



**Cabot**  
Learning  
Federation

# Careers Policy

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**Date Approved: September 2024**  
**Approved By: Academy Council**  
**Review Frequency: Biennial**  
**Date of Next Review: September 2026**



### History of most recent Policy changes

Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
Date	E.g. Whole Document	Detail of change	Reason for change

## **City Academy: Careers Education, Information, Advice and Guidance Policy**

### **Introduction**

City Academy believe it is of paramount importance for students to be equipped to make informed choices about their next steps when they make choices at 16. To have the opportunities to fulfil their future career aspirations without facing any inequality. To this end, our young people need to have a secure knowledge about their future education, training, and employment opportunities together with high quality and impartial advice and guidance to support their progression beyond City Academy and within their local community.

### **Aims and purpose**

- Preparing students for the world of work and helping with their employability is a key priority for us and we are committed to providing a planned programme of careers education, information, advice, and guidance for all students in Years 7-11.
- Support students to make well informed decisions which are suitable and aspirational for them
- Provide students with interaction with employers and examples of different work environments
- Empower students to seek out work related learning experiences (for example, employer led projects, job shadowing, volunteering, employer visits).
- Develop skills and personal qualities to enable students to progress into their chosen career and educational pathways
- Inspire and motivate students to develop their aspirations and to link these to their personal skills and preferences

## Careers Provision at City Academy

All students will have the opportunity to experience careers education through:

- A KS3 PSHE Career focused curriculum and KS4 Career focused 'Drop Down' days
- Tutor time discussions
- Careerpilot website access
- Whole school events such as careers fairs and events
- Assemblies and lunch time pop up displays from further and higher educational providers
- Dedicated careers office and library section
- Parental support through the website, social media and virtual parents' evenings
- External partner workshops
- Interactive virtual and live sessions with employers and employees
- Meaningful virtual and live encounters with a variety of further and higher educational providers
- Participation in The National Apprenticeships week
- Participation in The National Careers Week

## Students with Special Educational Needs and Disabilities (SEND)

- All students with SEND have one to one support and small group mentoring. Students receive a written report of conversation and action points.
- Students receive external visits from FE representatives to aid transition into post 16 provision.

## Students in receipt of Pupil Premium funding:

- Students in receipt of pupil premium are a key focus group for the career's coordinator who receive personalised support through one to ones and through workshops with external partners.

## Curriculum Based Guidance

Careers education takes place during Key Stage 3 PSHE lessons based on the theme Living in the Wider World. There are dedicated Careers Days in Key Stage 4 with a focus on preparing students for their next steps into education and work. All staff support Careers Education, Information, Advice and Guidance (CEIAG) by promoting their subject, engaging with employers in their specialist area, sharing different pathways to future careers and raising students' aspirations. Tutor time is also dedicated to careers current affairs.

## Equal Opportunities

City Academy are keen to promote equal opportunities as well as challenging stereotypes and raising aspirations. Lessons about stereotypes in employment are taught and we monitor career resources regularly to ensure that they encourage all students to consider a wide range of careers. The destinations of our leavers are closely monitored and visiting speakers reflect a diversity of backgrounds.

### **Year 7 - What do I aspire to be?**

This year students will explore and discover the types of jobs available to them and which ones suit their personal skills and personality. They will have the opportunity to experience careers education through:

- An introduction assembly into the Academy's careers, advice and guidance programme with a focus on who do they aspire to be in the future and who inspires them.
- PSHE lessons covering personal skills and qualities, jobs and employment and entrepreneurship skills.
- Introduction and development of a career profile using the Careerpilot website, finding out about jobs and careers.
- External providers Into University Aiming for Success Workshop

### **Year 8 - Labour market information and employability skills**

This year students will explore a range of employability skills and investigate how the labour market is evolving and how this will affect their career options in the future. Year 8 students will have the opportunity to experience careers education through:

- An assembly about the Academy's careers, advice, and guidance programme.
- PSHE lessons covering sharing my own values; exploring the link between values and different careers; goal setting; explore different job roles and career pathways encouraging high aspirations and challenging workplace stereotypes
- Introduction and development of a career profile using the Careerpilot website - finding out about employability skills
- External providers Into University Learning and revision techniques workshop
- Employers employability workshop

### **Year 9 – Knowing your options and choosing GCSE subjects**

This year students will be asked to make decisions about their GCSEs options. They will be supported in this decision with an open options evening. This is when parents can attend and discuss subject choices with their students' teachers and the schools' careers coordinator. Year 9 students will have the opportunity to experience careers education through:

- A Careers assembly highlighting the importance of careers when students are making decisions on their GCSE option choices.
- PSHE lessons covering the importance of being a lifelong learner; the options available at the end of KS3 and routes into work and training. Learners will also learn the difference between vocational and academic opportunities and how this helps them progress on their career pathway. Students will also understand the importance of setting ambitious goals, the different work patterns, and the different types of employment available.
- Development of a career profile using the Careerpilot website - finding out about how careers link to subjects
- Students will attend a Raising Aspirations event which takes place at the University of West of England where students talk to a range of educational providers as well as employers from a range of job sectors.
- External providers Into University Transferable Skills and Careers workshop

