



# CAREERS POLICY

<b>Written By</b>	M Ryder Wolf
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## **Careers Intent**

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Lifelong career management skills are embedded within the curriculum so pupils can move on with the confidence & ambition they need in the workplace. Our aim is that pupils leave prepared for the next stage of their education, employment or training. We deliver comprehensive programmes based on the Gatsby Benchmarks for good career guidance, this is monitored & maintained through achieving the Career Mark award. We make sure that these interactions are embedded within each pupil's learning journey throughout their time at the academy. Pupils engage with activities which help them to reflect upon their potential & empower them to access the many exciting opportunities available to them. Pupils understand how all elements of their academy experience relate to achieving success within their futures.

## **3 Year Plan**

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The one-year strategy for careers at the Weston Favell Academy is devised from a long term 3 Year Plan with three specific objectives that then form the basis and focus for the 1 Year Plan. Both plans are reviewed termly to ensure they continue to be fit for purpose and provide a well-rounded programme of enrichment, life skills and workability skills.

1. Develop the Careers in the Curriculum Framework
2. Build effective employer networks to develop work insight days
3. Implement and embed an effective system for tracking student level career interactions

## Careers and NCOP

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The Academy works closely with the National Collaborative Outreach Programme (NCOP) to support our pupils, regardless of socioeconomic background to progress into Higher Education. As part of the programme, we work with Aspire Higher to provide targeted education outreach to break down the barriers that may prevent our pupils from continuing their education on to University. In order to support our pupils, the Academy has specific strategies that are implemented throughout years 9 to 13 to reduce the gap in higher education participation between the most and least represented groups and support young people to make well-informed decisions about their future education. This is provided through a planned and comprehensive yearly calendar of activities that are personalised to each year group and the specific needs and requirements within each year group and includes engagements with employers, trips & visits, motivational speakers, effective techniques for coping with revision and exam stress and finally, supporting pupils to develop life skills and workability skills.

## Compass Audit

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Each year the Careers Lead completes the Compass Tool Audit as part of the self-evaluation process which is then used to inform the 1 Year Plan to ensure that each Gatsby Benchmark is being appropriately applied within both enrichment activities and the curriculum. As of September 2020, the Compass Tool gave the following outcome based on our self-evaluation of the careers programme:

BENCHMARK		% COMPLIANT May 2023
1	A Stable Careers Programme	82%
2	Learning from Career & Labour Market Information	60%
3	Addressing the Needs of Each Pupil	72%
4	Linking Curriculum Learning to Careers	62%
5	Encounters with Employers & Employees	100%
6	Experience of Workplaces	87%
7	Encounters with Further & Higher Education	100%
8	Personal Guidance	100%

## External Providers

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A wide variety of external providers are invited into the Weston Favell Academy to provide our pupils with a broad and balanced mix of different careers, routes into employment and educational providers.

We work closely with a number of partners from a range of organisations to ensure that students have a broad experience of a variety of options and pathways. We are always looking to make new links with local and national businesses to develop opportunities that will be beneficial to our students.

## Careers Provision at Weston Favell Academy

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All students are entitled to be fully involved in the Weston Favell Academy careers programme. Students are encouraged to take an active role in their own career development, so the careers programme emphasises student involvement with a focus on self-development; learning about careers and the world of work; and developing career management and employability skills. The Careers Lead maintains a tracker of all employer engagements which is then reviewed to ensure all year groups are being exposed to a variety of employers, workplaces and different career pathways.

What can pupils can expect from the careers provision at the Weston Favel Academy:

- Support at key transition points including their GCSE, Post 16 and Post 18 options.
- Unbiased and impartial guidance from a Level 6 Careers specialist.
- Up to date information on the Labour Market and routes in to further/higher education and employment.
- Support with creating a portfolio of evidence to be used in interviews such as a CV, record of qualifications and a personal statement.
- Support to develop life skills, employability skills and career management skills.
- Awareness of making informed decisions on careers related choices.
- A meaningful encounter with a representative from the world of work each school year. Year 12 pupils will also experience up to one week of a work based placement as part of the Work Experience programme.
- To participate in a range of activities including encounters with employers, education and training providers, and apprenticeship organisations.
- To be able to self-refer themselves for a careers one-to-one session with the Careers Lead either through their tutor online through the Academy website.
- To be provided with a detailed Action Plan after each one-to-one session with the Careers Lead which includes possible next steps to encourage pupils to take control of their own choices, actions and decisions.
- Regular student voice on the quality and provision of the careers programme and provided with the opportunity to make suggestions and recommendations to inform future planning.
- Opportunity to talk to the Careers Lead and/or FE or HE providers at Year 9 and above Parents Evenings.
- Access to role models to support the raising aspirations agenda including alumni, current apprentices and university students.
- Reassurance that the Academy will work to ensure that each pupils goes on to a sustained destination that is personalised and bespoke to each individual.

