

# CRAMLINGTON LEARNING VILLAGE



## CAREERS POLICY

<b>Document Title</b>	<b>Careers Policy</b>
<b>Author</b>	<b>Craig Baxter, Careers Lead</b>
<b>SLT</b>	<b>Jon Bird, Co-Headteacher</b>
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## REVISION HISTORY

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# CAREERS POLICY

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## 1. Rationale

- 1.1 At Cramlington Learning Village, our Careers Education, Information, Advice and Guidance (CEIAG) programme has been designed to provide our young people with the knowledge and skills necessary to make successful transitions to the next stage of their life. We believe that strong CEIAG helps to broaden horizons, challenge stereotypes and raise aspirations, providing a clearer idea of the routes to jobs and careers which are not only engaging and rewarding, but relevant in the current labour market.
- 1.2 Our CEIAG programme has been developed around the Gatsby Charitable Foundation's "Good Career Guidance" report which identifies eight Gatsby Benchmarks, defining a world-class standard of excellent careers guidance. The school has appointed a Careers Lead to ensure the leadership and coordination of a high quality careers programme, who will work alongside the North East Local Enterprise Partnership (NELEP) to build an employer engagement plan in line with the requirements of the eight Gatsby Benchmarks:
1. A stable careers programme
  2. Learning from career and labour market information
  3. Addressing the needs of each pupil
  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

## 2. Aims

- 2.1. This policy sets out the nature and aims of Careers Education at Cramlington Learning Village. The aims of good quality, impartial careers education may be summarised as follows:
- 2.1.1. To provide a planned programme of activities to which all students are entitled and have access and to respond to the needs of each student to support their progress.
  - 2.1.2. To provide comprehensive information and high quality, independent careers guidance (advice) so that students, assisted by their parents / carers, can make informed decisions at key transition points.
  - 2.1.3. To work in partnership with an external IAG provider, employers and other education providers to ensure all students progress to opportunities in further/higher education, training or employment
  - 2.1.4. To ensure that CEIAG is an integral part of the whole school curriculum for all students and illustrates the relevance of subject studies to later life.
  - 2.1.5. To actively promote equality of opportunity and to challenge stereotypes, helping students to overcome any overt and hidden barriers to progress that they may encounter.

### 3. Delivery

- 3.1. The careers programme includes careers education sessions through PSHE, career guidance activities such as individual interviews, information and research activities, work-related learning, including employer led workshops. There will be opportunities every year for students to interact with multiple employers, with one major event such as a careers fair or business challenge taking place on an annual basis in each key stage. The careers lead will work in conjunction with the school's Enterprise Advisor, Joy Blackburn, to develop a plan which ensures that all students have the level of careers guidance and business interaction required to work towards the achievement of the Gatsby Benchmarks.

### 4. Staffing

- 4.1. The key staff responsible for careers provision at CLV are:

#### 4.1.1. **Craig Baxter – Careers Lead**

The Careers Lead is responsible and accountable for the delivery of CLV's programme of careers advice and guidance. The role involves leading the team, planning and managing careers provision and working with local employers, providers and education establishments.

#### 4.1.2. **Jon Bird – Co-Headteacher and SLT lead for CEIAG**

Has strategic responsibility for CEIAG and will oversee the school's appointed Careers Lead in delivering CLV's programme of careers advice and guidance. They will liaise with the Careers Lead to monitor progress towards achieving the Gatsby Benchmarks, in accordance with the DFE, whilst evaluating the effectiveness of the programme.

#### 4.1.3. **Gillian Williams – Independent Careers Advisor**

Schools have a statutory duty to provide access to independent and impartial careers education for students in Years 7-13. CLV fulfils its statutory obligation in CEIAG by securing the services of an external careers guidance service Careerwave with Gillian Williams as the external careers adviser working in school. Effective personalised IAG enhances and complements careers education and is available from Years 7 to Year 13.