- Insight into Apprenticeships programme some of our students will have the opportunity to explore what is involved in an apprenticeship by completing this initiative, this will involve them interacting with employers through virtual and live workshops and trips.
- Employers speed interview workshop

### **Year 10 - Exploring the world of work**

This year students will have the opportunity to connect with a variety of local employers from different job sectors and will have the opportunity to experience either virtual or practical work experience. Year 10 students will have the opportunity to experience careers education through:

- A Careers Pathways assembly to prepare for their Post 16 choices
- PSHE Drop Down days exploring the range of options available to them for career progression through education, training and employment. They will identify how their strengths, interests, skills and qualities are changing and how these relate to future career choices and employability. They will research and seek meaningful work experience placements and how to maintain a positive presence online as well as how to use their initiative. Students will also cover health and safety within a workplace.
- Development of a career profile using the Careerpilot website - finding out more about Post 16 options
- External providers Into University Communication in the workplace workshop
- Insight into Apprenticeships programme some of our students will have the opportunity to explore what is involved in an apprenticeship by completing this initiative, this will involve them interacting with employers through virtual and live workshops and trips.
- Interactive virtual and live sessions with employers - students will attend the Like To Be virtual event. Students will have the opportunities to access virtual work experience which is suitable for their own personal growth.
- SGS College Yourtime programme
- Work experience

### **Year 11 - Understanding career pathways and next steps**

This year students will have to make decisions on their post 16 choices. They will be supported on choosing the right career pathway that suits their skills, interests and future job aspirations. Year 11 students will have the opportunity to experience careers education through:

- A Careers Pathways assembly to prepare for their Post 16 choices
- Speed interview event
- PSHE Drop Down days developing their career identity, values in relation to work, and how to maximise their chances when applying for education or employment opportunities. Students will start to apply to Post 16 Providers with guidance, develop Interview techniques and learn how to write effective personal statements and CVS. Students will have meaningful encounters with inspirational speakers to challenge stereotypes in the workplace.
- Development of a career profile using the Careerpilot website - finding out more about Post 16 and Post 18 options. Guidance given using the Career Pilot Pathway Planner.
- Small group support for Post 16 application and when transitioning from school to post 16.
- External providers Into University workshop

- Further education provider visits for our EAL starts and CAB+ students
- One to one personal meetings
- Students will be provided with impartial guidance to help students make informed decisions about their future careers.

### **Post 16 learning opportunities**

City Academy provides access for FE and HE education and training providers to enable students to have the full range of learning opportunities available to them including approved technical education qualifications and apprenticeships. This includes both technical and academic routes and learning in schools, colleges, universities and in the workplace.

### **Monitoring and evaluation**

- Year 11 progression data — Intended destination data is used to monitor the number of students who have applied for various post-16 opportunities. Follow-up information, which serves to monitor dropout rates from destinations, is also collated by post 16 providers and Ready Respectful Safe partner agencies. These factors are taken into consideration when reviewing the programme annually.
- A range of evaluation strategies will be used including questionnaires, focus groups and observations with staff, academy councilors, parents/carers and students.

## City Academy: Provider Access Policy

### 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.

### Pupil entitlement

All pupils in years 7-11 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.

### External providers and employers

City Academy welcomes requests from Businesses, Employers, Higher Education, Further Education and Training providers to meet with our students with the purpose to educate and inspire them to believe in themselves and aim high; to support students to achieve outstanding results and advise students on how to become successful members of their local, national, and international community.

Examples of meaningful opportunities you can support our students through are:

- Assemblies
- Open to Options breakfast presentations
- Career fairs
- Careers and Employability Drop Down days
- Guest speakers who are industry specialists
- Mentoring and coaching
- Inspirational workshops
- Attendance of local post 16 providers at parents' evenings or careers open events
- Staff professional development

City Academy looks to provide a range of exceptional experiences from educational providers and employers to complement our curriculum to highlight the opportunities that are available to each one of our pupils.



### **Management of provider access request**

A provider wishing to request access to City Academy should make contact as far in advance as possible and at least a minimum of two calendar months ahead of any dates that an academy is being asked to consider. The academy plans several events, integrated into the school careers programme, that will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. Details of that programme can be found on each of the academy websites, or by contacting the Operations Manager at the academy.

On deciding which requests can be accepted the academy will consider:

- Whether the request is suitable for the targeted cohort of students.
- Whether the request can be incorporated into plans already in place to support students, such as careers assemblies and raising aspirations conferences.
- Whether the requestor has already had access to the relevant cohort of students.
- Any existing activities, trips, or visits (to or from the academy).
- Whether any disruption will be caused to the curriculum or to examinations or examination preparations and staff availability.
- Appropriate accommodation availability.

Where a request cannot be accommodated, the academy will set out the reasons for this decision. If the request is deemed suitable but not practical due to timing, the academy will work with the provider to identify the next opportunity to accommodate the request.

### **Premises and facilities**

City Academy will, where practical, make the main hall, classrooms, or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The academy will, where practical, also make AV and other specialist equipment available to support provider presentation. This will be discussed and agreed in advance of the visit. Providers are welcome to leave a copy of their prospectus or other relevant course literature in the academy library area, which is available to students at various times during the day.

### **Careers Staff**

Miss Rachel Martin (Careers and Aspirations Coordinator) [rachel.martin@clf.uk](mailto:rachel.martin@clf.uk)

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