

Careers Information and Guidance Policy

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1. Careers Education Information and Guidance (CEIG) Policy September 2018

1.1 Thomas Deacon Academy understands that although important, school years make up a small proportion of an individual's whole life. For this reason as a school we are committed to offering a wide Careers Education and Information Advice and Guidance programme that motivates our students into gaining the highest levels of achievement and personal development, learning the necessary employability skills and behaviours for their desired career.

1.2 Our CEIG programme aims to equip and encourage young people into further and higher education and employment and aims to reduce the variance in student outcomes, with a specific focus groups including the more disadvantaged and the more able within the school community.

1.3 It comprises classroom based lessons, offsite educational activities and experiences from Year 6 to Year 13, with opportunities to develop communication and literacy skills, leadership and teamwork, resilience and resourcefulness and help our students to emerge from school ready for the world of work.

1.4 The programme has a framework linked to student learning outcomes and incorporates measures to highlight and evidence impact via student voice and indicators of behaviour and achievement progress. Our careers programme of events and guidance is framed by the eight Gatsby benchmarks:

- An embedded stable careers programme known and understood by staff, students and parents;
- Access to high quality information about future study and labour market opportunities;
- Advice and guidance tailored to the needs of each student;
- Linking curriculum learning with careers including the highlighting science, technology, engineering and mathematics (STEM) subjects with a wide range of career paths;
- Encounters for students with employers about work, employment and the skills valued in the workplace;
- Provision of work place experiences to help explore career pathways through partnerships with local employers where possible;
- All students understand the full range of learning opportunities through academic and vocational routes in school, colleges, universities, apprenticeships and the workplace;
- Access to guidance interviews and online careers advice.

1.5 We aim to provide a learning programme for CEIG that has suitable breadth, depth and relevance to meet the needs of our students and the interests of employers in the local and

national community. The programme will enhance the personal, vocational and academic learning of each student who will be prepared for the next stage in their education, training and employment. The National Careers Service are supporting the growth and development of our programme which is provided via the Personal Development (PD) curriculum.

1.6 Each year group has a set of PD lessons which target specific skills especially, time management, communication, research and team membership and in addition students are provided with opportunities to learn how to respond to the changing needs of business and consider participation in higher education programmes.

1.7 Year 6 pupils will take part in a Business Challenge designed to develop awareness of the skills valued in the workplace.

1.8 Year 7-8 students will focus on self-development and self-awareness and explore identity and careers ideas through research and enterprise challenges and access to STEM events.

1.9 Year 8-10 students will investigate career requirements using Fast Tomato and Morrisby Online, the latter providing targeted pupil premium students with support and guidance. STEM events include Engineering and Construction Challenges, and Tomorrow's Engineers led by external providers Smallpeice and Engineering Development Trust. Parents will be invited to Parents' Forum meets to raise awareness about applying for university.

1.10 In year 9 students will be considering their options for two year GCSE courses in Y10 and Y11 and beyond. They will have online and tutor guidance to support pathway selection and in PD they learn about changes in the workplace and the local labour market. Pupil premium students are encouraged to raise their aspirations beyond school and consider Higher Education. Access to the local labour market is provided by Industry Insights, business challenges with a focus on entrepreneurial and presentation skills and access to high quality mentoring through our partnership with Peterborough Skills Service and The Network for East Anglian Collaborative Outreach (NEACO).

1.11 Y10 students learn more about STEM careers during the Big Bang week supported by STEM ambassadors from post -16. Links with the Transformation Trust and Anglia Ruskin University support Pupil Premium students aspiring to progress to Higher Education (HE) at post 18. Students also visit Further Education (FE) colleges and the annual City Career Festival to meet local and national employers.

1.12 In Year 11 students are supported to submit their personal details and post 16 applications with an online system which tracks student progress through the process. Business and FE mentors are available to support with CV writing and interview techniques.

1.13 The post-16 team provide a Personal Development programme which provides further advice and guidance and some students are encouraged to seek volunteering and work experience during enrichment time. Prior to entry in Term 6 prospective Y13 students embark on a two day Futures event with advice about Universities and Colleges Admissions Service (UCAS) application, GAP years and apprenticeships. High ability students in Y12 and Y13 have access to academic and vocational residential courses at Villiers Park in Cambridge. Mentoring is provided by the HE champion and students visit HE centres.

Careers Programme component	Year Group	Provider	Objectives: skills	Delivered by	Target group/ %	Tracking
Business Challenge	Y6	PSS	Building team work Industry insight	PSS	100% Y6	Student voice
HE visits	Y6 and parents	HE champion	Raise aspirations	UEA/ Lincoln	PP and CU cohort	Student voice
PD About me	Y7	PD team	Consider identity & values	PD team	100% Y7	PP cohort
PD Fast Tomato	Y8-10	Morrisby Foundation	Personal skills & careers awareness	PD team	100% Y7	PP cohort Y8 MALS
STEM Week	All years	Smallpeice Trust ECITB EDT Challenges	Broadening options, encouraging creativity & enterprise	EGR	100% Y6-11	Student voice
Careers advice and guidance	Y9-13	Business Mentors HE champion www.fasttomato.com	Raise awareness of opportunities locally	PD team	100%	PP cohorts
Dragons Den- Build a business	Y7-9	Peterborough Skills Service (PSS)	Entrepreneurial skills & Enterprise Passport Collaborative learning	Local employers' feedback	100 PP students	
Careers aspirations survey	Y9/10	NEACO	Linking curriculum to pathways	Assistant Vice Principal	100% Y9	Student voice
HE access	Y9	UCP	Raising aspirations	Assistant Vice Principal/HE champion	30% PP Y9	
Junior University	Y10	Transformation Trust / Anglia Ruskin University	Self-esteem, research and study skills		100% PP	Student voice Y11 tracking
Engaging our schools	Y10	HMPO Peterborough	Raising self-esteem Preparing personal statements	Assistant Principal	10-12 Y10 PP	Y11 tracking
Parent consultation evenings Post 16 Pathways	Y10/11	Stamford PRC City College	Raise awareness of local post 16 provision incl. apprenticeships	Assistant Principal	30% Y10/11 PP	HoH
Careers Fair Peterborough	Y10 / Y12	Peterborough Skills service (PSS)	Exploring careers	PSS	30% Y10 PP	Student voice
Post 16 options assemblies TDA6 presentation. Visits to FE	Y10-11	PD, FE colleges	Introduction to online application & city wide options	Assistant Principal	100% Y10-11	Online tracking. Identifying NEET risks
Online employability hub	Y11-13	Work Ready schools	Self directed study	Assistant Principal	100% Y11-13	
HE Conference	Post 16	Newcastle, Lincoln, De Montfort Universities	HE visits & subject guidance		Y13	Identifying NEET risks
HE Peterborough	Y12 after AS exams	Stamford and City Colleges	Foundation Degrees and Higher Level Apprenticeships			
Careers in Health care	Post 16	MENCAP	Training and links with local providers	Vocational partnerships	Post 16 Health & Social Applied Science students	NB Poss NHS apprenticeships
National Citizenship Scheme	Y11-13	NCS	Residential for Y11 Post GCSE	Assistant Principal: Sixth form	All Y12	
National Careers Service	Y12/13	PD / tutor booklet	PD booklet Preparing for life after TDA6 skills and opportunities for specific careers	Assistant Principal: Sixth form	All post 16 students	