

# Careers Education & IAG Policy (CEIAG)

2021/22

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Related documents:

- Careers Strategy
- Careers Programme

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## Introduction

At Morecambe Bay Academy we believe that every young person should have high aspirations, and the confidence to achieve their full potential, regardless of their needs and background. It is important that young people start thinking about their future career goals from an early age and not just when they have to make decisions. Setting these goals will motivate young people to develop their character, skills and academic attainment earlier on. It is the collective responsibility of staff, parents/carers, employers, alumni, and the local community to promote effective careers and work-related education.

At Morecambe Bay Academy we are fully committed to developing an excellent careers programme, which will support and inspire our students to make informed and aspirational decisions about their careers. The careers programme will ensure our students leave Morecambe Bay Academy fully prepared for the world of work.



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Our careers strategy has been built to meet the Gatsby Benchmarks, a framework of 8 guidelines that define the best careers provision in schools and sixth forms. We aim to develop student's employability skills and advise them about local, national and international labour market information, guide students to explore careers and have high aspirations. We will educate students about all the post 16 and post 18 pathways including further education and apprenticeships.

We understand that once our students leave Morecambe Bay Academy and full-time education, their careers will involve movements between different jobs. We aim to equip students with the knowledge and skills they need to make these important choices and transitions and ensure a successful future. This includes ensuring that all students leave us with employability skills to progress successfully through their career journey. We have recently been made a member of the Skill builder accelerator programme, in order to access training for staff on delivering employability skills throughout the curriculum.

Our careers strategy is based on a whole school approach. We aim to ensure that all our subjects link learning to careers. We have wide range of links with businesses and employers who contribute to our careers programme. We have a qualified L6 careers advisor on site four days a week providing careers guidance to groups and individuals.

## Statutory Obligations for Careers in School

In line with the most recent Careers statutory guidance (Dec 2017) Morecambe Bay Academy's Career policy ensures that all registered pupils at this school are provided with independent careers guidance from year 8 to year 13. The independent careers guidance provided:

- Is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option, in line with the Baker Clause (2017)
- Includes information on the range of education or training options, including apprenticeships and technical education routes.
- Is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given.

Careers Education, Information, advice and guidance at MBA is a progressive journey from Year 7-13. The aims of the Careers programme are;

- To develop positive attitudes in the pupils towards study and work, and raise aspirations for their futures.
- To develop employability skills, such as teamwork and communication skills.
- To help students to plan and take control of their future making informed choices at key points in their education.
- To provide students with the relevant careers inspiration and guidance that is suitable to their personal needs including age, ability, attitudes and aptitudes.

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- To provide students with a comprehensive understanding of opportunities post 16 and post 18 including traineeships, apprenticeships, school leaver programmes, HE, FE, employment and training opportunities.
- To help students to reflect on themselves – their abilities, skills, aptitudes and attitudes – so that they can use this knowledge to consider their development.
- To provide students with impartial advice about options that is available to them.
- To provide equal opportunity of access to careers inspiration and guidance.

## Implementation of CEIAG

These aims are achieved through Assemblies, form time, LIFE curriculum & a planned programme of events for each year group. The introduction of the Gatsby Benchmarks has highlighted and helped MBA develop a programme of strong impartial and informative Careers Education across all year groups. The school is committed to achieving all 8 Benchmarks:

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

## Vision

Our Vision for CEIAG links to our whole academy philosophy of 'social justice'. All our students regardless of their ability, background or need should leave the academy fully equipped to be successful on the next stage of their journey. The programme will therefore equip all students to be able to make aspirational and informed choices for their futures and give them the employability skills and confidence to compete with their peers.

## Objectives

- To develop a culture of ambition and interest across the academy, increasing aspirations and employability skills of all students regardless of their needs background or ability.
- To develop an engaging, up to date, relevant careers programme, which includes sharing quality LMI.

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- To ensure every student has a personalised offer that meets their interests and needs when they leave MBA.
- To embed CEIAG into the academy curriculum with all staff understanding their role in delivering employability skills and careers information.

## Entitlement

Every student at MBA (Y7-13) is entitled to high quality CEIAG which meets professional standards of practice and is both personalised and impartial. It is part of their overall education to raise their aspirations and prepare them for world of work and a fantastic future.