#### 4.1.4. **All teachers**

Every teacher may, as part of learning time, deliver CEIAG. There is also an expectation that CEIAG is woven through all curriculum areas. Many aspects will also be delivered in home group sessions and wellbeing days. Hence all teachers and tutors are responsible for signposting students to where they can get further information, advice and guidance.

## **5. Links With Local Authority**

- 5.1. The school will work with the Local Authority, including sharing information regarding student destinations post-16 and post-18.

## **6. Links To Other Policies**

- 6.1. The policy for CEIAG supports and is itself underpinned by a range of key school policies, including:

- Safeguarding and Child Protection Policy
- SEND Information report
- Equality Information and objectives statement
- Pupil Premium plan
- Sex and Relationships Policy
- Mental Health and Wellbeing Policy

## **7. Evaluation**

- 7.1. The quality of careers education is evaluated by:

- 7.1.1. The analysis of the destinations of students after they have left the school and, where available, information about their progress in further or higher education, training and employment.
- 7.1.2. Surveys of students in the school
- 7.1.3. Feedback from students who have used the services of the independent careers adviser
- 7.1.4. Feedback from employers
- 7.1.5. Reporting to SLT and the governors annually.

## **8. The Careers Hub**

- 8.1. CLV have secured membership of the North East Ambition: Careers Hub' which will support schools and colleges in the region to implement and achieve the 8 Gatsby Career Benchmarks. Delivered by The Careers & Enterprise Company in partnership with the North East Local Enterprise Partnership (NELEP), the North East Ambition: Careers Hub comprises more than 40 secondary schools who work with universities, training providers, employers and career professionals to improve careers education. They will be supported by a 'Hub Lead' and Enterprise Coordinators who will help coordinate activity and build networks.

## **9. Enterprise Advisor Programme**

- 9.1. **Joy Blackburn - Enterprise Advisor** - The NELEP have worked with CLV to identify and appoint an appropriate enterprise advisor. The enterprise advisor programme embeds business leaders into schools on a voluntary basis to support the delivery of careers education. They aim to identify possible employer interactions within the curriculum or PSHE programme and provide opportunities for students to engage with the world of work.

## **10. North East Network Meetings**

- 10.1. The Careers Leader will attend scheduled network meetings across the year to share good practice with representatives from other schools and colleges, to gain access to experts in the various aspects of the Gatsby Benchmarks and to make connections with other organisations who could work with the school to provide strong CEIAG.

## 11. Summary Of Provision

Summary of provision	
	By the end of this key stage, students will have...
Key Stage 3	<ul style="list-style-type: none"> <li>• Had access to independent and impartial careers guidance</li> <li>• Accessed and used information about career paths to inform their own decisions on study options</li> <li>• Received an interview with a senior member of staff regarding their GCSE subject choices and potential career plans.</li> <li>• Participated in Year 9 careers day, interacting with a range of organisations and raising awareness of potential career paths and qualifications required.</li> <li>• Interacted with a STEM organisation, highlighting careers in STEM industries and challenging gender stereotypes.</li> <li>• Experienced subject lessons where teachers highlight the relevance of their subjects for a wide range of future careers</li> <li>• Had multiple opportunities to learn from employers (wellbeing days, master classes, assemblies etc.)</li> <li>• Interacted with organisations in Years 7 and 8 as part of the PSHE “guest speaker” programme and wellbeing days.</li> </ul>
Key Stage 4	<ul style="list-style-type: none"> <li>• Accessed and used labour market information to inform their own decisions on study options.</li> <li>• Participated in a Business challenge, interacting with a local business on a set task</li> <li>• Experienced subject lessons where teachers highlight the relevance of their subjects for a wide range of future careers</li> <li>• Had multiple opportunities to learn from employers (wellbeing days, master classes, assemblies etc.)</li> <li>• Attended an options evening to discuss post-16 choices with CLV subject staff, or college/apprenticeship opportunities with our impartial professional careers adviser</li> <li>• Had opportunities for guidance interviews with our impartial professional careers adviser</li> <li>• Accessed advice at an individual interview with a senior member of staff, receiving guidance and support to help them firm up their choices post-16 and think about the implications.</li> <li>• Chosen and applied for an appropriate opportunity post-16</li> <li>• Made a back-up plan in case things go better or worse than expected.</li> <li>• The school no longer has formal work experience for all students as part of their curriculum. The school is endeavouring to meet <b>benchmark 6: Experiences of workplaces</b> through workplace visits during experience week in the summer term.</li> </ul>
Key Stage 5	<ul style="list-style-type: none"> <li>• Received an introduction to accessible routes into university through Newcastle Partners Programme and Durham Supported Progression.</li> <li>• Accessed and used labour market information to inform their own decisions on study options, increasing knowledge of careers available at ages 18 and beyond</li> <li>• Experienced subject lessons where teachers highlight the relevance of their subjects for a wide range of future careers</li> </ul>



