

# **AXE VALLEY ACADEMY**

## **POLICY**



### **Careers Guidance & Education Policy**

*Updated: June 2018*

Axe Valley Academy is committed to providing high quality careers education, advice and guidance to all students as an integral part of the curriculum and through organised activities. It will seek to ensure that the provision is appropriate to the age, ability and educational needs of the individual and is underpinned by equality of opportunity. It is also designed to ensure that it contributes to school effectiveness and is responsive to the needs of the local community and the local economy as well as the wider economy and society.

### **PRINCIPLES OF GUIDANCE**

- Guidance is impartial and independent
- Guidance meets the needs of students regardless of gender, ethnic background and special educational needs
- Guidance will focus on the specific needs of the individual student to promote self-awareness and personal development
- Guidance is confidential
- Guidance is integrated within the overall curriculum
- Guidance is structured to provide help at key decision points
- Guidance is provided both formally and wherever suitable opportunities arise

### **AIMS**

- To prepare students for the opportunities, responsibilities and experiences of adult life
- To enable students to develop skills, attitudes and abilities which will enable them to be effective in a variety of adult occupations and roles
- To help them develop career awareness and enable them to manage personal career development
- To challenge stereotypical thinking and attitudes and to promote equal opportunities
- To enable them to handle careers information and assist them in making informed choices
- To enable them to experience the world of work
- To equip them with the skills and knowledge required to manage the transitions in their lives such entry into further education or employment

### **METHODS**

- A planned and coordinated programme of learning for all years to develop knowledge and key skills, with extra-curricular opportunities offered. Science, Technology, Engineering and Mathematics (*STEM*) are incorporated by teachers and tutors linking curriculum learning and highlighting the relevance of these subjects in a range of careers
- Career exploration through the provision of a wide range of resources: a dedicated Careers Resources Centre with literature, posters, computer software and an Academy Raising Aspirations Coordinator/ Careers Leader
- A structured work experience placement programme
- Allotted time through PSHE sessions in each key stage for self-development focusing on lifestyle and progression

### **Careers Guidance and Education Policy**

- Access to the careers library, computer software and the Academy Raising Aspirations Co-ordinator / Careers Leader
- Year 8 students and parents/ carers are invited to attend the Pre-Options Open Evening. (Adults at home are also encouraged to use labour market information to inform and support their children)
- Students have a number of assemblies on their GCSE Options and choices that they have to make, in preparation for Key Stage 4

### **Key Stage 4 Provision**

- Work experience placement for year 10 students. With Health & Safety guidance, this provides direct, first hand insight of the world of work
- Individual and group advice sessions
- Students have access to the Academy's Raising Aspirations Coordinator
- Year 11 students have priority access to independent careers advice for post-16 provision
- The delivery of up to date and relevant information for students to develop research and independent learning skills
- Presentations by local industries, training providers and national organisations
- Mock interviews, Curriculum Vitae (CV) and Personal Statement sessions
- Organised visits to Skills Festivals, Apprenticeship Days etc.
- Close monitoring of vulnerable students and referred on to external agencies as necessary

### **Key Stage 5 Provision**

- Individual and group advice sessions
- The provision of up to date and relevant information to develop research and independent learning skills
- Presentations by local industries, training providers and national organisations
- Mock interviews, Curriculum Vitae (CV) and Personal Statement sessions
- Organised visits to Skills Festivals, Apprenticeship/ Technical Level Days etc.
- Tutor Support with CV, Personal Statements, UCAS applications, University links, visits and UCAS Convention and mock Interviews

## **PERSONNEL**

### Senior Leadership Team

- Overall responsibility of Careers Information and Guidance
- Annually review this policy or as legislation requires

### Careers Leader

- Coordinate arrangement of work experience placements
- Introduce students from year 9 upwards to Careers Advice and College Software package
- Carry out individual advice sessions with year 10 students
- Management of the careers library/resources
- Maintain student data within software package
- Organisation of presentations, visits etc

### Subject Teachers

- Contribution through role as subject specialist to fulfil the aims of the whole school policy

### All Staff

- Visiting of students on work experience
- Individual advice as requested

This policy recognises and is applied in accordance with the Academy's policies for Safeguarding, Teaching & Learning, PSHE, Assessment, Equal Opportunities, Health & Safety and Special Educational Needs.