**Student Entitlement:** All students at MBA are entitled to:

- Receive a stable careers programme from Year 7 that continues until they leave school or sixth form.
- Receive relevant careers guidance and have access to independent careers information and guidance, including labour market data where relevant.
- Have a careers guidance interview with a qualified careers advisor.
- receive personal advice that helps pupils to achieve their individual careers goal – whether this is Further Education, Higher Education, an apprenticeship, or employment.
- Be equipped with the necessary employability skills to prepare them for the world of work and a fantastic future.
- Have the relevant knowledge to make realistic and achievable goals based on their own interests and skills, whilst taking into account local job market information and relevant entry requirements.
- Receive up-to-date information about careers and skill-development opportunities.
- Understand the different pathways each curriculum subject leads to, and also the importance of the curriculum to the wider world.
- Have meaningful and helpful encounters with employers and other education providers.
- Have a minimum of one week's work experience.
- Have access to a wide range of extra-curricular clubs and trips which support students in developing their understanding of a range of different subjects and build their skills.
- Attend a careers fair.
- Cohorts of sixth form students will be invited to take part in a mentoring programme with external employers.
- Have the opportunity to take part in a mock interview.
- Receive guidance and information about choosing options and have an options interview with SLT.



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## Students with Special Educational Needs, Disabilities (SEND), or LAC:

- All SEND and LAC students from Y7 to Y13 have a careers appointment with our qualified careers advisor every year.
- Transition from one key stage to another and onto careers is part of the action plan for a student with SEND.
- Personalised support from the SENCO, careers advisor and external bodies is used where appropriate.
- The SENCO meets with parents/carers to discuss option suitability where individual need is likely to have an impact on choices made during the option process.
- The SENCO supports work experience placements, ensuring that providers are aware of individual needs, in order to promote a positive experience.

## Parents are entitled to have:

- Access to links to the National Careers Service information, GMACS and other independent websites and resources via the school website.
- The opportunity to contact the independent careers advisor and Careers Lead.
- Access to information and guidance through parent information evenings including choosing options, UCAS, work experience and pupil finance.

## The Provision

All students throughout the school have input from employers, colleges and universities. Students take part in planned activities' during National Careers week. All staff are involved in this week, promoting and supporting CEIAG. Activities include subject specific information during lesson time, guest speakers in assembly, employer engagement, work placement visits and break/lunchtime drop activities. In addition to this each year group has structured Career related activities running through the year.

MBA are currently working with the following organisations and employers:

- NHS
- DWP
- LCC
- Army
- Two Stories
- Morrisons
- TP Financial Solutions
- The Sands Residential Home
- EDF Energy
- BAE Systems
- Lancashire Police
- Oxley Developments Company Limited
- Avanti
- Lancaster and Morecambe College
- Kendal College



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- Lancaster University
- University of Cumbria
- Uclan
- Edgehill

## Year 7 – Breaking Career stereotypes

Careers inspiration and support starts in Year 7. The school careers advisors will talk to each year 7 form to explain her role in school and will give students some useful websites and resources for them to look at. Our life programme introduces lessons on career stereotypes, which is followed by an employer talk. All year 7's will be given the offer of taking part in the 'Step into the NHS' competition, this will be done in tutor time. Students will complete project work on job roles, qualifications and progression routes and produce a job advert on their favourite role in the NHS. Some student's will also have the opportunity to visit the RLI to do follow up work to see the work that happens first hand. In the summer term students will take part in a STEM roadshow with BAE.

## Year 8 – Broadening your horizons

Students are introduced to possible opportunities and pathways post 16. This will be done through form time and LIFE lessons. Year 8 will have an employer talk by Avanti West trains, which will help them understand the jobs roles and progression routes in this industry. All year 8's will take part in the 'Step into the NHS' competition, this will be done in form time. Students will complete project work on job roles, qualifications and progression routes and produce a job advert on their favourite role in the NHS. Some student's will also have the opportunity to visit the RLI to do follow up work to see the work that happens first hand. In the summer term students will take part in a STEM roadshow with BAE.

## Year 9 - Thinking about your future

This is an important year for our students as they will decided on their GCSE subjects. Students will have lots of guidance from class teachers, form teachers & the school careers advisor. The Careers Leader will deliver an assembly to the year 9 cohort about the different post 16 routes available giving in depth information of the different courses available including apprenticeships. All students and parents can request an impartial Careers interview with the school Careers officer, this can be scheduled during parents evening or after school.

All students will have an interview with a member of SLT or head of year to discuss option choices.

Year 9's will also have a University assembly by Lancaster University. They will talk about student life, courses available and student finance.

## Year 10 – Building your portfolio

At the end of Year 10, all pupils take part in a one-week Work Experience programme which involves over 150 employers each year. The aim is to give pupils first-hand experience of the



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world of work. Students are fully prepared for their placement through planned work experience assemblies and lessons, which include a full session on Health and Safety in the workplace. Students receive at least three assemblies throughout the year including- finding a suitable placement, a work experience brief and de-brief on their return. They will be given a log book to demonstrate where they are practising the 8 essential skills from the Skills builder universal framework.

