

Ormiston Academies Trust

# Ormiston Sir Stanley Matthews Academy Careers, Information, Advice and Guidance Policy

## Policy version control

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Author	M Smart, A Hackney
Approved by	
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## **Purpose**

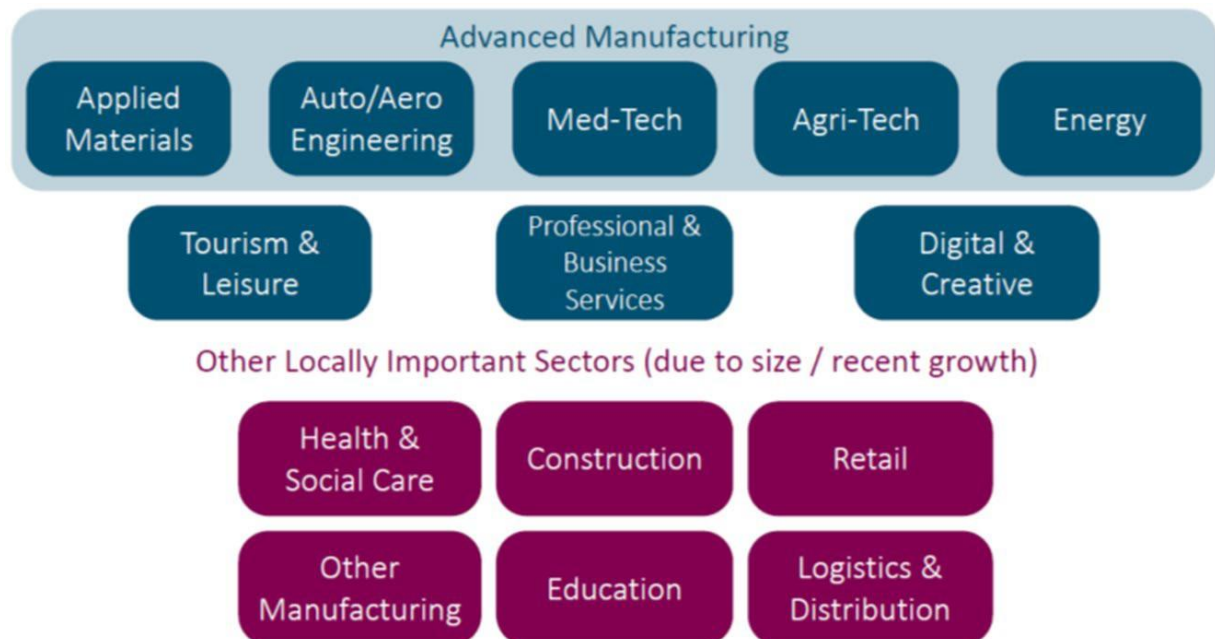
Careers Education & Guidance "should prepare students for the opportunities, responsibilities and experiences of adult life" (Education Reform Act, 1988). Its purpose is to enable students to develop a strategy for taking ambitious but realistic decisions about careers and implementing those decisions (CSQA & DU: CEIAG: An Evaluative Framework. DFE 1995). This process promotes equal opportunities and challenges stereotypical attitudes to education training and work because it is inclusive of all students, irrespective of their contexts, needs and interests.

The Careers Guidance in Schools regulations (2018) states that students from Year 8 to 13 are able to access Independent and Impartial Careers Guidance. The Raising of the Participation Age (RPA) states that young people are now required to participate in education or accredited training until their 18th birthday.

Ormiston Sir Stanley Matthews Academy (OSSMA) is committed to enabling students to make well informed, realistic decisions about careers, and raising aspiration. Whilst participating and enjoying academic lessons, students will be encouraged to develop enterprise, employability, practical and social skills with confidence to support their future goals.

OSSMA aims to deliver and promote impartial, individually focused and quality Careers Information, Advice and Guidance (CEIAG), with the aim of enabling students to make well-informed and realistic choices, both now and in the future.

To ensure the County gets ahead and stays ahead when it comes to education, skills and employment, the Stoke-on-Trent and Staffordshire local enterprise partnership (SSLEP) identified growth potential in 10 key priority sectors, which sit centre-stage in the local enterprise partnership (LEP) plans for the future. OSSMA aligns strategically with these, mapping its work to the LEP priorities as well as DfE statutory guidance and Gatsby Benchmarks.



