



## Trinity Academy Halifax

<b>Policy:</b>	Careers Policy
<b>Date of review:</b>	June 2020
<b>Date of next review:</b>	July 2021
<b>Lead professional:</b>	C.Cripps
<b>Status:</b>	Non-Statutory

## **1. Purpose of policy and guiding principles**

- 1.1 Careers education, information and guidance (CEIAG) programmes make a significant contribution to preparing young people for the opportunities, responsibilities and experiences of adult life.
- 1.2 The CEIAG programme is designed to be progressive from Year 7 to Year 11 and support students in making informed choices in years 8, 9 and 11.
- 1.3 At Trinity Academy Halifax we aim to raise aspirations, challenge stereotypes and encourage students to consider a wide range of careers. Through careers education and guidance it is hoped that students will be encouraged to make the most of their talents and to go on to jobs or courses which suit their needs and intelligence.
- 1.4 In particular we intend our students to:
  - Develop a broad understanding of the world of work and an ability to respond to changing opportunities.
  - Develop independent research skills so that they can make good use of information and guidance.
  - Develop the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition.

We recognise that the process of making career decisions is a lengthy one and that most of our students will make their final choices only after completing their higher education course.

## **2. Commitments**

- 2.1 Directors, Governors and staff are committed to:
  - The provision of resources and advice to enable students to understand and develop career choices and to ensure that careers education is seen as part of the overall curriculum and learning framework for all years.
  - Encouraging students to achieve and to be ambitious.
  - Involving students, parents and carers in the further development of careers work.
  - Working with support agencies so that no student is disadvantaged in gaining access to education, training or work.
  - Retaining the Quality Standards in careers Education award.
  - Continuing to meet all eight Gatsby Benchmarks.

## **3. Provision**

- 3.1 Careers includes education, information and guidance. Careers education helps our students develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into work. Through guidance students are able to use their knowledge and skills to make the decisions about learning and work that are right for them. Careers education forms an integral part of the taught and co-curricular offer for students. It is delivered via the Curriculum for Life lessons as part of the Living in the Wider World Theme, through individual subject areas and via events and assemblies bespoke to each year group, for example visits to universities or work places and talks with employers. In addition we also have careers advisors who are available for 1:1 and small group sessions 5 days a week.
- 3.2 Careers guidance is delivered by C&K careers and supported by the work form tutors do in tutorial time. This work is further enhanced by use of CPD delivered to all staff.
- 3.3 We are well supported by external agencies, namely C&K Careers, Covea Insurance and NCOP. C&K Careers are our qualified and impartial careers advisers who are in school every day. Careers guidance interviews takes place on a group basis, and one to one basis for a number of identified students and those who request a careers appointment.
- 3.4 Careers information and resources are available in school for students to access. Our CEIAG programme aims to guarantee all students who leave Trinity Academy Halifax at the end of Year 11 have an offer of a place to move onto.

### 3.5 Phase 1 provision includes:

Year 7	<p>Careers library introduction</p> <p>Assembly on options 16+ - the different routes students can take</p> <p>Assemblies from local employers</p> <p>Labour Market Index information Assemblies</p> <p>Financial education through Curriculum for Life lessons</p>
Year 8	<p>Introduction to University assembly</p> <p>Introduction to apprenticeships talk</p> <p>Individual careers guidance via online learning tools prior to options evening</p> <p>1:1 meeting with VT tutor prior to making options choices</p> <p>IAG information evening for students and parents prior to making options choices</p> <p>Assemblies from local employers</p> <p>Labour Market Index information Assemblies</p> <p>My Skills workshop with Covea Insurance</p> <p>Work on discrimination and equality in the workplace through Curriculum for Life lessons</p>

In addition to the 'core' careers programme above, students will also have the opportunity to partake in bespoke activities / schemes on a student by student basis. This is called the Enhanced Careers Programme.

#### By the end of Phase 1 Students will have:

- An understanding of where in the Academy they can go to access careers information.
- An understanding of the different routes to employment available aged 16+.
- Had at least two interactions with employers / HE providers.
- Heard at least two local employers speak during assemblies.
- Had the opportunity to speak with at least two local employers.
- Received personalised guidance via an online platform prior to options choices being made.
- Participated in a 1:1 meeting with their VT tutor to discuss option choices.
- Had the opportunity to attend an IAG evening prior to options choices.

