



Appleton Academy

Careers Information, Advice and Guidance Policy and Provider Access Entitlement



Approved By	Approval Date	Next Review
Appleton Academy LGB	February 2018	2020/21 – Term 2
Appleton Academy Local Advisory Board (Update)	March 2019	2022/23 – Term 2
Appleton Academy Local Advisory Board	Oct 22	2024/24 – Term 2

1.0 Introduction

This policy statement sets out the Appleton Academy's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997, and the following DFE guidance;

- Careers guidance and access for education and training providers Statutory guidance for schools and guidance for further education colleges and sixth form colleges September 2022
- Skills for jobs: lifelong learning for opportunity and growth Jan 2021 (Schools and colleges should always focus on the student and what is best for them.)

Appleton Academy is committed to providing both independent careers guidance and a highly structured careers programme as the legal entitlement of all pupils. It meets statutory requirements in terms of demonstrating how the Gatsby Benchmarks are met and how the careers programme is embedded into school curriculum.

2.0 Purpose

Excellent careers information, advice and guidance prepares students to make appropriate choices in order to be successful in adult life. The Appleton Academy Careers Information Advice and Guidance (CEIAG) programme will:

- develop the pupils' skills and provide the information enabling them to make informed educational and careers decisions, raise aspirations, increase motivation, and challenge stereotyping.
- Support pupils to recognise barriers to their learning and achievement and to make informed decisions and appropriate choices about the options.
- Enable pupils to make a successful transition into employment, education, or training and in line with RPA legislation, support students into learning outcomes.

Appleton Academy is committed to providing a planned programme of careers education, advice and guidance for all students aged 11-16. The school endeavours to follow the government's statutory guidance (2018) and the Gatsby Benchmarks for excellent CEIAG provision.

3.0 Aims

The Appleton Academy Careers Programme will;

- Provide opportunities for self-development using SWOT analysis and support pupils in understanding what influences them
- Guide pupils in recognising their own potential and increase self-esteem and confidence
- Support pupils in Investigating and understanding careers and opportunities through careers and labour market information
- Raise aspirations and career exploration through events within school and visits to external providers and employers
- Provide education and career planning along with implementation of student careers plans with help from a level 6 qualified careers adviser, pastoral and curriculum staff
- Provide career and life preparation through mock interviews and relevant preparation
- Enable pupils to manage transitions into to new situations

4.0 Procedures

Key Stage 3 (Year 7,8 and 9)

- Pupils will have access to the careers adviser within school to discuss Year 10 option choices and future career plans.
- The careers adviser will be at Year 9, 10 and 11 Options evening.
- Young people will have a programme of activities and speakers to help them develop skills within decision making, self-awareness and opportunity awareness.
- Pupils will be consulted on their aspirations for the future. This information will help the careers team develop a programme of activities that will inform the widest range of students
- Pupils will all have access to the annual careers fair in the summer term along with other whole school events.

Key Stage 4

- All Year 11 pupils receive 1:1 interviews and support with making their post 16 choices.
- Pupils with Special Educational Needs and those who are cared for will have continued and rigorous support throughout the transition into further education.
- The careers adviser will be at parent's evenings and options evenings offering impartial advice and guidance.
- All young people will have access to outside speakers and educational visits to universities, training providers and other organisations.
- Young people will be consulted on their aspirations for the future. This information will help the careers team develop a programme of activities that will inform the widest range of students
- Year 10 pupils will take part in a mock interview day to prepare them for future educational and job related interviews.
- Young people will all have access to the annual careers fair in the summer term along with other whole school events.

5.0 Pupil entitlement

All pupils, parents and carers in years 7-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers: This is integrated into a wider careers plan or strategy for the school.

Event	Date	Participation
Career of the week	Weekly	All year groups 7 - 11
Financial literacy workshops	Throughout the year	Years 7 & 8
Employability mentor meetings	Throughout the year	Identified Pupils
Year 11 post-16 meetings	Half terms 1 - 3	Year 11
Bradford Manufacturing Weeks	October	All year groups
Bradford manufacturing Week visits	Carnaud Metalbox : October TF Automative: October	Year 10
National Apprenticeship Week	February	All year groups
National Careers Week	March	All year groups

Workplace visits	Throughout the year	Year 10
CV Writing and mock interviews	December	Year 10
Apprenticeships evening	January	Parents / carers and pupils from all year group invited
Careers Fair	Summer Term	All year groups
Parents evenings with careers advice support	May	Year 7
	March	Year 8
	February	Year 9
	April	Year 10
	January	Year 11
Year 9 options evening with mini-careers fair	September	Year 9
Careers Club - Support with applications for colleges / sixth form and apprenticeships	Autumn 2	Year 11

Y7 to Y11 pupils engage with a range of trips, visiting speakers and activities throughout the school year covering a range of CEIAG opportunities. Students are chosen for activities via opting in, interests and selected, PPG, SEND and LAC students are treated as priority.

Example activities include:

- Mentoring by a senior bank manager for target groups of students
- A trip to Toni and Guy in Manchester involving a visit to the University of Manchester
- In school activity led by the marines
- Past students speaking to students

Providers are encouraged to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all pupils at lunch and break times.

6.0 Partnership

6.1. Pupils

Appleton Academy offers a range of activities to support each pupil's knowledge of career progression. In KS4, this is increasingly bespoke with pupils providing with opportunities related to their career choices including employer engagement opportunities and further education taster days.

6.2 Parents

Appleton Academy will provide regular information and opportunities for parents/ carers to support them in guiding their children's career progression. This includes regular opportunities to participate in events such as parents' evenings, careers fairs, guidance interviews.

6.3 Employers

Appleton Academy works with a range of employers both within and beyond the local employment markets to offer opportunities for pupils to attend presentations from employers, enrichment events, visits to the workplace, taster sessions and open evenings.

6.4 Providers

In line with the Baker Clause, Appleton Academy provides access to further education and training providers.

Providers should contact Sophie Hayward, Careers and Employer Engagement Leader.

Providers of apprenticeships, employees and further education providers are invited to attend events and present in pupil assemblies throughout the academic year. Marketing and information material is available to students in the school library, taster sessions and careers events.

As part of the 'Baker Clause': pupils are supported to understand the full range of education and training options. Schools and colleges have a responsibility to set pupils on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means schools and colleges must act impartially, in line with their statutory duty or contractual requirement, and not show bias towards any route, be that academic or technical. They should promote a full range of technical options.

6.5 NCOP Programme

Appleton Academy is part of the NCOP programme which provides a Higher Education Progressions Officer who works in school weekly to promote higher education in deprived communities as part of Go Higher West Yorkshire.

7.0 Equality of Access

All pupils are entitled to benefit from high quality careers information and advice to enable them to access opportunities and further career progression. Pupils with SEND, other needs or who are at risk of being NEET are provided with additional, bespoke support in making decisions relating to their next steps. This includes additional one to one careers advice meeting, supported visits to providers, a transition plan and ongoing follow up.

8.0 Monitoring Review

- The careers guidance action plan is reviewed regularly and at the end of the academic year, the evaluation informs the plan for the planned programme during the following academic activity.
- The Careers and Employer Engagement Leader reports annually to the Local Advisory Board.
- NEET and destinations data is reported to the Local Advisory Board.