As part of the careers programme, parents are often invited to support the Academy by attending one-to-one sessions with their child and the Careers Lead. Parents can also self-refer themselves for careers guidance from the Careers Lead. Finally, parents are encouraged to support events such as the Careers Fair if they have their own business.

## Staff Development

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The Academy offers at least one CPD training session a year to go through any career's information needed. There are Careers Champions allocated to each department where any feedback or information can be filtered through to different subject areas this is done through meetings or emails. There is also a range of virtual CPD sessions on a variety of careers topics including the Gatsby Benchmarks, statutory guidance, embedding careers in the curriculum and the Quality in Careers Standard.

## Careers Calendar

The Academy has a yearly calendar of events; a summary of the calendar is below. A more detailed calendar including the NCOP calendar are also available upon request. All activities are mapped to the Gatsby Benchmarks in **red** and the CDI framework for careers and employability in **green**.

	TERM 1	TERM 2	TERM 3
Year 7	I want 2 be assembly and competition (GB 3, 4) (LO 1, 2, 8)	(GB, 2, 3, 4) (LO, 1, 2, 3, 5, 8, 17)	Careers Drop down day activities (GB 2, 3, 4, 5, 7) (Activities change on annual basis)  PSHE, Money (Topics covered value of money, personal budget, bank account details) (GB2, 3, 4) (LO 13)
Year 8			Careers Drop down day activities (GB 2, 3, 4, 5, 7) (Activities change on annual basis)  PSHE, Money (Topics covered work part-time and full-time, bank accounts, savings, credit/debit, practical money skills) (GB 3) (LO, 13)
Year 9		PSHE, My Future (Topics covered career pathways, apprenticeships, university, school leaver destinations, problem solving, world of work) (GB 2, 3, 4) (LO 1, 2, 3, 4, 5, 6, 7, 10, 11, 14, 15, 17)	Careers Drop down day activities (GB 2, 3, 4, 5, 7) (Activities change on annual basis)  Option Assembly (GB 3, 4) (LO, 2, 10, 14, 15)  Options Evening (GB 2, 3, 4, 8) (LO, 2, 10, 14, 15)  Options careers booklet (GB 2, 3, 8) (LO, 2, 10, 14, 15)  PSHE, Money (Topics covered pressures on buying, borrowing money, gambling, dept, housing and homelessness) (GB, 3, 4) (LO, 13)
Year 10		PSHE, My Future (Topics covered standing out from the crowd, employability skills, CV writing, interviews, team work) (GB 2, 3) (LO, 1, 2, 4, 5, 8, 11, 12, 14, 16, 17)	Motivational Assembly – Making this year a success (GB 3) (LO, 1, 2, 11, 15,17)  Careers Drop down day activities (GB 2, 3, 4, 5, 7) (Activities change on annual basis)  PSHE, My Money (Topics covered interests rates, running a household budget, ethical shopping, consumer rights, enterprise) (GB 2, 3) (LO 13)  DHL Assembly – routes into work and Outward Bound development opportunity (GB 2, 5) (LO, 2, 3, 4, 8, 10, 11, 15, 16)
Year 11	Careers Guidance One-to-One (GB 2, 7, 8) (LO, 1, 3, 4, 5, 6, 10, 13, 14, 15)	PSHE, My Future (Topics covered my future career, careers of the future, LMI, STEM and Innovation, post-16 options, communication) (GB 2, 3, 4) (LO, 1, 3, 4, 5, 7, 10, 11, 14)	Motivational Assembly – Making this year a success (GB 3) (LO, 1, 2, 11, 15,17)

