



Morecambe Bay
Academy

Careers Education Policy

Originator	Helena Thornton
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Document Control

This document has been approved for operation within:	Morecambe Bay Academy
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Roles and Responsibilities

Morecambe Bay Academy has overall responsibility for the effective operation of this policy. The **Local Governing Body** is responsible for approving this policy and monitoring its effectiveness. The Local Governing Body has delegated day-to-day responsibility for operating the policy to the Assistant Principal lead for Careers Education, Information, Advice and Guidance (CEIAG). The Assistant Principal lead for CEIAG has specific responsibility to ensure the fair application of this policy and that procedures are followed.

Key Staff	Name	Email	Number
The SLT lead for CEIAG development is	Helena Thornton	HThornton@morecambebayacademy.co.uk	01524 410207
Our Careers Advisor is	Alicia Louth	ALouth@morecambebayacademy.co.uk	01524 410207

Job Title	Responsibility
Assistant Principal - Careers Leader	<ul style="list-style-type: none"> • Responsible for planning and setting the strategic direction of careers and employability provision at Morecambe Bay Academy working towards Gatsby's benchmarks. • Responsible for ensuring Not in Education, Employment or Training (NEETS) figures are positive. • Responsible for community engagement. • Responsible for maintaining employer, alumni and parent databases. • Responsible for reporting strategy and outcomes to the Senior Leadership Team. • Responsible for providing CEIAG CPD training to all staff. Responsible for leading the Academy through Skills builder framework.
Principal	<ul style="list-style-type: none"> • Responsible for strategic support and challenge of Career Leader decisions. • Responsible for directing to/supporting in funding/grant applications. • Responsible for line management of Careers Leader in regard to community engagement role. • Responsible for strategic and operational support and challenge of Career Leader decisions.
Careers Adviser	<ul style="list-style-type: none"> • Responsible for the independent, impartial assistance and guidance provided to students in 1-2-1 CEIAG interviews. • Responsible for providing support to identified at risk of NEET students. • Responsible for the operational and organisations of careers events. • Responsible for forming and embedding employer links. • Responsible for the organisation of the work experience programme. • Responsible for the evaluation of events • Responsible for reviewing and updating of compass +
Enterprise Advisor	<ul style="list-style-type: none"> • Responsible for advising Careers Leader on strategic direction and developing the school's provision to meet all Gatsby Benchmarks.
Year Leaders and SLT links	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Responsible for ensuring how careers is embedded into the curriculum and is written into planning documents. • Responsible for quality assurance of careers in the curriculum.
Teachers	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 and is written into planning documents.
SENCO	<ul style="list-style-type: none"> • Responsible for liaising with Careers Leader to ensure students with Special Education Needs and Disabilities (SEND) are able to access the careers programme and all careers and employability information, advice and guidance. • Responsible for completing referral forms for students with SEND to future post 16 destinations.
Parents/Carers	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Responsible for engaging with and participating in the careers programme.

Introduction

This policy statement sets out the school'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.

Aims and Objectives

The Careers Education Information, Advice and Guidance Policy at Morecambe Bay Academy has been developed to incorporate the aims of the academy and recent initiatives in careers education. The planned programme of study helps our students to understand their interests, strengths and weaknesses in relation to the world of work and lifelong education. Students also learn about different careers and opportunities for training, apprenticeships and volunteering.

It is our aim to fully embed careers within the curriculum in all areas to enable students to have a clear overview of how their subject areas can impact on their future decisions. This will raise aspirations, attainment and achievement.

Entitlement

At Morecambe Bay Academy we believe that every young person should have high aspirations, and the confidence to achieve their full potential regardless of the needs and background. It is important that young people think about their future careers from an early age not just when they have to make decisions. Setting these goals from an early age and not just when they have to make decisions.

Our role is to ensure that students receive support and quality information, advice and guidance to enable them to make informed choices and decisions for their future transitions. Morecambe Bay Academy provides access to impartial and independent information and guidance about the range of education and training options that are available to help young people achieve their ambitions.

We aim to develop students' 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 a 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.

Morecambe Bay Academy will be free to make arrangements for careers guidance that fit the needs and circumstances of our students, and work, as appropriate, in partnership with external and expert providers in line with the Department for Education (Careers Guidance and Access for Education and Training Providers 2018 - Statutory guidance for governing bodies, school leaders and school staff) and Gatsby Benchmarks:

1. **A stable Careers Programme** –Morecambe Bay Academy will have an embedded programme of careers education and guidance that is known and understood by students, parents, teachers, governors and employers.
2. **Learning from Careers and Labour Market Information** – every student and their parents will have access to good quality information about future study options and labour market opportunities. They will have the support of an informed advisor to make best use of available information.
3. **Addressing the needs of each student** – our students do have different career guidance needs at different stages. Opportunities for advice and support, will be tailored to the needs of every student. Our careers programme will embed equality and diversity considerations throughout.
4. **Linking curriculum learning to careers** – all teachers should link curriculum learning with careers, and STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
5. **Encounters with employers and employees** – every student should have multiple opportunities to learn from employers about the world of work, employment and the skills that are valued in the workplace. This will be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
6. **Experiences of workplaces** – every student will develop first-hand experiences of the workplace through work visits, work shadowing and work experience in Year 10, to help their exploration of career opportunities and expand their networks.
7. **Encounters with Further and Higher Education** – all students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities, and apprenticeships.
8. **Personal Guidance** – every student has the opportunity to see a qualified careers guidance practitioner. This advisor is available whenever significant study or career choices are being made and timed to meet students' individual needs from Year 7 to Year 13. This can be done through Careers Guidance specific appointments.