All year 10 students also take part in an Employability day. The aim of the day is to help our students develop the 8 essential skills in the skills builder universal framework, that they will need for the world of work and to help them be successful in the future. School have a large group of local and national employers who are on board to help with this day. The themes of the sessions are as follows;

1. Appearance and first impressions
2. The art of manners and work etiquette
3. LMI Session - Local Labour Market Information
4. Employer talk
5. Mock interviews & feedback.

## Year 11 – Making informed decisions

All Year 11 students have a planned Careers interview with the schools qualified Careers Advisor, this will be to discuss all suitable routes and pathways after year 11. Students will register to the 'Start Profile' an online careers platform, designed to connect 11-18 year olds with their future career potential. Year 11 students also take part in a Careers Fair; this gives all students the opportunity to seek impartial guidance and advice from over 50 professionals and organisations, in order to help with their post 16 options and decisions. An assembly is delivered by ASK Apprenticeships, our local college and a University to inform students on all different routes and possibilities after year 11. Throughout the year we hold lots of break and lunch time drop in sessions with NCS, Army, EDF & local Colleges. Taster sessions with our local colleges are also organised throughout year 11.

Students will have an afternoon of interview preparation and mock interviews. Lots of employers have signed up to support our school with the delivery of mock interviews. Students will receive feedback on their interview with hints and tips on how to be best prepared.

The school Careers Advisor is available to students to help them with post 16 options, letters of application, CV's, application forms and interview techniques. Students are regularly given open day information during assembly and form time.

## 6<sup>th</sup> form – Being university & Work ready

Students in 6<sup>th</sup> form are introduced to Unifrog – an online resource that students can use to help find and apply for any course and apprenticeships in the UK – everything from university

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courses, to School Leaver Programmes, to online course. It's a one stop shop that allows students and teachers to easily work together to find the best possible intended destination. Uni frog and MBA are members of the Skills builder universal framework and resources practice the 8 essential skills that are recognised through the framework, as skills that employers want students to have when they leave education.

All Sixth Form students take part in a Careers Fair in school time. This gives students the opportunity to seek impartial guidance and advice from over 50 professionals and organisations, in order to help with their post 18 options.

All students have the opportunity to attend talks by various employers that are booked in throughout the year; students can sign up to them via their form teacher.

Year 12 students attend the annual UCAS fair and apprenticeship road show. Students have an apprenticeship workshop which is hosted by an external specialist provider. The students are prepared for their UCAS applications and this process is overseen by the Head of Sixth form, with workshops also delivered by local Universities and the Schools Careers Advisor.

All sixth form students follow an enrichment programme which involves a variety of external speakers talking to our students about options after year 13. This also covers student finance, employer talks and cv writing. An impartial careers interview with the Careers Advisor is always available upon referral or request.

Year 12 students are involved in a mentoring programme. The programme is to match up successful industry professionals with individuals or small groups of students with an aim to give them role models that help raise aspirations, broaden horizons and develop the 8 essential skills recognised in the Skills Builder Universal Framework as key employability skills.

Sixth Form tutors are given regular updated information, and online links to give students during their tutor time.

Students receive advice on apprenticeship vacancies, employment opportunities, careers fairs and conventions, open day visits, higher education talks, and possible voluntary/work placements.

## Partnerships and external stakeholders

At MBA we have a strong partnership link with various businesses and organisations, who provide for our students a wide range of inspirational experiences and opportunities, and support us with the delivery of our careers programme.

We have recently become a member of the Skills builder accelerator programme to access resources and training for staff from them on the inclusion of employability skills within the curriculum.



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## Roles and Responsibilities

Partnership with External Stakeholders At MBA, we have a strong partnership and link with various businesses and organisations, who provide our students with a wide range of inspirational careers opportunities, and also support us with the delivery of our careers programme. The Careers Leader has written an “External stakeholder engagement plan” which is in place. Roles and Responsibilities Careers and employability at Manchester Enterprise Academy is a collective responsibility. Students, staff, parents/carers, governors, employers, alumni, and the local community have a collective responsibility to promote effective careers and work-related education.