		<p>DHL CV and Interview Skills Session (GB 2, 5) (LO, 3, 4, 10, 11, 12,14, 15)</p> <p>Careers Guidance One-to-One (GB 2, 7, 8) (LO, 1, 3, 4, 5, 6, 10, 13, 14, 15)</p>	<p>Career planning and Future Pathways (GB 2, 3, 7) (LO, 1, 3, 4, 5, 6, 10, 13, 14, 15)</p> <p>Careers Drop down day activities (GB 2, 3, 4, 5, 7) (Activities change on annual basis)</p> <p>PSHE, My Money, (Topics covered earnings and savings, credit cards, pay day loans, investing, financial and planning) (GB 2, 3, 4) (LO 13)</p> <p>Careers Guidance One-to-One (GB 2, 7, 8) (LO, 1, 3, 4, 5, 6, 10, 13, 14, 15)</p>
Year 12	<p>Guidance discussions: KS5 courses and future plans (GB 8) (LO, 1, 2, 3, 4, 12, 14, 15, 16, 17)</p> <p>Introduction to Post 18 options: sharing WFA students' destinations (GB 2, 3, 7) (LO, 1, 2, 3, 4, 12, 14, 15, 16, 17)</p> <p>How to structure and plan your Sixth Form experience for Personal Development using PiXL6 (GB 2, 3) (LO, 2, 3, 5, 10)</p> <p>Using KUDOS: a psychometric diagnostic tool to help with Career Ideas (GB 2, 3) (LO, 1, 2, 3, 4, 5, 10, 11, 12, 14, 15)</p> <p>On-line virtual event: Meet the Russell Group (GB 3, 7) (LO, 1, 2, 3, 4, 6, 13,17)</p> <p>Coventry University on-line: A day in the life of (GB 7) (LO, 1, 2, 3, 4, 6, 13,17)</p> <p>Black History month student event (GB 2, 3, 4) (LO 3)</p>	<p>PSHE, My Future (Topics covered UCAS, Future Planning, university or not?, Leadership and community) (GB 2, 3, 4) (LO, 1, 2, 3, 4, 12, 14, 15, 16, 17)</p> <p>The H.E. Application Calendar 2021-22 (GB 2, 7) (LO, 1, 2, 3, 4, 5, 7, 10, 11, 12, 14, 15, 16, 17)</p> <p>Royal British Legion Fundraising (GB 1, 3, 4) (LO3)</p> <p>Chess Championship Competition (GB 3, 4) (LO3)</p> <p>Community Event: OAP Party (GB 1, 3, 4) (LO3)</p> <p>DHL – Communication and Networking Masterclass (GB 2, 5) (LO, 1, 2, 3, 4, 6, 17)</p> <p>Careers Guidance Interviews (GB 8) (LO, 2, 3, 5, 10)</p>	<p>Careers Drop down day activities (GB 2, 3, 4, 5, 7) (Activities change on annual basis)</p> <p>PSHE, My money (Topics covered budgeting: university/leaving home/working and support, consumer rights, benefits/financial support and how to apply) (GB 2, 3, 4) (LO13)</p> <p>Using on-line research sites for Post-18 options (GB 7) (LO, 1, 2, 3, 4, 6, 13,17)</p> <p>National H.E. and Apprenticeship Fair (GB 7) (LO, 1, 2, 3, 4, 5, 7, 10, 11, 12, 14, 15, 16, 17)</p> <p>Writing CVs and covering letters (GB 2, 3) (LO 1,2,4, 5, 14, 15 17)</p> <p>Applications to 'Realising Opportunities' (GB 2, 3) (LO, 1, 2, 3, 4, 5, 10)</p> <p>Coventry University Webinars: student life, interview techniques (GB 7) (LO, 1, 2, 3, 4, 6, 13,17)</p> <p>Student 'Well-being' event (GB 1, 3) (LO, 1, 2, 3, 4, 6, 13,17)</p> <p>Careers Guidance Interviews (GB8) (LO, 2, 3, 5, 10)</p>
Year 13	<p>Continuing H.E. research on-line and visits (GB 7) (LO, 2, 3, 5, 10)</p> <p>Early Applicants support and intervention (GB 7) (LO 1, 2, 3, 4)</p> <p>Future Plans and UCAS Applications Day (GB 2, 3, 7) (LO, 1, 2, 3, 4, 5, 7, 10, 11, 12, 14, 15, 16, 17)</p> <p>UCAS application completed by Oct 15 for Med / Vet/ Dentists / Oxbridge (GB 7) (LO, 1, 2, 3, 4, 5, 7, 10, 11, 12, 14, 15, 16, 17)</p>	<p>UCAS application internal deadline of November 30 for all other UCAS applicants (GB 7) (LO, 2, 3, 5, 10)</p> <p>Continuing visits /supporting students when respond to invitations (GB 7) (LO 1, 2, 3, 4)</p> <p>Royal British Legion Fundraising (GB 1, 3, 4) (LO3)</p> <p>Chess Championship competition (GB 3, 4) (LO3)</p> <p>Community Event: OAP Party (GB 1, 3, 4) (LO3)</p>	<p>Careers Drop down day activities (GB 2, 3, 4, 5, 7) (Activities change on annual basis)</p> <p>Understanding Finances of H.E. (GB 7) (LO 13)</p> <p>Making Student Finance Applications on-line (GB 7) (LO13)</p> <p>Accommodation: options, costs and applications (GB 7) (LO13)</p> <p>National H.E. and Apprenticeship Fair (GB 3, 7) (LO, 1, 2, 3, 4, 5, 7, 10, 11, 12, 14, 15, 16, 17)</p> <p>On-line mock interview support (GB 2, 3) (LO 1,2,4, 5, 14, 15 17)</p>

