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<b>Author/Contact</b>	Ian Wallis <a href="mailto:iwallis@newlinelearning.com">iwallis@newlinelearning.com</a>  Janine McCarthy <a href="mailto:jmccarthy@newlinelearning.com">jmccarthy@newlinelearning.com</a>	
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## 1. Aims

This policy considers a number of key policies and statutory guidance, including:

- Career Development Institute Framework (2018) for careers, employability and enterprise education 7-19.
- Education Act 2011 and statutory guidance for governing bodies, academy leaders and school staff (DfE, October 2018) 'Careers Guidance and Inspiration in schools
- Gatsby Benchmarks of Good Careers Guidance (2018)
- Ofsted Inspection Framework (2019)

The careers policy describes the planned provision at our academy to enable young people to learn about careers and employability. This will allow them to manage their own development and make life choices and decisions that will benefit their own wellbeing and contribute to the wellbeing of others. This is key in their personal development throughout their time at New Line Learning.

## 2. Our Intent

- Ensure that all registered pupils at the Academy are provided with independent careers advice from Year 7 to Year 11.
- That the independent careers guidance provided is presented in an impartial manner
- The guidance includes information on the range of education or training options at each key transition point; including sixth forms, colleges, other vocational pathways such as apprenticeships and traineeships.
- That the person giving the guidance is considering the best interests of the individual
- To provide sustained contacts with employers, mentors and coaches who can inspire pupils with a sense of what they can achieve and help them understand how to make this a reality.
- To have a clear strategy for the advice and guidance we provide to our pupils. The strategy should be embedded within a clear framework linked to outcomes for pupils.
- Careers advice and guidance should reflect the academy's ethos and meet the needs of all pupils.
- To provide access to a range of activities that inspire pupils, including employer talks, careers fairs, motivational speakers, college and university visits, coaches and mentors. We will also consider the needs of pupils who require more sustained or intensive support before they are ready to make career decisions.
- To provide access to up to date technology as online tools can offer imaginative and engaging ways to encourage young people to think about the opportunities available to them.
- To consciously work to prevent all forms of stereotyping in the advice and guidance we provide, to ensure that boys and girls from all backgrounds and diversity groups consider the widest possible range of careers, including those that are often portrayed as primarily for one or other of the sexes

## 3. Commitment

Careers Education, Information, Advice and Guidance (CEIAG) Policy Rationale Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life

New Line Learning Academy is committed to raising the aspirations and ambitions of all its pupils, improving their eventual employability and life chances by providing a planned programme of careers education; individual advice and guidance; and work related learning for all pupils in Years 7-11.

The Academy is committed to independent and impartial guidance. The Academy has a Careers Advisor that remains aside from the main curriculum at New Line Learning. This ensures that guidance is impartial.

The aims of Careers and employability at the academy address three areas of learning:

- Developing yourself through careers, employability and enterprise education
- Learning about careers and the world of work
- Developing your career management and employability skills

The Academy is committed to ensuring that all pupils at New Line Learning Academy have opportunities to develop their skills and knowledge. Pupils make informed and ambitious choices about their future careers pathways at all key transition points.

- In Year 7 as pupils make the transition to secondary academy
- In Year 8 and 9 at the end of Key stage 3 (options choices)
- In Year 10 and 11 at the end of Key Stage 4 (post-16 choices)

The Careers Education and Guidance policy has the following objectives in line with the Gatsby Eight Benchmarks for Careers Excellence when delivering the careers program.

The GATSBY 8 Benchmarks;

- To plan and provide a stable careers programme for our learners
- To expose pupils to relevant labour market information (LMI)
- To address the needs of all pupils
- To link curriculum learning to careers
- To provide opportunities for pupil to encounter employers and employees
- To support pupils to obtain work experience placements at year 10 and 12
- To provide opportunities for pupils to encounter further and higher education
- To provide personal guidance to pupils on careers education Outcomes

#### 4. Policy links

Careers and employability supports and is underpinned by key academy policies including those for learning and teaching, literacy and numeracy, assessment, recording and reporting achievement, PHSE; equal opportunities, inclusion and diversity, health and safety and special educational needs. Pupils should seek to go beyond their potential and through a combination of an outstanding education, good careers education and individual guidance will go on to be successful and fulfilled citizens committed to lifelong learning and improvement.

