

# **SOUTH NOTTINGHAMSHIRE ACADEMY**

## **CAREERS POLICY AND OPERATIONAL PLAN 2023 - 2024**

### **Key Priorities, Outcomes & Actions**

#### **Commitment**

**South Nottinghamshire Academy** is committed to providing all students in Years 7-13 with a programme of careers activities and supporting activity. The programme has been developed in line with the eight Gatsby benchmarks for ensuring best practice and to meet the requirements of the Department for Education's statutory guidance 2018.

#### **The Academy believes that:**

- Every student should have high quality, independent careers guidance to encourage them to be aspirational and well informed when making educational and career decisions.
- All students should participate in a range of activities to develop a variety of employability skills, preparing them for a working life which is in the best interest of the student, being enjoyable and providing economic well-being.

#### **Evaluation of our Careers Programme**

We regularly monitor and evaluate the careers programme, measuring our performance against the Gatsby Benchmarks using the online Compass Tool. This is carried out on an annual basis by the Careers Advisor and shared with SLT. Provision is also monitored through regular feedback from parents, students, staff governors and external providers.

The effectiveness of our career's guidance will be reflected by students post 16 / 18 decision making and onward destinations – sixth form, college, apprenticeships and higher education / higher level apprenticeships. Our destination data is used to assess how students make the transition into the next stage of education, employment and training and key trends are analysed by the Careers Advisor. We monitor sustained destination data and intervene, where appropriate, and look at 'first in family' applications to Russell Group universities and key factors, such as SEN and Pupil Premium.

#### **COVID 19**

We will continue to update our website and careers programme, if there are any longer-term changes following the pandemic. We are now operating with face to face delivery and continue to offer virtual resources, parent information, bespoke events and subject specific activities. **Monitored/Evaluated.**

Parents are engaged with our careers programme and are kept up to date via letter, social media, newsletters, email and text. They can request a careers meeting or any ad-hoc support to support their child, when required. The Careers and Work-Related Learning programme and wider careers exploration resources can be explored further via our website: <https://www.southnottinghamshireacademy.org> Mrs Louise Caunt, Careers Advisor, working part-time hours, [0115 9110091](tel:01159110091)

### **Gatsby Career Benchmarks**

The career programme is used to develop and improve the programme of career education and guidance offered to our students. The Gatsby Career Benchmarks identify good practice and define the essentials of good career guidance, providing a robust and realistic framework for developing a career programme that is first class. **The Gatsby Benchmarks:**

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of work places
7. Encounters with further and higher education
8. Personal guidance

### **Student entitlement in Years 7 – 11 will:**

- Be offered information, advice and guidance, as an entitlement and know where to access up to date information about work, training and educational opportunities.
- Be given the opportunity to experience work related learning, including a period of work experience in Year 10 and Year 12 (*under review*).
- Experience a range of career related activities including careers workshops, employer talks, careers fairs, motivational speakers, college and university visits.
- Undertake 'age specific' careers opportunities through drop down events or PSHE and tutor time.

### **Career Guidance**

Academies have a duty to secure access to independent and impartial (no bias towards a particular education or work option) careers guidance for students in years 8-11 (Education Act 1997, 2011 & Careers Guidance & Inspiration in Schools March 2015 Statutory Guidance). The Academy's duty to secure independent career guidance for all year 8-11 pupils is intended to expand advice and guidance for young people so they are inspired and motivated to fulfil their potential, develop high aspirations and consider a broad and ambitious range of careers. We follow the innovative CDI framework for careers guidance, which has a focus on six skills learning areas for career development and interventions. We are working towards aligning the new CDI Framework across our careers provision. (***Grow through life, explore possibilities, manage career, create opportunities, balance life and work, see the bigger picture***).