	TERM 4	TERM 5	TERM 6
	<p>On-line virtual event: Meet the Russell Group Universities (GB 7) (LO, 1, 2, 3, 4, 5, 7, 10, 11, 12, 14, 15, 16, 17)</p> <p>Coventry University on-line: A day in the life of ... (GB 7) (LO, 1, 2, 3, 4, 5, 7, 10, 11, 12, 14, 15, 16, 17)</p> <p>Black History Month student event (GB 2, 3, 4) (LO3)</p> <p>Careers Guidance Interviews (GB 8)(LO, 2, 3, 5, 10)</p>	<p>Careers Guidance Interviews (GB 8) (LO, 2, 3, 5, 10)</p>	<p>Student Well-being event (GB 1, 3) (LO, 2,3)</p> <p>Coventry University Webinars: student life, interview techniques (GB 7) (LO 1,2,4, 5 13, 14, 15 17)</p> <p>Student led review of KS5 on-line learning (GB 1, 2, 3) (LO, 1, 2, 3, 10, 12, 15, 16, 17)</p> <p>Careers Guidance Interviews (GB 8) (LO, 2, 3, 5, 10)</p>
Year 7	<p>Big Bang visit to Silverstone (GB 3, 4, 5, 6) (LO, 3, 4, 11, 12)</p> <p>NCW activities (assembly, competition) (GB 2, 3) (Activities change on annual basis)</p> <p>GAT Pitch Enterprise Competition (GB 2, 5) (LO, 3, 12, 16, 17)</p>	<p>DHL – Classroom Career Talk (GB 5) (LO, 4, 5, 6)</p>	<p>Alumni led inspirational assembly – my career path (GB 2, 5) (LO, 3, 4, 5)</p> <p>Careers Fair (GB 3, 5, 7) (LO, 3, 5, 6, 7)</p>
Year 8	<p>GAT Pitch Enterprise Competition (GB 2, 5) (LO, 3, 12, 16, 17)</p>	<p>DHL – Logistics Simulation Session (GB 2, 5) (LO, 4, 5, 6)</p>	<p>Alumni led assembly – Insight into the film, digital and creative industry (GB 2, 5) (LO, 3, 4, 5, 7)</p> <p>Careers Fair (GB 3, 5, 7) (LO, 3, 5, 6, 7)</p>
Year 9	<p>Women is Science (STEM) (GB 2, 3, 4)</p> <p>GAT Pitch Enterprise Competition (GB 2, 5) (LO, 3, 12, 16, 17)</p>	<p>DHL – Employability Skills Workshop (GB 2, 5) (LO, 4, 5, 6)</p>	<p>Alumni led assembly – identify skills and possible pathways into work (GB 2, 5, 7) (LO, 3, 4, 5, 11, 12)</p> <p>Careers Fair (GB 3, 5, 7) (LO, 3, 5, 6, 7)</p> <p>PSHE, My Community (Activity covered Prison Me No Way session) (GB 3, 5) (LO, 2, 3, 5, 8)</p>
Year 10	<p>DHL Selection and Introduction Day for Logistics Pathway (GB 2, 3, 5) (LO, 1, 3, 4, 5, 6, 8, 9, 10, 11, 12, 15)</p> <p>GAT Virtual Employer Panels (GB 3, 5) (LO, 1, 3, 4, 5, 6, 9, 10, 11, 12, 15, 17)</p>	<p>Moulton College course information (GB 7) (LO, 1, 10, 15)</p> <p>Futures Assembly (GB 3, 4, 7) (LO 1, 3, 4, 5, 12)</p> <p>Virtual Pathways Event (GB 3, 5, 7) (LO, 1, 3, 4, 5, 6, 9, 10, 11, 12, 15, 17)</p> <p>DHL Outward Bound Residential to Aberdovey (GB 2, 3, 5) (LO, 1, 3, 4, 5, 6, 8, 9, 10, 11, 12, 15, 16, 17)</p> <p>Careers Guidance One-to-One (GB 2, 7, 8) (LO, 1, 3, 4, 5, 6, 10, 13, 14, 15)</p>	<p>Careers Fair (GB 3, 5, 7) (LO, 1, 3, 4, 7, 10, 11, 12, 14)</p> <p>Careers Guidance One-to-One (GB 2, 7, 8) (LO, 1, 3, 4, 5, 6, 10, 13, 14, 15)</p>
Year 11	<p>Careers Guidance One-to-One (GB 2, 7, 8) (LO, 1, 3, 4, 5, 6, 10, 13, 14, 15)</p> <p>GAT Virtual Employer Panels (GB 3, 5) (LO, 1, 3, 4, 5, 6, 9, 10, 11, 12, 15, 17)</p> <p>GAT Post 16 Webinar live session (GB 3, 7) (LO, 1, 3, 4, 5, 6, 9, 10, 11, 12, 15, 17)</p>	<p>Moulton College course information (GB 7) (LO, 1, 10, 15)</p> <p>Futures Assembly (GB 3, 4, 7) (LO 1, 3, 4, 5, 12)</p>	<p>Careers Fair (GB 3, 5, 7) (LO, 1, 3, 4, 7, 10, 11, 12, 14)</p>