### 3.6 Phase 2 Provision includes:

Year 9	<p>CV Writing Workshop</p> <p>Enterprise Challenge</p> <p>Assemblies from local employers</p> <p>Labour Market Index Assemblies</p> <p>University visit</p> <p>Individual careers guidance via online learning tools prior to options evening</p> <p>1:1 meeting with VT tutor prior to making options choices</p> <p>IAG information evening for students and parents prior to making options choices</p> <p>Work on goal setting and aspirations through Curriculum for Life lessons</p>
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In addition to the 'core' careers programme above, students will also have the opportunity to partake in bespoke activities / schemes on a student by student basis. This is called the Enhanced Careers Programme.

**By the end of Phase 2 Students will have:**

- Gained an understanding of the opportunities available to them post 16 locally and nationally.
- Had the chance to be inspired by local business leaders and university employees.
- Produced a CV through the CV writing workshop.
- Gained interview experience from the mock interview day. □
- Have had at least two employer interactions.

**3.7 Phase 3 Provision includes:**

Year 10	<p>Work on financial decision making as part of the Curriculum For Life lessons</p> <p>CV writing workshop</p> <p>Mock interview day</p> <p>Work place visit</p> <p>Ahead Partnership Careers Panel</p> <p>Assemblies from local employers</p> <p>Labour Market Index Assemblies</p>
Year 11	<p>Work on next steps as part of the Curriculum For Life lessons</p> <p>Aspirations fair</p> <p>Group and 1:1 careers interviews with C&amp;K careers</p> <p>Assembly from local employers</p> <p>Labour Market Index Assemblies</p> <p>Opportunity to attend the Get Organised Destinations Event at The Shay Stadium</p> <p>Introduction to UCAS and financial options for university</p>

In addition to the 'core' careers programme above, students will also have the opportunity to partake in bespoke activities / schemes on a student by student basis. This is called the Enhanced Careers Programme.

**By the end of Phase 3 Students will have:**

- Gained an understanding of the opportunities available to them post 16 locally and nationally.
- Had the chance to be inspired by local business leaders and university employees
- Produced a CV
- Applied to Sixth Form, College or an apprenticeship.
- Gained an understanding of student finance and the support available to them.
- Had bespoke, individualised careers guidance from C&K Careers.
- Gained interview experience.
- Gained experience of a professional work environment.
- Gained extra understanding of the Labour Market Index

**4. Equal opportunities**

Trinity Academy Halifax is keen to promote equal opportunities and try to use every opportunity to challenge stereotypes and to raise aspirations. Careers education is provided to all students

and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated. Students with Special Educational Needs are offered additional careers advice. For further information, please refer to the Special Educational Needs Report. The destinations of our leavers are closely monitored and younger students informed so that we are aware of trends and opportunities.

## **5. Relationship to other parts of the curriculum and other policies**

Careers education is conducted in accordance with the school's equality policy and other relevant policies. Aside from 1:1, small group sessions and whole year group assemblies, students are provided with careers education through the Curriculum for Life programme which meets the criteria laid out in the RSHE Framework. The whole school remit of careers is recognised and the curriculum is developed alongside that of other areas so that careers education is an integral part of the whole school curriculum.

## **6. Parents and Carers**

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved in the options process. All online resources are accessed through links on the school website. They are also visible below:

<https://ckcareersonline.org.uk>

*Careers information for students & parents, career events, job search help and Job Explorer Database*

<https://ckcareersonline.org.uk/recruitline>

*Local apprenticeship, traineeship and part time work vacancies*

<https://nationalcareers.service.gov.uk/explore-careers>

*Job profiles*

<https://www.gov.uk/topic/further-education-skills/apprenticeships>

*Apprenticeship vacancies*

<https://www.ucas.com>

*Information on university courses and entry requirements*

## **7. Management**

The Assistant Principal for Curriculum oversees the implementation of the careers programme. The Assistant Principal also oversees CEIAG and careers appointments for the careers advisor.

## **8. Resources and partnerships**

The school has accessible careers resources in the library as well as access to a private office for careers interviews. A minimum of one careers advisor is available on site each day providing independent and impartial careers advice. Careers interviews are scheduled for all Year 11 students, with additional interviews arranged on a case by case basis. The Academy has links with various local businesses, HE institutions, the Careers and Enterprise Company, Local Enterprise Network and NCOP, all of whom offer valuable first hand advice and resource to our

students. In addition, we also have a partnership with Covea Insurance which allows our students the opportunity to have first-hand experience of the working world.

## **9. Monitoring, evaluation and review**

The careers programme is monitored regularly and amended. Trinity Academy Halifax will measure the effectiveness of the CEIAG provision by considering both attainment data and destination data for our students at all transition stages. We will also take into consideration the findings of student voice and feedback from staff, students and employers after careers events have taken place. Furthermore we are committed to maintaining completion of all Gatsby Standards and to ensure we retain the Quality in Careers Standards Award. We welcome regular review from our designated careers governors.