	<ul style="list-style-type: none"> <li>● Had multiple opportunities to learn from employers (wellbeing days, master classes, assemblies etc.)</li> <li>● Had the opportunity to attend two university open days to help inform their next steps if they are intending on going on to higher education.</li> <li>● Had opportunities for guidance interviews with an impartial professional careers adviser prior to making their next steps.</li> <li>● Been supported through the decision making process regarding Higher or Further Education as well as alternative routes such as apprenticeships and employment after Year 13 through the Sixth Form Studies programme.</li> <li>● Had the opportunity to take advantage of further work experience opportunities.</li> <li>● Enhanced those personal and employability skills valued by employers through completing the ESH employability programme, interacting with a range of organisations.</li> <li>● Participated in a community project, working with a variety of organisations and exploring career paths supporting the local community.</li> <li>● Attended a careers/futures fair to meet a range of organisations and higher education providers to discuss opportunities post-18.</li> <li>● The school no longer has a formal work experience for all students as part of their curriculum. The school is endeavouring to meet <b>benchmark 6: Experiences of workplaces</b> through 'Workplace Wednesday's' in June/ July of this year.</li> </ul>
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## 12. Further Information

- 12.1. Please access the links below for further information or guidance regarding the Gatsby benchmarks or careers advice and guidance:
- 12.1.1. Gatsby Good Career Guidance:  
<http://www.gatsby.org.uk/education/focus-areas/good-career-guidance>
  - 12.1.2. Policy Paper - Careers strategy: making the most of everyone's skills and talents:  
<https://www.gov.uk/government/publications/careers-strategy-making-the-most-of-everyones-skills-and-talents>
  - 12.1.3. Career information and teaching resources across the curriculum -  
<https://icould.com/explore>

## **Appendix – Provider Access Policy**

### **Introduction**

As a school we are highly committed to providing for all our students a full picture of the provision available to them within the wider area and as part of this we actively welcome contact from additional providers.

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose 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.

### **Pupil entitlement**

All pupils in years 7-13 are entitled:

- to find 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;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

### **Management of provider access requests**

#### **Procedure**

A provider wishing to request access should contact Mr Baxter, Teacher and careers lead, Telephone: 01670 712311; Email: [cbaxter@cramlingtonlv.co.uk](mailto:cbaxter@cramlingtonlv.co.uk)

### **Opportunities for access**

A range of events, which are integrated into the school's careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents. The school calendar varies from year to year, so providers need to contact the appropriate staff member named above to identify the most suitable opportunity. These events are usually calendared well in advance, so it is essential that providers contact us early in the academic year to be involved in our planning.

### **Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity.

The school will also make available audio visual and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Lead or a member of their team.

### **Literature regarding events**

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the careers area of the Learning Resources Centre, which is managed by the school librarian. The Learning Resource Centre is available to all students at lunch and break times.