Working with SSLEP Education Trust Locality Project, OSSMA will embed enterprise, employability, careers guidance and inspiration into OSSMA's culture and its curriculum, with a focus on regional and national employer engagement and development of structured and sustainable employer partnerships. OSSMA's objective will be to ensure that LEP objectives and employer engagement are firmly embedded in curriculum subjects, giving students opportunities to understand the application of their studies to the real world of work, the local economy and local and national business growth. There will be an annual review of provision that will be influenced by local business and the LEP, evaluating all documentation developed to ensure objectives are current and purposeful.

The Careers Co-Ordinator will remain up to date with Labour Market Information and regularly meet with other Careers Co-ordinators and Careers Advisers to share good practice. This will include working with the LEP and inviting local employers to provide activities and to inform the curriculum. This will also include an ongoing awareness of the priority employment sectors in Stoke-on-Trent and Staffordshire. The Careers Co-ordinator will also attend any training necessary to ensure Professional Development.

OSSMA is situated within an 'opportunity area' this means that government funding has been allocated to improve the education and post 16 opportunities available to students. This funding allocation means that as an academy we are able to access both funding and support systems to improve students opportunities.

## **OSSMA Vision**

"For all OSSMA students to have high aspirations for their future careers through a high-quality careers programme, enriched with opportunities that encourage students to achieve their full potential whilst expanding their awareness of the world of work beyond Stoke-on-Trent."

## **OSSMA career team**

SLT career lead: Mr. R. McQueen  
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Careers Co-Ordinator: Mrs. A. Hackney  
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Career advisor: Mrs. J. Chadwick  
[Jchadwick@ossma.co.uk](mailto:Jchadwick@ossma.co.uk)

Lead School Governor: Mrs. L. England  
[Lengand@ossma.co.uk](mailto:Lengand@ossma.co.uk)

## **Good Career Guidance Benchmarks/Gatsby Benchmarks**

OSSMA is working to create a progressive LEP Engagement Work Plan and a sustainable CEIAG Programme that follows Gatsby Benchmarks and statutory guidance.

### **The Gatsby Benchmarks are about:**

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. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

See DfE document "Careers Guidance and Inspiration in Schools – statutory guidance for governing bodies, school leaders and school staff"

Links:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/440795/Careers\\_Guidance\\_Schools\\_Guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/440795/Careers_Guidance_Schools_Guidance.pdf)  
[www.gatsby.org.uk/education/programmes/good-career-guidance](http://www.gatsby.org.uk/education/programmes/good-career-guidance)

## **Access and Entitlement - A Statement of Entitlement**

Within CEIAG, each student is entitled to;

- be at the centre of the CEIAG process and the partnership between tutors and appropriate outside agencies
- opportunities to develop employability and softer skills
- a broad, balanced programme of careers education that will move him/her forward in the career planning process by developing self-awareness and opportunity awareness
- have an awareness of the CEIAG process
- equal opportunity and access to current, impartial information about work, training and further education
- direct experience of the world of work
- access to individual, impartial and informed careers guidance

- a non-judgmental, open approach - to be listened to
- exposure to employers, in particular within LEP priority sectors – see below:

### **Implementation and Objectives of CEIAG**

Every student will have the *opportunity* and will *understand how to access* a one- to-one appointment with a careers Co-ordinator through the following routes;

- Staff request
- Email
- Face-to-face
- One-to-one guidance interviews for all Year 11s with the Careers Co-ordinator to help make final decisions and applications.
- Every student will have access to up-to-date careers and labour market information via the promotion of local opportunities, careers tools and websites.
- Careers information and employment application information to be delivered as part of PSHE Tutorials delivered by a designated careers team, organised events, workshops, fairs and via electronic correspondence. CAREERS Staff will also be available at open events and parent consultation evenings.
- The Careers Education Programme will be organised by the Careers Co-ordinator, Senior Leaders and other appropriate staff. This will include input from local and national employers, the local council, the LEP, Further, Higher Education and Training providers and other appropriate individuals.
- Students to be encouraged to make realistic but inspirational decisions based on ability, aims and career aspirations.
- Students will have access to support in preparation for the transition from OSSMA to other destinations.
- When necessary, there will be contact with parents/carers to support applications and transition arrangements.
- External speakers will be invited in to support student understanding and provoke their thoughts around a diverse range of ideas.
- The CAREERS Co-ordinator and the careers administrator will maintain and oversee the tracking data of leavers.

