



# Chiltern Way Academy

Turning Futures Around

## Careers Policy

**Responsibility for this policy (job title):** Careers Lead

**Responsibility for its review:** CEO

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## **Introduction**

Chiltern Way Academy (CWA) aims to manage all students into 'sustainable employment' – GET THEM A JOB!

Employment that meets the differing needs and requirements of our students.

This is developed throughout their time at the Academy and is always supportive of their abilities, strengths and skills.

## **Aims and purpose**

- Prepare students for the transition to life after CWA
- Manage students into 'Sustainable Employment'
- Support students in making informed decisions which are appropriate for them
- Provide students with well-rounded experiences
- Develop personal characteristics such as social skills, communication, independence and resilience
- Inspire and motivate students to develop themselves as individuals and live as independently as is possible

This policy summarises the statutory guidance and recommendations. It then outlines the provision of careers education, work experience and provider access.

**The Gatsby Benchmarks** are a framework of eight guidelines that define the best careers provision in schools and colleges. The CWA Careers Strategy is built around them.

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

## **Statutory requirements and recommendations**

The careers provision at CWA is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997.

This states that all schools should provide independent careers guidance from Years 8 -14+ and that this guidance should:

- be impartial
- include information on a range of pathways, including apprenticeships
- be adapted to the needs of the student
- CWA tracks students' hobbies and interests from year 6, 7 and throughout KS4 and 5
- CWA tracks destination data and maintains a dialogue with students who have left CWA

In addition, the school is compliant with the careers guidance that the government set out for delivery from 5 January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all schools must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. Further information relating to this is set out later in this document, under Provider Access.

### **Careers Provision at CWA**

All students have access to the following:

- PSHE, Work Skills, Life Skills, Careers guidance and preparation for life after CWA
- Visitors to school and offsite visits to support students in developing their understanding of a range of different post 16 pathways.
- All students from Year 9 have access to advice and guidance from a CWA advisor
- All students in Year 10 access a meeting with CWA advisor and school careers leader to explore future pathways into work experience
- Students have access to FE colleges with our close relationships and partners in business.

#### **Key Stage 3**

- Student pathways onto accredited and vocational courses are planned and indicated for in KS3
- Students take part in a developing area of Enterprise projects across the school year
- STEM events and projects are a key part of the KS3 curriculum where it is appropriate and right to do so.

#### **Key Stage 4 (in addition to KS3 ongoing provision)**

- One-to-one meetings with families, the school Careers Leader and CWA Advisor in Year 10 and Year 11 informs individual routes into Post 16 provision and appropriate and meaningful work experience opportunities.
- The majority of KS4 students take part in the Duke of Edinburgh Award.
- Students in Year 10 (and in year 11 where appropriate) undertake Work Experience and work-based placements and opportunities.
- Students have the opportunity to take part in the Duke of Edinburgh Award scheme.

### **Key Stage 5 (two years of education for students aged 16-18)**

Following the support in making their choices for KS4, students can expect ongoing support up to year 14 and to the age of 25.

- Access to unbiased, informative and independent careers guidance
- Support and development of skills in self-awareness and career management
- Career focussed lessons covering options after school in the world of work, the job market and skills needed in a changing market.
- Access to off-site providers of skills-based learning and work experience when and if students are ready

### **Throughout the time in school students will have:**

Meaningful encounters with representatives from business, trips to factories, 'careers talks', projects and information about working in other countries. This may be face-to-face or, in light of restrictions, via virtual presentation.

The overall organisation of work experience is undertaken by the school Careers Leader who liaises with the team to ensure the most relevant and engaging opportunities are taken. Families are informed and communicated with throughout the process and a work experience agreement form and work experience information is gathered and data recorded. All students on placement are covered by the employers' insurance and places of work are risk assessed by the Careers Leader in liaison with the CSW work experience database.

### **Student entitlement**

All students in all years 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.

### **Management of provider access requests**

Procedure:

A provider wishing to request access should contact:

Richard Baber, Careers Lead for Chiltern Way Academy – [rbaber@chilternway.org](mailto:rbaber@chilternway.org)

John Twining, Additional Careers Lead for Prestwood Campus – [jtwining@chilternway.org](mailto:jtwining@chilternway.org)

Lee Beagle, Additional Careers Lead for Wendover Campus – [lbeagle@chilternway.org](mailto:lbeagle@chilternway.org)

## **Opportunities for access**

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers. Additional information around careers planning across the curriculum and through the Key Stages is available on the website.

## **Premises and facilities**

The school will make suitable meeting spaces available for discussions between the provider and students, as appropriate to the size and nature of the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Virtual presentations and opportunities for provider contact will also be encouraged, especially in the light of Covid restrictions. This will be available for employer, trainer, and further education pathways.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with either Careers Lead on Campus. This will be made available to students and families as appropriate.

## **References**

The Gatsby Benchmarks

[www.gatsby.org.uk/education/focus-areas/good-career-guidance](http://www.gatsby.org.uk/education/focus-areas/good-career-guidance)

The Career Development Institute Careers Framework

<http://www.thecdi.net/Careers-Framework-2018>