Year 12	<p>National Apprenticeships Week: Alumni presentations (GB 3, 7) (LO, 1, 4, 12)</p> <p>Graduate and Higher Apprenticeships: case studies and professional routes – KUDOS reminder (GB 3, 6, 7) (LO, 1, 4, 12)</p> <p>Post-18 Options: costs and benefits; scholarships, bursaries (GB 7) (LO 13)</p> <p>What University / What Career live virtual event (GB 7) (LO, 1,2, 4, 5,14)</p> <p>Coventry University Webinars: living away from home (GB 7) (LO, 1, 2, 3, 4, 5, 7, 10, 11, 12, 14, 15, 16, 17)</p> <p>GAT Post 16 Webinar live session (GB 3, 5, 7) (LO, 1, 2, 3, 4, 5, 7, 10, 11, 12, 14, 15, 16, 17)</p> <p>GAT Virtual Employer Panels (GB 3, 5) (LO, 1, 2, 3, 4, 5, 7, 10, 11, 12, 14, 15, 16, 17)</p>	<p>Individual discussions with Form Tutors on Future Plans (GB 2, 3) (LO1, 2, 3, 4, 5)</p> <p>Labour Market Information: local, regional and national opportunities (GB 2) (LO, 1,7)</p> <p>Writing Personal Statements: for UCAS and Apprenticeships (GB 7) (LO, 1, 2, 3, 10, 12)</p> <p>'Autism Acceptance Week' student led event (GB 3) (LO3)</p> <p>Constitutional Monarchy Assembly (GB 1, 3, 4) (LO3)</p> <p>NHS Volunteer recruitment day (GB 5, 7) (LO 10, 12,15)</p>	<p>Careers Fair (GB 3, 5, 7) (LO, 1, 2, 3, 4, 5, 7, 10, 11, 12, 14, 15, 16, 17)</p> <p>PSHE, My Community (Topics covered voluntary organisations and contributing to the community) (GB3, 4) (LO 1, 2, 3, 4)</p> <p>H.E. Prep Developing your 'Portfolio of Experience' (GB 2, 7) (LO, 1, 2, 3, 4, 5, 7, 10, 11, 12, 14, 15, 16, 17)</p> <p>Independent living: travel / finance / budgeting (GB 3) (LO13)</p> <p>H.E. research and visits to universities (GB 7) (LO, 1, 2, 3, 4, 5, 7, 10, 11, 12, 14, 15, 16, 17)</p> <p>On-line H.E. and Apprenticeship Fair (GB 7) (LO, 1, 2, 3, 4, 5, 7, 10, 11, 12, 14, 15, 16, 17)</p> <p>On-line UCAS Application started (GB 7) (LO, 1, 2, 3, 4, 5, 7, 10, 11, 12, 14, 15, 16, 17)</p> <p>Sixth Form Leadership elections (GB 3) (LO3)</p> <p>Careers Guidance Interviews (GB 8) (LO, 1, 2, 3, 4, 5 10, 11, 12, 14, 15, 16, 17)</p>
Year 13	<p>Making Apprenticeship Applications – on-line sites (GB 2, 7) (LO, 2, 3, 5, 10)</p> <p>National Apprenticeships Week: Alumni presentations (GB 2, 5, 7) (LO, 2, 3, 5, 10)</p> <p>Graduate and Higher Apprenticeships: case studies and professional routes – KUDOS reminder (GB 2, 5, 7) (LO, 1, 4, 12)</p> <p>What University / What Career live virtual event (GB 2, 3, 7) (LO 1, 2, 3, 14, 17)</p> <p>Guidance referrals (GB 8) (LO, 1, 2, 3, 4, 5 10, 11, 12, 14, 15, 16, 17)</p> <p>Coventry University Webinars: living away from home (GB 7) (LO 1, 2, 3, 13 14, 17)</p> <p>GAT Virtual Employer Panels (GB 3, 5) (LO, 1, 3, 4, 5, 6, 9, 10, 11, 12, 15, 17)</p>	<p>Firm and Insurance decisions – individual discussions completed (GB 3) (LO, 10, 16)</p> <p>'Autism Acceptance Week' student led event (GB 3) (LO3)</p> <p>H.E. Finance Applications (GB 7) (LO13)</p> <p>Constitutional Monarchy Assembly (GB 1, 3, 4) (LO3)</p> <p>Preparation for university life including Accommodation applications (GB 3, 7) (LO 1, 2, 3, 14, 17)</p> <p>On-line mock interview support (GB 3, 5) (LO, 1, 2, 3, 4, 5 10, 11, 12, 14, 15, 16, 17)</p>	