### **Key priorities:**

- Provide independent & impartial careers advice, prevent stereotyping and promote the best interest of the student to whom it is given.
- Ensure adequate support for students with SEN or disabilities.
- Work with Local Authority to identify those 'at risk' of not participating post-16 in education or training and the services to support them.
- Work with education and training providers to provide information on the range of available education options including apprenticeships.

- Inspire and motivate students to fulfil their potential and develop employability skills.
- Provide direct students access to the National Careers Service, launched by the Government in April 2012, giving job market information and job profiles and other online career guidance sites.
- Provide access to online impartial careers and further and higher education resources.
- Inspire students through real life experiences/real life contact with work.
- Provide entrepreneurial challenges to develop employability skills and self-employment opportunities.
- Encourage students to study STEM subjects.
- Develop employer-academy partnerships, to address career aspirations, helping students to understand business expectations and entry routes to employment.

#### **Outcomes:**

- Ensure all students are well informed when making subject and career decisions
- Reduce the amount of 16–18-year-old NEETs – link with external agencies, when required.
- All students to have a clear sense of achievable direction about future education, training options and goals
- All students to understand that if English and Maths are not secured at grade 4, then this will be a continued subject for study at post 16
- All students understand the importance of STEM subjects and which careers can be explored within this sector.
- All students are aware of out of school opportunities (e.g. National Citizen Service, voluntary activities).
- All students are aware of any post 16 funding available to them (16- 19 Bursary Fund) and scholarships with universities.
- All students to have interacted with employers and understand the skills employers are looking for.
- All students to have developed some, if not all, of the key skills needed to progress in to employment and further and higher education.

<b>ACTIONS – Programmes to be delivered 2020/21</b>	<b>Timescale</b>	<b>Led by</b>	<b>To monitor</b>	<b>GATSBY BM</b>
<b>ALL YEARS - PERSONAL GUIDANCE</b> available to all students on request, with focus on Years 11 and 13. Post 16 and 18 and support with self-reflection, applications, apprenticeship information, A Level study / Sixth Form and any other requests from the students.	Sept - July	LC	MP	3, 8
<b>ALL YEARS - PERSONAL GUIDANCE</b> Identify critical cohorts to ensure students with SEN/PP and/or disabilities receive additional personalised external (Futures) and early intervention, where required.	Sept – July	LC	MP	3, 8
<b>ALL YEARS - WEBSITE</b> - update with careers information and links to additional support, National Careers Service and NCS, UCAS and other important advisory tools. <b>ALUMNI CAMPAIGN AND YOUTUBE CHANNEL</b> – website facility for pupils, staff, parents	Ongoing Ongoing	LC / CH	SLT	1, 2
<b>ALL YEARS – ACCESS TO ELECTRONIC CAREERS COMMS</b> – Careers Newsletters / information for all students / parents- facilitated via tutors, on website and displays, social media and email. Access to	Ongoing	LC	SLT / CH	1, 2
<b>ALL YEARS – PARENTS EVGS/EVENTS/OPTIONS/HE</b> - Representation for career planning and work experience at KS3/4/KS5	Sept to June	LC	SLT	1, 3, 8
<b>NETWORKING</b> - Careers Leaders Meetings to share good practice / Employer Networking	3 per year	LC	H Morris	1
<b>ALL YEARS - LABOUR MARKET INFORMATION</b> – Job of the Week Videos, representation from DWP	Autumn - Summer	LC	Tutors/SLT	1, 2
<b>ALL YEARS - NATIONAL APPRENTICESHIP WEEK</b> – House Assemblies to allow all students to see the bigger picture of Apprenticeships. Alumni reach, educational careers visits and tutor activities.	Spring Term	LC	HoH / SLT	1, 4, 5, 6, 7
<b>ALL YEARS - NATIONAL CAREERS WEEK</b> – Careers Assemblies, range of activities, tutor workshops, Support from Employers, educational careers visits, inspirational speakers and alumni reach out	Spring Term	LC / Subject leaders	All Staff	1, 2, 4, 5, 6, 7, 8
<b>ALL YEARS – CAREERS ASSEMBLIES</b> – Inspirational talks from guest speakers, sector specific	Ongoing	LC	SLT	1, 2, 4, 5, 7
<b>ALL YEARS - CAREERS AND ASPIRATIONS FAIR</b> ~ large range of providers sharing expertise and advice	Spring	LC	Wider Staff	1, 2, 3, 4, 5, 7
<b>ALL YEARS - CAREERS IN THE CURRICULUM</b> ~ Guest speakers, visits to employers / HE, lesson workshops. SLIDE DECKS / VIDEOS made available through Directory resource for staff.	Ongoing – focus on options	LC / Staff	SLT	1, 2, 4
<b>ALL YEARS - SUPER LEARNER PROGRAMME</b> – Pupil Premium STUDENTS, range of topics, year group specific. Age specific week of careers learning, aspirations, guidance + University/Employer engagement	Autumn – Summer	LC/IW	LSH	1, 3, 4, 7