#### 5. Objectives

##### 1. Pupils' needs

The Careers and Employability program is designed to meet the needs of all pupils at New Line Learning Academy. It is differentiated and personalised to ensure progression through activities that are appropriate to pupils' stages of career learning, planning and development. As a part of our commitment to inclusion special care is taken to ensure pupils with an Education, Health and Care Plan and other disadvantaged pupils have access to advice at guidance at each stage of their education.

##### 2. Entitlement

Pupils are entitled to careers education and employability learning that meets the professional standards of practice and are person-centred, impartial and confidential. It also will be integrated into pupils' experience of the whole curriculum and be based on a partnership with pupils and their parents or carers. The program will raise aspirations, challenge stereotyping and promote equality and diversity. This is provided through PHSE, enrichment, activities and tutor time.

### 3. Line Management

Ian Wallis manages Janine McCarthy the New Line Learning Careers Adviser. Ian Wallis is line managed by an Assistant head teacher Matthew Rose who is turn line managed by a deputy head teacher Phil Jones.

### 4. Staffing

All staff through the tutorial system and in PHSE lessons contribute to careers education and employability through their roles as tutors and subject teachers.

Careers related sessions are delivered by tutors at designated points during the academic year with the support of the Careers adviser.

Ian Wallis has overall responsibility for the provision for Careers and Employability learning in the academy. Working in conjunction with the Careers Advisor and the Assistant Headteacher Matthew Rose, The program, policy relating to and delivery of careers education are planned, monitored and evaluated to match the changing needs of the cohort at New Line Learning.

### 5. Curriculum

The academy seeks to ensure all pupils achieve their potential and acquire the core skills of numeracy, literacy and ICT as well as a wide ranging curriculum across Key stage 3 to 4. Pupils at risk of underachieving are identified; support and intervention are provided for those who require improvement. The careers and employability programme includes careers guidance activities appropriate to the 2 key stages. This is delivered through a series of PHSE lessons, tutor time and enrichment activities days. Additionally, Year 11 assemblies regularly address careers and employability topics.

### 6. Partnerships

Partnership Agreements are negotiated between the academy and other service providers where appropriate.

### 7. Resources

Funding is allocated in the annual budget planning round in the context of whole academy priorities and particular needs in the Careers and Employability area. Sources of external funding are actively sought whenever available.

### 8. Staff Development

Staff training needs are identified and training is put in place. Training is put in place to ensure the Careers adviser and other staff, with responsibility for careers, are kept up to date. Teachers are regularly updated and trained through Meetings.

Funding for training is accessed through academy funds. The academy will endeavour to meet training needs within a reasonable period of time.

## 6. Monitoring, review and evaluation

Evaluation takes place in a variety of ways:

- Pupils are issued with individual reflection and evaluation forms after PHSE sessions.
- Monitoring of entitlement and employability skills.
- Opportunity and feedback through the pupil council.
- Staff involved provide feedback on the strengths and areas for development verbally and



through evaluation forms.

- Tutors talk to tutor groups and ask for feedback.
- The Careers Adviser asks for feedback.
- Feedback from Staff, Parents and Governors.
- Any external volunteers are regularly asked for feedback after events.
- Destination data is looked at by ALT to inform future planning.

