

Careers and Advice Guidance Policy

Person responsible for this document:	
Careers Manager	
Reviewed by:	Date:
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S Murphy	May 2022
Cycle of Review:	3 years
Next Review Date:	May 2025

The University of Kent Academies Trust is committed to providing a planned programme of careers education and information, advice and guidance (IAG) for all students in Years 7-13, in partnership with the local CXKCXKorganisation, by following and working towards the eight Gatsby Benchmarks as set out below.

The eight Gatsby benchmarks of Good Career Guidance

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 and Higher Education
8. Personal guidance

This policy was developed and is reviewed annually in discussion with relevant stakeholders. **Objectives**

The careers programme is designed to meet the needs of students across the Trust. It is differentiated and personalised to ensure progression through learning activities that are appropriate to students' stages of career learning, planning and development.

Students are entitled to CEIAG which is person centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

Implementation

Personnel

- Assistant Principal with responsibility for Careers across the Trust oversees the careers programme
- Careers Leader and Work Experience Co-ordinator for the Trust
- CXK Careers Advisers across the Trust
- Academy Governor with responsibility for Careers across the Trust

All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered within the academic year. The CEIAG programme is planned, monitored and evaluated by the Careers Leader, supported by the careers team. (Careers information is available on both sites; Brompton Academy and Chatham Grammar, within the library, which is maintained by the careers team.)

The careers programme includes careers education sessions, career guidance activities, information and research activities, work related learning (including five days of work experience in Year 10) and individual learning portfolio activities. Careers lessons comprise of sessions delivered by PPD (Personal, Professional Development) teachers as part of the PPD programme, in addition, Personal Tutors will deliver sessions relevant to careers in PT time when required. Other focused events, such as a Higher Education Convention, Apprenticeship Fares and interview guidance are provided from time to time and follow up takes place in timetabled lessons and PPD.

All students in Year 12 are required to undertake a work experience placement relevant to their programme of study or to support their future career ambitions.

CXK provides one-to-one guidance interviews for our students and will identify students needing further support in collaboration with Trust staff. In addition, we work with other organisations, such as the Medway Education Business Partnership, and the NHS Trust (offering Health Care specific opportunities) both of which support the Work Experience programme.

The academies measure and assess the impact of the careers programme through student feedback, parental feedback, and through outcomes (measured in part by destinations tracking once students leave the academy).

Annex 1: Provider Access Policy

This statement sets out the Trusts arrangements for managing the access of providers to students at the academies for the purpose of giving them information about the provider's education or training offer. This complies with the academy's legal obligations under Section 42B of the Education Act 1997.

All students in Years 8 – 13 are entitled:

- To find out about technical qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships, through options events, and group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses.
- A provider wishing to request access should contact the Assistant Principal responsible for the Careers across the Trust or the Careers Leader. Please email office@universityofkentacademiestrust.org.uk where your correspondence will be forwarded to the relevant person.

We can also be contacted by telephone on 01634 852341.

The CEIAG programme is delivered in a variety of ways. Some of these are age specific, others are more generic across all year groups:

A number of events, integrated into the Trust's careers programme, may offer providers an opportunity to come into the academies to speak to students:

Year 7: CEIAG is delivered as part of the academies' Personal, Professional Development programme and through Personal Tutor time.

Year 8: Personal Tutor time, and PPD activities throughout the year, including a student planned careers fair and options guidance to consider pathways.

Year 9: Personal Tutor time PPD activities including the exploration of strengths and attributes and how they may link to career choices (throughout the year).

Year 10: Personal Tutor time and PPD (throughout the year), focused careers sessions delivered within Independent Study lessons (various points throughout the year), Work Experience Week (June), follow up reflection and 1-1 guidance meetings for all year 10.

Year 11: Personal Tutor time PPD (throughout the year), focused careers sessions delivered within Independent Study lessons (various points throughout the year). Recruitment and Sixth form information event, 1:1 meetings to support choices.

Year 12: Assemblies and Enrichment lessons (throughout the year), Work Experience Week (July).

Year 13: Assemblies and Careers lessons (throughout the year)

In addition to the above, bespoke sessions are organised throughout the year through prior arrangement with the academies.

The academies will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The academy will also make available specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team. The school will consider any requests for specialist facilities, such as workshops and science laboratories, subject to risk assessment.

The academies reserve the right to refuse requests for access for the following reasons: If such requests are felt to interfere adversely with the progress of students, for instance during the run up to examinations; If requested facilities are not available at the requested time, for instance because they are being used for another activity; If reasonable time is not given to organise and implement the access request.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the careers team. The library is available to all students before and after the school day, at lunch and break times.