<b>ALL YEARS VIRTUAL WORK EXPERIENCE</b> – Made available through Speakers 4 Schools / SpringPod	Ongoing	LC	DP/PM	1, 2, 3, 5
<b>Year 9- 12 NEXT GEN LEADERS</b> Social Action Project participation, application process	Ongoing	LC	MP	1, 2, 5, 6, 7
<b>Year 7 BEING A GLOBAL CITIZEN THEMED WEEK</b> Emergency Services Day – Fire, Police, Western Power, Network Rail, RNLI. Galleries of Justice Day, Eco Project Day, Self-Awareness, <b>International Day – large input of careers focused workshops from external providers.</b>	Autumn	LC / Staff Enterprise Adviser	SLT	1, 3, 4
<b>Year 7 JOURNEY TO HE / FE</b> Careers Assemblies	Autumn	LC	HW	1, 2, 4,5
<b>Year 7 NATIONAL CAREERS WEEK PSHE CAREERS</b> , Inspirational Talks, Careers in Curriculum, Visits to employers	Spring	LC	MP/Tutors	1, 3, 5, 6 7
<b>Year 7 CAREERS &amp; ASPIRATIONS FAIR</b> Large event, employers, universities, training providers, apprenticeships				
<b>Year 8 STEM CAREERS WEEK</b> Careers Learning, Workshops, external providers, STEM Curriculum focus	Spring	LC	MP	1, 2, 4, 5
<b>Year 8 ADA LOVELACE DAY SCIENCE GIRLS STEM EVENT</b> – Collaborating with Ignite Futures, raising the awareness of STEM Careers, through a visit to Medicity / BOOTS.	Autumn	LC	BW	1, 2, 4, 5
<b>Year 8 CAPITAL ONE PATHWAYS</b> Employability Skills focus and educational visit to employer	Autumn	LC	AB / MP	1, 2, 4, 5, 6
<b>YEAR 8 NATIONAL CAREERS WEEK</b> PSHE Topics, Inspirational Talks, Careers in Curriculum, visits to employers	Spring	LC	SLT	1, 2, 3, 5, 7
<b>YEAR 9 – OPTIONS FOCUS</b> , Assemblies, Parents Evening, subject support, careers meetings (selected)	New this year	LC	SLT	3, 4, 8
<b>Year 9 - SUPER LEARNER PP PROGRAMME</b> Careers Meeting and visit to a university	Spring	IW / LC	LSH	1, 2, 3, 7
<b>Year 9 SUPER LEARNERS</b> Visit to University of Nottingham / UNI FOR ALL Focus.	Spring	LC/IW	LSH	1, 2, 3, 7
<b>Year 9 WHERE CAN MY SUBJECT LEAD</b> Careers in Curriculum provider support and visits	Ongoing	LC		1, 2, 4, 5
<b>Year 9 - NATIONAL CAREERS WEEK</b> PSHE CAREERS, Inspirational Talk, Subject Link, Careers Fair, Trips	Spring	LC	SLT	1, 3, 5, 7
<b>Year 9 BUSINESS INSIGHT</b> Careers Trip to PwC, link to skills builder and business challenge	Spring	LC	MAC / LSH	1, 2, 4, 5, 6
<b>Year 9 CAREERS IN CURRICULUM</b> , Visits to employers, virtual insights and lesson workshops	Ongoing	LC	Teachers	1, 4, 5, 6
<b>YEAR 10 THEMED CAREERS WEEK</b> - Post 16 Options, CV and Interviews, Financial literacy, LMI, Communication Skills, Digital Footprint, HE and Uni Talk, The Power of You, Enterprise Challenge Day, Skills Builder <i>Future Focus Day</i> , <b>TO INCLUDE MOCK INTERVIEW / CONVERSATION WITH EMPLOYER</b>	Summer	LC	MP	1, 2, 4, 5, 2, 5, 7, 8,