- All information will be given/delivered without bias and prejudice regardless of race, gender, religion, disability, background, financial context or sexuality.

## **Delivery**

Information, Advice and Guidance is overseen by a qualified Careers Adviser and a member of the Senior Leadership Team. It will be delivered from Year 7 to 11 by a designated team of staff

- Year 7 will have employability and careers related PSHE sessions. They will start to complete their Career Portfolios, which will be completed during the WoW week in block 4. Students will be introduced to the Unifrog platform which will be used throughout their PSHE lessons each year.
- In Year 8, students will have PSHE sessions during block 2 where they will be introduced to key terminologies and skill assets. Year 8 students will also be involved in a WoW week during block 2. Year 8 students will complete timetabled Unifrog interactions within PSHE lessons during block 2.
- All Year 9 students will develop their career knowledge and learn about different types of employments and sectors as well as the behaviours within the workplace. Also, the year 9 students will have access to local post 16 institutions where parents and students can meet with FE staff and discuss study routes etc in detail. To support year 9 students further, they will be involved in a WoW week during block 3, building upon the career fayre which they have access to in block 2. The students are also encouraged to engage with Unifrog throughout the year, whilst having timetable time during PSHE block 3.
- Year 10 students will engage with Unifrog throughout the year but will have specific timetable PSHE lessons for this during block 4. This incorporates identifying strengths, writing CVs, presenting yourself well, interview techniques, mock interviews and team-building skills. Students will also have visits to the local FE Colleges to investigate areas of interest, which supports them to make the correct post-16 options
- Year 11 students attend a series of workshops run by the school liaison teams from local colleges, where they can learn about the courses available, financial support and college life. All Year 11 students will have at least one impartial careers guidance appointment to discuss opportunities and applications. More appointments will be offered where necessary and parents/carers will have an open invite to attend or arrange meetings with the Careers Co-Ordinator. Finally, all year 11 students will have a clear understanding of the opportunities available to them after leaving and how to access them. Year 11 students will be expected to have been interviewed and received offers by June. They will be tracked and offered ongoing support from the Careers Co-ordinator until the end of the academic year. Support will be put in place at

local colleges through the summer for RONI students

- The RONI (Risk of NEET Indicator) will be identified from Year 9 upwards and will receive targeted input in conjunction with Entrust



- Intended destinations will be passed to the Local Authority when requested
- Relevant trips will be arranged throughout Year 7 to 11 to encourage raised aspirations and informed decision making. Visits will take place to destinations such as universities, local companies, national companies, learning providers and careers shows
- Wherever possible, curriculum will be relevant to the working world with advice and input from local businesses.
- Students will be kept up-to-date with trends in the local economy and growth-sector areas

### **Careers Co-ordinator Development**

The Careers Co-ordinator attends a regular meeting with careers staff from all other secondary and further education providers in Stoke-on-Trent to discuss issues relating to delivering CEIAG in the region, and to work together to organise events and activities. The Careers Co-ordinator will also attend training and conferences, where appropriate, to ensure knowledge is up to date. The Careers Co-ordinator is line managed a member of the Senior Leadership Team and meets fortnightly.

The Careers Co-ordinator will attend regular meetings with the LEP and be a leading figure in an annual review of policies, procedures and employer links.

### **Monitoring**

This policy is monitored by the by Senior Leader Team and reviewed annually or as needed and required by statutory requirements. We review our careers provision annually in conjunction with our link Governor as well as through our student voice. Our careers provision is externally monitored, and in 2021 we were successful in renewing our award for the Careers Mark. The review process is continued annually with a review meeting held with a member of the Local Authority's career team.

Date Written: January 2023  
Name: Amy Hackney  
Position: Careers Lead co-Ordinator at OSSMA  
Date ratified by governors: February 2023