Job Title	Responsibility
Vice Principal - Careers Leader	<p>Responsible for planning and setting the strategic direction of careers and employability provision at Morecambe Bay Academy working towards Gatsby's benchmarks.</p> <p>Responsible for ensuring NEETS figures are positive.</p> <p>Responsible for community engagement.</p> <p>Responsible for maintaining employer, alumni and parent databases.</p> <p>Responsible for reporting strategy and outcomes to the Senior Leadership Team.</p> <p>Responsible for providing CEIAG CPD training to all staff.</p> <p>Responsible for leading the Academy through Skills builder framework.</p>
Principal	<p>Responsible for strategic support and challenge of Career Leader decisions.</p> <p>Responsible for directing to/supporting in funding/grant applications. Responsible for line management of Careers Leader in regard to community engagement role.</p> <p>Responsible for strategic and operational support and challenge of Career Leader decisions.</p>
Careers Adviser	<p>Responsible for the independent, impartial advice and guidance provided to students in 1-2-1 CEIAG interviews.</p> <p>Responsible for providing support to identified at risk of NEET students.</p> <p>Responsible for the operational and organisations of careers events.</p> <p>Responsible for forming and embedding employer links.</p> <p>Responsible for the organisation of the work experience programme.</p> <p>Responsible for the evaluation of events</p> <p>Responsible for reviewing and updating of compass +</p>



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Enterprise Advisor	Responsible for advising Careers Leader on strategic direction and developing the school's provision to meet all Gatsby Benchmarks
Year Leaders and SLT links	Responsible for supporting the careers pastoral programme and enrichment activities. Responsible for ensuring NEET figures are positive. Responsible for identifying students who are at risk of being NEET and planning and delivering a careers programme which meets the needs of all students.
Form Tutors	Responsible for the delivery of the careers pastoral programme and Skills Builder programme. Responsible for ensuring students in their tutor group receive important information about the CEIAG programme.
Subject Leaders	Responsible for ensuring how careers is embedded into the curriculum is written into planning documents. Responsible for quality assurance of careers in the curriculum.
Teachers	Responsible for inspiring students about the world of work which is related to their subject. Responsible for raising students' aspirations and supporting them with choices and applications. Responsible for teaching students how what they are learning is relevant to the world of work. Responsible for the delivering the curriculum careers programme.
Life Team	To create a climate which enable teachers to develop and maintain positive attitudes towards CEIAG and confidence in teaching it. Responsible for delivering careers into the curriculum and meeting Gatsby's benchmarks. Responsible for ensuring how careers is embedded into the curriculum is written into planning documents.
SENCO	Responsible for liaising with Careers Leader to ensure students with Special Education Needs and disabilities are able to access the careers programme and all careers and employability information, advice and guidance. Responsible for completing referral forms for students with Special Education Need and disabilities to future post 16 destinations
Parents/Carers	Responsible for engaging with and participating in the careers programme where appropriate. Responsible for actively encouraging their children to engage with and participate in the careers programme. Responsible for being aware of post 16 and 18 future pathways and the local labour market.
Students	Responsible for engaging with and participating in the careers programme.

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## Staff development

All staff are expected to contribute to the development of employability skills in their different roles both subject and pastoral. We are using the Skills Builder Programme to receive the necessary training to be able to deliver this at MBA.

The Vice Principal is receiving training through the Skills Builder Accelerator programme and the Academy is working towards the bronze award in the academic year 2021-22.

The accelerator programme, in addition to two training sessions for the leader, also offers the academy a representative from the skill builder programme who meets with the careers advisor and the leader three times a year.

Staff also receive two training sessions to demonstrate the resources for curriculum planning and explain why the skills are essential to our students.

## Monitoring, Reporting and reviewing

The implementation of the careers programme will be monitored and reviewed by the Vice Principal. To identify improvements and ensure progression a range of methods are implemented to monitor, review and evaluate.

These include:

- Gathering feedback from students, parents, staff and external organisation after a careers event.
- Student progress will be monitored according to the marking policy in the LIFE Curriculum.
- All Curriculum Leaders will share with the Careers Leader, how they intend to link their curriculum to careers.
- All careers related opportunities are recorded on a compass + to identify which students have/have not accessed the careers provision.
- A formal evaluation of how the careers provision is meeting the Gatsby Benchmarks is recorded and evaluated through a series of meetings with the Enterprise Adviser and Coordinator and using the compass tool.
- Our NEET figures are used to measure the impact of our careers programme.

The school is committed to CPD for Careers and all team members actively seek CPD opportunities. Regular meetings with the schools Enterprise Co-ordinator and Enterprise Advisor ensures that MBA has a strong CEIAG programme, which meets all the criteria of the Gatsby Benchmarks and Government Statutory Guidance. This combined with pupil voice, employer evaluations and regular IAG update ensures that we have a CEIAG programme that caters for all.

## Annual Monitoring Reporting and Evaluation

Reviews with Changing Education

Pupil Voice in all year groups of all events

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Internal monitoring includes, reviews with Careers Leader, Form tutors and pastoral leaders. Work Experience monitoring, reviews from pupils, parents, employers and visiting staff from school.

Evaluations from employers/colleges/universities after Careers fair

## Destinations

All student destinations are collected in house by the schools Careers Advisor & Head of 6<sup>th</sup> form in collaboration with Inspira and LCC.

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