<b>YEAR 10 WOMEN IN SCIENCE DAY AT UNI OF NOTTM</b> – Presentation, Activities, Tour, Align with International Women’s Day.	Spring	LC	BW	4, 7
<b>YEAR 10 LANGUAGES TASTER DAY UNI OF NOTTM</b> – Where can languages lead and university study.	Autumn	NJ	MP	4, 7
<b>YEAR 10 YOUNG AMBASSADOR OPPORTUNITY – 1 Student Ambassador role</b>	Ongoing	LC	HoY	3, 5, 6, 7
<b>YEAR 10 NATIONAL CAREERS WEEK</b> PSHE Topics, Inspirational Talks, Subject Links, Visits	Spring	LC	SLT	1, 2, 3, 5, 7
<b>YEAR 10 CAREERS &amp; ASPIRATIONS FAIR</b> HE, FE, Apprenticeships, Employers, Training Providers	Spring	LC	MP	1, 2, 4, 5, 7
<b>YEAR 10 CAREERS PERSONAL GUIDANCE</b> , Signposted students for early intervention	Spring	LC	Tutors	1, 2, 3
<b>YEAR 10 CAPITAL ONE PATHWAYS EMPLOYABILITY SKILLS</b> Personal development, Employer visit	Spring	LC	MP	1, 2, 5, 6
<b>YEAR 11 CAREERS INTERVIEWS</b> discussions about post 16, self-awareness, skills, action planning.	Ongoing	LC	MP	1, 2, 3, 8
<b>YEAR 11 FUTURE FOCUS / POST 16</b> Sixth Form Subject Tasters, Apprenticeships / College	Autumn / Spring	LC	AC/MP	1, 3, 4, 5, 7
<b>YEAR 11 INSPIRATIONAL CAREERS ASSEMBLIES</b> External providers	1 per term	LC	DW	1, 2, 5
<b>YEAR 11 NCS Promotion</b>	Autumn	LC	MP	1, 2, 5
<b>YEAR 11 SIXTH FORM INFO EVENING</b> / Exploring A Levels	Autumn	AC	SLT	3, 8, 7
<b>YEAR 11 SIXTH FORM INTERVIEWS WEEK</b> with senior team members	January 22	AC	SLT	3, 8
<b>YEAR 11 NATIONAL CAREERS WEEK</b> PSHE Careers, Careers Fair, Subject Talks, Assembly	Spring	LC	SLT	1, 2, 3, 5, 7
<b>SIXTH FORM – OXBRIDGE INFO EVENING AT REDHILL ACADEMY</b>		AC	RHT	3, 7
<b>SIXTH FORM</b> - National Careers Week and National Apprenticeship Week	Spring	LC	AC/tutors	1, 2, 4, 5, 6, 7
<b>YEAR 12 HE + Peterhouse Trip 1 RHT</b>		AC	RHT	1, 3, 7, 8
<b>YEAR 12 UK UNIVERSITY AND APPRENTICESHIP FAIR, KING POWER STADIUM</b>	Autumn	LC	AC	1, 3, 5, 7
<b>YEAR 12/13 – GUIDANCE AND ENRICHMENT</b> – Inc’s a range of university workshops and employer links – Preparing for Uni, Student Life, Uni Prep List, Student Finance, UCAS, Personal Statements, Budgeting on a student loan, Researching Degrees, Study Skills, Resilience & confidence, LinkedIn TED TALKS – Uni of Leeds student Talk with Q&A, Princes Trust Support Focus	Autumn– Spring	LC	AC	3, 7
<b>Year 12 / 13 CAREERS ASSEMBLIES</b> One per month	Ongoing	LC	AC	1, 2, 5, 7

