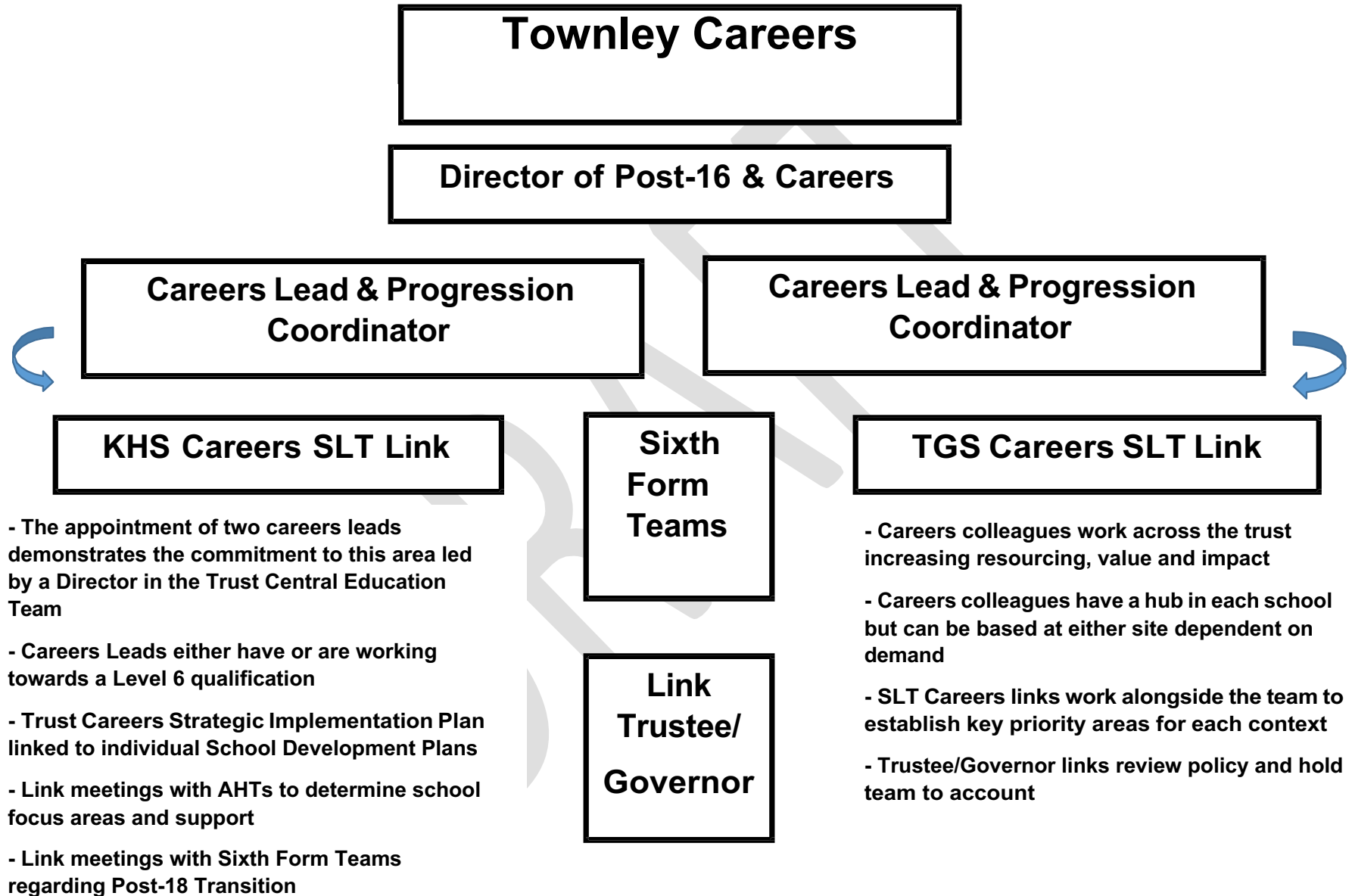
Unifrog:

Unifrog is a one-stop shop destinations platform that has now grown to encompass, alongside all UK universities, apprenticeships and Further Education colleges, as well as US and Canadian universities, and degrees taught in English in Europe, Asia, and Australasia. Their mission is to level the playing field when it comes to young people finding the best opportunities for them; they put having a positive social impact before anything else.

Students from Year 7 upwards have access to Unifrog and dedicated time to utilise the platform. This can also be accessed outside of school.

The school subscribes to Unifrog on a yearly basis, enabling students to keep a portfolio of career ideas and aspirations as they progress through KS3, 4 & 5, with access to current career and higher education information.

<https://www.unifrog.org/>



Engaging Parents/Carers

Parents/Carers are encouraged to get involved in the progress of their children through

- Yearly Information evenings aimed at key decisions points e.g. GCSE Options, Post-16 Options, Post-18 evening, Oxbridge Evening etc.
- Access to school website with supporting information and resources
- Yearly parents' evenings
- Termly newsletters

Relationship to other Internal Policies

This strategy should be read in conjunction with the follow school policies:

- Equality and Diversity Policy
- SEND Policy

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