Every student at Morecambe Bay Academy 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 the world of work.

All students at Morecambe Bay Academy 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.

Students with Special Educational Needs, Disabilities (SEND)/ Looked After Child (LAC) are entitled to have:

- 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.

Parents who are seeking further information or who would like to contribute to the Careers Education Programme should use the contact details for the School Careers Lead below:

Ms. H Thornton Assistant Principal

Email: HThornton@morecambabayacademy.co.uk

Management of provider access requests

A provider wishing to request access should contact: Alicia Louth via ALouth@morecambabayacademy.co.uk or 01524 410207

Morecambe Bay Academy welcomes input into our careers provision from employers, employees, Universities, Apprenticeship and Further Education providers. Our connections include former pupils, parents and local employers and providers and we are keen to widen this participation.

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. Outside agencies are also invited to support the curriculum in all subject areas.

Priorities 2022/23

1. To provide developed careers provision for year 7 pupils.
2. Track individual experiences from curriculum or group activities on compass + for all year groups.
3. To increase the inclusion of Careers in the English and maths Curriculum for B4 (Fourth Gatsby Benchmark for careers provision).
4. To ensure that year 9, 11 and 13 are fully supported on the next steps of their career paths.
5. To engage with parents by using Labour Market Information (LMI) to involve them in the careers programme and collect parental voice.
6. To collect teacher voice on activities and the programme.

7. To increase the number of employers who support careers provision.
8. To work closely with skills builder to embed the skills builder framework throughout the year 7 and 8 curriculum and implement more careers education throughout the curriculum.
9. To continue the success of the industrial mentor programme into year 13 and replace the year 12 offer with work experience.

Provision Map 2022-23

	Autumn Term	Spring Term	Summer Term
Year 7	Breaking career stereotypes		
	Form time talk by Careers advisor Breaking career stereotypes B5	National Careers week B5 form time activities B2 University Talk B7	Yr 7 skills builder challenge B5
Year 8	Broadening your horizons		
	Form time talk by Careers advisor	National Careers week form time activities B2 Employer talk B5	Enterprise challenge - using our employability skills B5
Year 9	Thinking about your future		
	Options assembly B3 MFL and Computing careers sessions B7	National Careers week form time activities B2 Options interviews B8 & B3	Lunch time drop ins B8 & B3
Year 10	Building your portfolio		
	Employability day B5 Work experience introduction B6	National Careers week form time activities B2 Work Experience B6 Assembly Careers Fair B5 Employability day B5	Employability day B5 Work Experience B6 College taster days B7 Apprenticeship/College B7 lunch time drop ins B8 & B3 Army drop in B5
Year 11	Making informed decisions		
	1:1 Career interviews B8 & B3 Interview prep and Mock Interviews B8 & B3 College taster days B7 Pathway assemblies B7	1:1 Career Interviews B8&B3 National Careers week form time activities B2 Employer panel B5 Careers Fair B5	1:1 Career interviews B8&B3 Apprenticeship/College B7 lunch time drop ins B8&B3 Army drop in B5
Year 12	Being University and work ready. Using more advanced employability skills		
	1:1 Career interviews B8 Mentoring B3 B5 Motivational speaker B1 Uni Talk B7 Ask Apprenticeship presentation B5 LMC HE talk B7 Employer talk (Avanti West)B5 Finance talk Study skills workshop	1:1 Career interviews B8 & B3 National Careers week B5, B7 & B2 form time activities Mentoring B3, B5 Careers Fair B7	1:1 Careers interviews B8 & B3 CV sessions B8 & B3 UCAS fair B7

Year 13	Being University and work ready. Using more advanced employability skills		
	1:1 Career interviews B8 Motivational speaker Uni Talk B7 Ask Apprenticeship presentation B5 LMC HE talk B7 Employer talk (Avanti West) B5 Finance talk Study skills workshop	1:1 Career interviews B8 National Careers week B2, B5 & B7 form time activities Careers Fair B7 CV Sessions B8	1:1 Careers interviews B8

Monitoring, Reporting and reviewing

The implementation of the careers programme will be monitored and reviewed by the Assistant Principal and reported to the Local Governing Body. To identify improvements and ensure progression of 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 impact of Careers Education will be reported to the Local Governing Body and this will inform future provision development. 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 Information, Advice and Guidance (IAG) updates ensures that we have a CEIAG programme that caters for all.

Annual Monitoring

The Assistant Principal lead for CEIAG will review the Careers Policy annually. The policy will be approved by the Local Governing Body.