<b>YEAR 12/13 APPRENTICESHIPS FOCUS</b> - Assembly Higher and Degree Apprenticeships	Tailored	LC	AC	1, 2, 7
<b>YEAR 12 CAPITAL ONE PATHWAYS</b> Personal Development, careers education visit to employer	Autumn	LC	AC	1, 2, 4, 5, 6
<b>YEAR 12 IS UNI FOR ME, HE INSIGHT</b> (Lincoln Uni) with range of workshops and tour	Autumn	LC	AC	1, 3, 7
<b>YEAR 12 LAUNCH YOUR CAREER EVENT</b> Derby University NCW	Spring	LC	ERR / BW	1, 2, 4, 7
<b>YEAR 12 WORK EXPERIENCE PROGRAMME face to face</b>	Summer	LC	AC	1, 3, 5, 6
<b>YEAR 12 JOURNEY THROUGH LIFE DROP DOWN DAY</b> Post Work Experience Reflection, Letters to employers. Psychometric Testing and Assessment Centres, Power of LinkedIn, Moneywise. ALUMNI HOUR – catching up with some of our sixth form leavers.	Summer	LC	AC/Tutors	1, 3
<b>YEAR 12 CAREERS IN CURRICULUM</b> Educational visits, workshops in school, subject specific	Ongoing	AS	FL	1, 2, 3, 6
<b>YEAR 12 STUDENT MENTORING</b> – Careers Adviser to mentor students, as requested	Ongoing	LC	AC	2, 3,
<b>YEAR 12 SKILLS BOOSTER PROGRAMME NCS</b> Citizenship / Values, Employability and Careers, Skills for independent living.	Autumn	NCS Team	AC	1, 3, 5
<b>YEAR 12 STELLAR PROGRAMME – What’s important to me? Charity engagement, personal development</b>	Ongoing	AC / Tutors	AC	3, 4, 5
<b>YEAR 12 UNIVERSITY &amp; DEGREE APPRENTICESHIP INFORMATION EVENING</b> Students and Parents	Summer	LC	AC	1, 3, 7
<b>YEAR 13 UCAS AND PERSONAL STATEMENT GUIDANCE / APPRENTICESHIPS SUPPORT</b>	Autumn onward	LC	AC	1, 3, 8
<b>YEAR 13 UNIVERSITY OF NOTTINGHAM MORNING</b> Small group PP students	Autumn	LC	AC	1, 3, 7
<b>YEAR 13 MOVING ON DAY REDHILL TRUST EVENT</b> Pathways, Support and Guidance, employer talks apprenticeships – Inspirational Talk, Employer focus, Recruitment Process with Capital One	Spring	LC / SS	AC/SS	1, 3, 7, 8
<b>YEAR 12/13 NATIONAL CAREERS WEEK PSHE</b> Careers Topics, Careers Fair, Subject Talks, Assembly	Spring	LC / SLT	SLT	1, 2, 3, 5, 7
<b>YEAR 12/3 NEXT GEN LEADERS</b> Social Action Awareness Project, application process	Autumn	LC	AC	1, 3, 5, 6