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# TIME

## Careers Policy

**Approved by:**

**Date:** September

**Next review due by:** August

## **Rationale**

Careers education and guidance programmes play a major part in helping young people choose programmes that suit their interests, abilities and individual needs. A robust careers programme helps avoid disengagement, puts school learning into a wider and more relevant context, and helps raise aspirations.

This Careers programme will support our students to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It will promote equality of opportunity, embrace diversity and challenge stereotypes. The policy will be guided by the Gatsby benchmarks and conform to statutory requirements.

## **Context**

From September 2013, The Education Act of 2011 placed schools under a duty to ensure that all registered students in Years 8-13 have access to independent, accurate and impartial information advice and guidance. Schools are free to make arrangements for careers guidance which best suit the needs of their students, engaging where appropriate with independent providers.

## **Commitment**

This Is My Education (TIME) is committed to providing a planned programme of careers education, information, advice and guidance for all students referred from mainstream school in Years 10 to 13. The details of the service provided will be published on our website and can be viewed by students, parents and carers as well as employers, partners and education/careers providers. The programme is guided by the Gatsby benchmarks for ensuring best practice. This Is My Education (TIME) is keen to work in accordance with the Government's recommendation that "*all schools should work towards a quality award for careers education, information, advice and guidance as an effective means of carrying out a self-review and evaluation of the school's programme.*"

Our service provides a range of opportunities which encompass the vocational sector, naturally linking education and industry. Our aim is to work in partnership with a provider of independent and impartial advice (presently Careers Connect) to explore growth sectors in the region, as well as raise awareness of opportunities in the current labour market and preparing students for these career experiences.

Our Teacher in Charge will work with Senior Management and Careers Connect to devise a programme. This will include a range of opportunities including careers interviews, mock interviews, apprenticeship days, employability skills and meaningful

employer encounters as well as exploration of careers within the curriculum for years 10 - 13.

## **Careers and Employability within the Curriculum**

The current programme at This Is My Education (TIME) is delivered through a combination of methods which includes targeted work within Life Skills and PSHE session focussing on careers and students have the opportunity to work and produce their own CV's and exploration of careers. Students also have the opportunity to explore a range of careers and develop individual employability skills. They are also supported through presentations, employer visits, work placements, workshops, careers fairs, college and university visits and 1:1 impartial and independent guidance.

This coupled with independent and impartial Careers Adviser support helps to inform and inspire students so that they are able to make well informed and realistic decisions about their future. An allocated staff member from Careers Connect is the allocated advisor to the service and works primarily with Year 11 with their final preparations towards Post 16 Education.

Jobcentre Plus have also offered support to the service and in 2019 a programme will be piloted with Year 10 students. A programme of activity using both agencies will also be devised to support in line with Gatsby Benchmarks.

The Gatsby Benchmarks were set up by the Gatsby Charitable Foundation and have brought together the best national and international research to ensure high quality CEIAG provision as set out below.

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These are in the form of eight Benchmarks, as set out below.

<b>The Gatsby Benchmarks</b>
1. <b>A stable careers programme.</b> Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.
2. <b>Learning from career and labour market information.</b> Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
3. <b>Addressing the needs of each student.</b> Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.
4. <b>Linking curriculum learning to careers.</b> All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
5. <b>Encounters with employers and employees.</b> Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
6. <b>Experiences of workplaces.</b> Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.
7. <b>Encounters with further and higher education.</b> All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
8. <b>Personal guidance.</b> Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made.

The careers programme is designed to meet the needs of the students within This Is My Education (TIME). It is differentiated and personalised to ensure progression through activities that are appropriate to the student stages of career learning, planning and development.

Senior Management and all teaching staff have responsibility to contribute to CEIAG within their designated roles. Specialist sessions will be delivered through Career Connect and supported by additional agencies such as Job Centre Plus. This programme will be reviewed and evaluated on an annual basis when preparing the SLA with Career Connect and in consultation with This Is My Education (TIME) Management Committee.