
CAREERS EDUCATION POLICY



RÆDWALD
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RATIFIED BY THE TRUST BOARD IN:
JANUARY 2019

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CAREERS EDUCATION POLICY

Person responsible for this policy:	Martin Weston
Policy author:	Angela Ransby
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Policy displayed on website:	Yes

CEO Signature:	Angela Ransby
Trust Board Signature:	Roger Fern

Rationale for Careers Guidance

Careers Guidance makes a major contribution in preparing young people for the opportunities, responsibilities and experiences of life, in order to help them make a successful transition to adulthood.

The Raedwald Trust Careers Guidance provision includes the following elements:

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. Experience of workplaces
7. Encounters with further and higher education
8. Personal careers guidance from a qualified adviser

As outlined in the Gatsby Benchmarks.

The programme is regularly monitored, reviewed and evaluated using Compass self-audit tool, feedback from stakeholders and other external evaluation.

Raedwald Trust careers provision support the wider agendas of attainment, achievement and participation in learning.

Aims: Our aim is to help learners, through careers and work-related activities and employer interventions, to be able to:

- Develop their understanding of themselves in relation to future learning and employment opportunities
- Learn and experience careers and the world of work
- Develop their career management and employability skills

Statutory duties

We will fulfil our statutory duties by:

Ensuring students have sufficient access to independent and impartial career guidance. This will include support from a trained specialist in career guidance as well as a range of FE, HE and other training providers, employers and employer engagement providers.

Publishing the arrangements for training providers to access students on our website.

Publishing details of the careers programme that will be updated annually.

[Government statutory guidance for schools](#)

Links with other policies

The Careers Guidance Policy is linked to the following policies:

- Learning and Teaching Policy
- Assessment Policy
- SEN Policy
- Safeguarding child Protection policy
- Keeping Children Safe Policy
- E-Learning Safe Use Policy
- Learning Entitlement
- Single Equality Policy
- Spiritual, Moral, Social Cultural Policy

Commitment

Careers guidance is seen as playing an important role in motivating our students, promoting equality of opportunity and maximising their academic and personal achievement whilst at school and beyond and has a high priority in this school/academy.

Organisation, management and staffing

The Raedwald Trust Careers Guidance Team is as follows:

Careers Leader: Martin Weston – Raedwald Trust External Provision Lead

Careers Guidance: Jayne Williams and Caroline Handley

Roles / Responsibilities

- To develop and implement employer engagement opportunities across the Trust
 - Create opportunities and support students to access places
 - Create 1:1 one off employer visits for complex students
 - Complete paperwork required for each placement
 - To meet with employers to develop opportunities, careers fairs, employer engagement events, mock interviews, employer visits
- To co-ordinate Transition across the Trust for all Yr11 students
 - All Yr11 students to have a transition Plan
 - All Yr11 Students to meet with a L6 IAG Careers Advisor
 - To support students to look at different Post 16 options and work with the Trust Academies to support Post 16 Visits
- To oversee GATSBY Benchmarks within all Trust schools and provide advice and resources to Heads of Schools to meet benchmark requirements.
 - To offer advice and support to Heads of Schools re GATSBY Benchmarks
 - To help complete compass tool with each academy
 - To provide resources which enable schools to meet GATSBY Benchmarks.

Staff development and CPD

The Trust provides a number of opportunities for staff to undertake relevant and appropriate professional development to support career guidance. The Trust has committed to two members of staff attending the level 6 IAG Training and one member of staff taking the Level 6 Careers Lead.

Resources

The Trust has invested in teaching resources, staff development and engages with many partners to support careers guidance.

Curriculum Opportunities

The curriculum includes planned learning, which is undertaken through:

A Careers Education programme for Years 7 -13 linked to a careers scheme of work

Work related learning activities for Years 7 -13

This is achieved through:

Careers Education – The Trust is dedicated to planned progressive provision for all young people that enables them to learn about careers, learning and work so that they can manage their development, make life choices and decisions that will benefit their own personal and economic well-being. This will enable self-awareness, self-determination and self-improvement as a learner.

Work Related Learning – a series of opportunities and experiences for learners to develop knowledge and understanding of work and enterprise, to develop skills for enterprise and employability and to learn through direct experiences of work and enterprise. These opportunities will help students develop an understanding of careers, work and working life and to understand business and industry.

Personal Career Guidance – delivered by a specialist and qualified careers guidance practitioner that assists young people make educational, training and occupational choices and manage their careers. This would usually be in a 1:1 interview but may take place in small groups.

Information, Advice and Guidance (IAG)

IAG is delivered through the Trust by a number of people in and out of the Trust environment – for example;- careers co-ordinators, tutors, teachers, mentors, external visitors or agencies and employers. Some of these people may be trained, whilst others may not. The Trust is also developing two member of staff to be Level 6 IAG qualified to ensure that all students have access to a qualified practitioner.

Independent is defined as external to the school. External sources of careers guidance and inspiration could include employer visits, mentoring, website, telephone and helpline access. Taken together, these external sources could include information on the range of education and training options, including apprenticeships.

Impartial is defined as showing no bias or favouritism towards a particular education or work option.

Personalised Opportunities

The Raedwald Trust is training staff to Level 6 Information, Advice and Guidance to ensure that there is access to a qualified specialist source of impartial careers guidance.

Access to individual information and advice for Years 8 -13 at key transition points through internal staff, external visitors, mentors, and through email, telephone, webchat and forums via websites such as www.thesource.me.uk, [National Careers Service](#) , [icanbea](#) and [Amazing Apprenticeships](#)

Employer Engagement

The Raedwald Trust is dedicated to employer engagement and engages with employers through work based placements, employer engagement sessions such as interview skills, employer talks and employer visits. The Raedwald Trust also works closely with Enterprise Advisors, The Careers Hub and Governors.

Outcomes: monitoring, review and evaluation

The Raedwald Trust is dedicated to monitoring, reviewing and evaluation of its Careers Guidance with each Academy keeping records of work based placements, employer engagement events, post 16 provider access, class observations, young people feedback, destination information, attendance, attainment of students.

This information is used to measure the success of the Careers Guidance policy and to ensure all young people across the Trust received or are offer the same opportunities.

Partnerships

- Ipswich Opportunity Area - Enterprise Co-ordinator who support and complement work-related learning, GATSBY Benchmarks and career guidance resources. They also lead on employer engagement sourcing local employers to engage with our young people.

- The Raedwald Trust is committed to attending Eastern Area Network Meetings which discuss GATSBY, career guidance and Careers Planning.

The Trust also works very closely with the Careers and Enterprise Lead which is part of the Directorate of Health, Wellbeing and Children's Services for Suffolk County Council.

- We have signed up to be part of a new Careers Hub which supports schools in the Ipswich Opportunity Area to develop and share career guidance resources.

The Trust is also represented at the Greater Ipswich career guidance groups which are held on a termly basis.

- Local industry and Businesses- who support employment for work experience placements, TBAP careers fair and employability workshops

- Further and Higher education institutions- who exchange up to date information and advice for Post 16 and Post 19 courses

- Apprenticeship and traineeship providers- who exchange up to date information and advice for available courses and programmes.

- Parents and Carers- who will exchange information, support and contribute to the programme and where appropriate, evaluate provision.

Engaging with Parents / Carers

The Raedwald Trust endeavours to engage with parents/carers in their careers guidance provision through parents evenings, transition plans, contact with tutors and parental feedback sessions.