Careers is taught through the Careers in the Curriculum programme during tutor time in life lessons and PSHE. These activities are set by the Careers Lead and SLT. PSHE topics can be seen in the table above.

The Careers Lead works with a team of Careers Champions who are based within departments and support the implementation and embedding of the Careers Programme within their subject areas. Each Champion has correspondence with the Careers Lead once a term.

The intended role of the Careers Champions is to ensure the faculty has a consistent approach to the Careers Programme and to provide support to further develop careers and employer engagements within the faculty. In addition to this, the Careers Champions keep a record of when careers is delivered in subject lessons. The content of the activities is based around the Learning Outcomes of the CDI Careers Framework.

## **Monitoring and Evaluation**

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As part of the quality assurance process to ensure that the careers provision is current, relevant and fit for purpose, the Academy considers both hard and soft outcomes for pupils through a number of ways:

- Regular student voice on encounters with careers and after a session with the Careers Lead.
- Staff feedback through post CPD sessions evaluations and through the Careers Champions.
- Gathering feedback from external agencies who support in school including employers, educational providers and work experience placements.
- Gathering feedback from parents at Parents Evenings, Open Evenings and one-to-one careers sessions with the Careers Lead.
- Quality assurance of careers lessons as part of the Careers in the Curriculum programme.
- Destination data (both published and internal).

Weston Favell Academy is working towards the Quality in Careers Standard. The academy hopes to submit their Career Mark portfolio by the end of the academic year.