



Multi Academy Trust

Careers Policy

Astor College

Policy reviewed and ratified:	3 June 2019
Policy review date:	30 June 2021

What is Careers Guidance?

In our careers guidance policy our definition of careers guidance is aligned to those provided by DfE and Ofsted.

Careers guidance and inspiration in schools, DfE Statutory guidance for governing bodies, school leaders and staff, April 2014 defines Careers Advice and Guidance as:

‘Careers Advice and guidance refers to a coherent programme of activities that inform, inspire and motivate young people, preparing them for work and helping them to understand where different education and training choices could take them in the future.’

Purpose of Careers Guidance

We recognise that effective careers guidance contributes to raising aspirations, improving motivation and overcoming barriers to success. Our school has a critical role to play in preparing our young people for the next stage of their education or training and beyond. Our expectations are high, including for our most vulnerable and those with special educational needs and disabilities, so that every student is challenged appropriately and acquires the knowledge, skills and attitudes for lifelong learning and that employers’ value. This will help every young person to realise their potential and enhance their employability.

Careers Skills: - We recognise the importance of developing the careers skills of our young people through our provision for Careers Guidance. We believe that young people need career skills to manage their own careers and to contribute to the well-being of themselves, their families, the communities and the wider society of which they are a part and the environment and the economy. The school’s careers provision, therefore, needs to help students to develop their self efficacy, raise their aspirations, carry out career exploration, become more adaptable and resilient, make decisions and transitions, be more enterprising and be able to present themselves well in applications and interviews.

Employability Skills: - We recognise the importance of employability skills -the ‘transferable skills’ needed by an individual to make them ‘employable’. The top 10 skills that employers want and seek in potential employees (ref STEMNET, Science, Technology, Engineering and Mathematics Network, working with a range of UK companies) are:

1. Communication and interpersonal skills
2. Problem solving skills
3. Using your initiative and being self-motivated
4. Organisational skills
5. Working under pressure and to deadlines
6. Team working
7. Ability to learn and adapt
8. Numeracy
9. Valuing diversity and difference
10. Negotiation Skills

Statutory Responsibilities of the Governing Body

The statutory duty requires the governing body to ensure that all registered students at the school are provided with independent careers guidance from year 8 (12-13 year olds) to year 11 (15-16 year olds).

The governing body must ensure that the independent careers guidance provided:

- Is presented in an impartial manner
- Includes information on the range of education or training options, including apprenticeships and other vocational pathways
- Is guidance that the person giving it considers will promote the best interests of the students to whom it is given.

Duty to participate in education or training after 16

The Government has raised the participation age (RPA) so that all young people in England are now required to continue in education or training beyond the age of 16. Young people who left year 11 in summer 2013 are expected to remain in education or training for a further year after the compulsory school leaving age and students starting year 11 or below in September 2013 will need to continue until their 18th birthday. The school recognises that young people need to be clear about the duty and what it means for them. In particular students must be clear that young people are not required to stay in school; that they can choose how to participate which might be through:

- Full time study in a school, college or training provider;
- An apprenticeship, traineeship or supported internship;
- Full time work or volunteering (20 hours or more) combined with part time accredited study.

Working with the Local Authority

The Education Act 2011 and the new statutory guidance require us as a school to work with Kent County Council to provide data on our students' destinations.

There are three sets of data that are reported annually to the DfE: Intended Destinations, September Guarantee and the Activity Survey.

We also recognise our statutory duty to work with Kent County Council to support our more vulnerable young people including those with special educational needs, and those who are disengaged or at risk of disengaging.

CAREERS GUIDANCE PROVISION

Careers Education

Careers Education is delivered through tutor period and links with local employers, careers lessons as part of the programme of life skills lessons.

At Astor College we have an annual Progression Fair, supported by local businesses, colleges and universities. All students in years 9 to 11 attend the fair and have opportunities to interact and ask questions with the exhibitors and there are opportunities for follow up questions and visits.

GCSE English and Mathematics.

Through our Careers Guidance we highlight to students that if they do not achieve a grade 4 or better in GCSE maths or English by the end of key stage 4 they will be required to carry on studying these – at school, college or as an apprentice – as no institution will receive public funding to teach them up to the age of 19 unless they continue to work towards achieving Level 2 in maths and English. This is because of the vital importance and powerful labour market value of a good GCSE in maths and English .

Careers Impartial Advice and Guidance (IAG)

- In our school students are given the opportunity to explore career ideas through face to face discussions with a range of people including role models and inspiring individuals, alumni from universities and colleges and mentors and coaches.
- Independent and impartial careers information, advice and guidance can be accessed by any student on request and is available through the Careers Leader.
- All students receive at least one face-to-face careers interview with a trained careers adviser.
- All students receive a face-to-face interview at key decision-making points during their education (in years 9 and 11) to inform progression and are made aware of all available learning pathways open to them.
- Those most at risk of becoming NEET (not in employment, education or training), and the reasons why, are identified, targeted and prioritised when scheduling one to one careers interviews.
- Those most at risk of disengaging from learning, and the reasons why, are identified, targeted and prioritised when scheduling one to one careers interviews.
- The school organises information events for students and their parents to which all local providers of education and training are invited and actively engaged in offering advice.
- The school advertises the open days and evenings for all local education providers to all students and their parents throughout education phases and transition between key stages.
- Students are made aware of the National Apprenticeship Service and National Careers Service and there is a link to both websites on the school's website. All students in year 10 attend an apprenticeship assembly with local apprenticeship providers.
- Learner views are sought on the best way to offer provision. Students fill out evaluation forms after an event so that the impact can be evaluated.

Employer engagement

We are committed to engaging with our local employers and professional community to ensure that our students have access to high quality employer engagement activities to enhance their careers guidance provision. This includes:

Mentoring and coaching through alternative curriculum provision

- Speakers from the world of work in schools.
- An insight from our Local Enterprise Partnership into the labour market and the needs of employers.
- We have a business enterprise advisor provided by Kent and Broome park as this the company we are linked with.
- Workplace visits and work experience placements. A days work shadowing in year 10 and a weeks work experience in year 12.
- Work 'taster' events such as games and competitions through the tutor programme
- Careers fairs and career networking events

Visits to local universities

KMPF events and support

- Access to open days at further and higher education institutions
- Access to creative online resources and labour market intelligence
- Help with basic career management skills like CV writing, CV building, job searches and job interviews.

Our website has a LMI (local Market information) widget which can give information on different employment sectors, salary, and the need for workers in this area.

Access to information on the full range of education and training options and active engagement with other local learning providers.

Our Careers Leader is part of the College's senior leadership team and oversees the whole careers programme. We have independent guidance that includes information on the full range of education and training options, including apprenticeships and vocational pathways. This includes local further education, apprenticeships, and vocational education opportunities. We provide in good time before decision points information about the options available, including:

- Post-14: GCSEs; options provided by alternative curriculum providers in the community; opportunities for 14 year old enrolment at local colleges
- Post-16: A levels, advanced general qualifications, apprenticeships, employment combined with training, supported internships, tech levels and traineeships.

The National Careers Service

We signpost our students and their parents to the National Careers Service which offers information and professional advice about education, training and work to people of all ages. (<https://nationalcareersservice.direct.gov.uk> , or National Contact Centre 0800 100 900). The College website has links to other careers providers with full contact details.

This includes how to access, and what support is available through their website, helpline and web chat.