7. APPENDIX 1: Overview of Key Elements of New Line Learning Academy Careers and Employability provision

Year	Provision
Year 7	<p>The principles of good Careers education are embedded in the academy's induction programme for all new pupils arriving at New Line Learning Academy. Pupils receive support for their transition from primary school to secondary provision. A part of this is to begin a programme of self-development in which pupils can discover more about themselves; their strengths and weaknesses. They can discover what inspires and motivates them to be successful and begin to plan their future careers ahead. Pupils are encouraged to think about future careers aspirations and will spend a term of wellbeing sessions participating in activities related to exploring careers options.</p>
Year 8	<p>Pupils revisit Careers and employability, covering:</p> <ul style="list-style-type: none"> <li>• Short-, medium- and long-term goals</li> <li>• Resilience</li> <li>• Employability skills</li> <li>• Career Choices</li> <li>• My online 'footprint' and impact on future</li> <li>• Budgeting</li> </ul>
Year 9	<p>During this year pupils focus on their choices at Key stage 4. Pupils develop their skills in decision making and use a term of wellbeing sessions exploring careers, stereo gender types, what they like and are good at, in preparation for their options choices. Pupils will cover the following:</p> <ul style="list-style-type: none"> <li>• Personal strengths and weaknesses</li> <li>• SMART planning</li> <li>• Skills for change and adapting to change</li> <li>• Self-reflection and evaluation</li> </ul>
Year 10	<p>Pupils receive guidance on beginning their Key stage 4 from their tutors then engage in wellbeing activities relating to:</p> <ul style="list-style-type: none"> <li>• Dreams for myself and the world</li> <li>• Jobs- legislation around work for young people</li> <li>• Managing setbacks/resilience building</li> <li>• Planning for success</li> <li>• Equality in the workplace</li> </ul> <p>Pupils start to think about their post 16 options; applying to one of the many local Colleges or Academy Sixth forms or doing an apprenticeship. They have one to one future meetings with the Careers Adviser.</p>
Year 11	<p>By Year 11 pupils will be making decisions about Further Education or Apprenticeships and will attend some of the following sessions</p> <ul style="list-style-type: none"> <li>• Entering the adult world</li> <li>• Legislation affecting 16- year olds</li> <li>• Dreams and goals including financial, jobs, relationships</li> <li>• Resilience</li> <li>• Contingency planning</li> </ul> <p>As part of the Careers and employability programme all pupils will be offered an individual careers interview with the academy's careers adviser.</p> <p>There are also opportunities to visit local colleges such as Mid Kent college and Catch22.</p>

## APPENDIX 2 – PUPIL ENTITLEMENT

### **New Line Learning Academy Careers Education & Employability Learning Pupil Entitlement Statements**

Academy is committed to raising the aspirations and ambitions of all our pupils, appropriate to their individual needs. The aim of Careers education and employability learning is to ensure that all young people who come to New Line Learning Academy become confident and successful and the provision they receive will help to improve their eventual employability and life chances by providing a planned programme of careers education; individual advice and guidance; and work-related learning.

All pupils will be entitled to impartial and independent Careers Education, Information, Advice and Guidance (CEIAG) programme that;

- Is inclusive and centred on the pupil and their individual needs
- Is integrated in to the pupils' experience of the whole curriculum
- Encourages all pupils to consider their career throughout all Key Stages
- Encourages all pupils to develop decision making skills
- Equips all pupils for independent learning and lifelong learning
- Prepares all pupils for future employability
- Prepares all pupils for personal financial management skills.
- Provides each pupil with careers guidance from an external independent careers adviser.
- Raises aspirations and promotes equality and diversity

All New Line Learning Academy pupils are entitled to:

- A range of activities and opportunities that promote self-development, career planning and career management
- Access to up to date, relevant and comprehensive external impartial advice from a Careers Adviser and other specialist careers websites
- Individual careers advice from their Tutors, Pupil Support Officers and a member of the Leadership Team.
- Appropriate support from staff to enable them to attain and achieve an appropriate academy/college/university course, apprenticeship or training
- Careers support which is personalised to their own specific needs and abilities
- Have parents/carers informed about CEIAG updates and events.