

1. Aims

- 1.1. At Great Western Academy we want our students to have every opportunity to fulfil their future career aspirations. Therefore, we believe it is of paramount importance for students to make informed choices about their next steps when they leave school at 16 or after Sixth Form at 18.
- 1.2. Great Western Academy students need a secure knowledge about their future education, training and employment opportunities together with high quality, impartial advice and guidance to support their progression beyond school.
- 1.3. This policy outlines our provision to help students achieve this goal.

2. Monitoring and review of policy

- 2.1. This policy will be reviewed in December 2021 and agreed by Governors
- 2.2. This policy will be published on the Academy website

3. Resources, Provision and Support

- 3.1. Great Western Academy recognises the importance of careers education and work-related learning as demonstrated in the training of a Careers Co-ordinator and adherence to the Gatsby benchmarks of good careers guidance, which include:
 - 3.1.1. **A stable careers programme:** we begin exploring futures and careers in year 7 with a structured 'successful lives' PSHE programme and focus on enterprise skills which are monitored and reported upon. Students track their progress against 15 'skillsbuilder steps' as they develop crucial employability skills.
 - 3.1.2. **Learning from career and labour market information:** Our careers lead in school has the responsibility of ensuring national and local career information is brought into the school and disseminated amongst staff, students and parents as appropriate
 - 3.1.3. **Addressing the needs of each pupil:** Our ILPs for every pupil include focus on 'future aspirations' and enable staff to support, guide, develop and advise the ambitions, knowledge, skills and understanding of individual students in a way tailored to their requirements
 - 3.1.4. **Linking curriculum learning to careers:** Where appropriate, lessons at Great Western Academy feature references to the enterprise skills so valued by employers. In addition, we have a thrust to provide students with real world problems through enquiry-based learning.
 - 3.1.5. **Encounters with employers and employees:** Great Western Academy has developed links with local employers so that students can experience a range of visiting speakers and can take part in 'challenge' activities as part of our extra-curricular programme as well as through curriculum specific visits.
 - 3.1.6. **Experiences of workplaces:** We aim for every student to visit a place of employment in support of curriculum aims during key stages 3 and 4. In addition, we provide numerous opportunities for students to visit employers and to receive visits in school from employers.
 - 3.1.7. **Encounters with further and higher education:** Our 6th form provision will enable lower school students the opportunity to explore academic post-16 provision. The legacy of our relationship with New College will provide clear access to other post-16 provision in Swindon, particularly where a more vocational route is appropriate. Students will have the opportunity to visit a place of higher education during key stage 4 and 5.

Policy Owner	Mr D Clarke – Assistant Principal
Date of Last Review	June 2020
Date of Governor's Meeting	8 July 2020
Date of Next Review	December 2021

Careers and Guidance Policy

- 3.1.8. **Personal guidance:** Our tutoring programme allows for individual guidance from tutors who are trained in signposting students to further support. At key stage 4 and 5, students will have access to a trained Careers Information and Guidance lead
- 3.2. Great Western Academy will use the Careers Development Institute framework to underpin any review of Careers provision in the school.
- 3.3. The Great Western Academy library and resource centre stocks a range of careers literature including resources about apprenticeships, university courses, gap years and job profiles. Much of this information is also available online on the National Careers website and students will be regularly guided to websites for access via their tablet devices.
- 3.4. Careers software applications are made available on the School's computer network.
- 3.5. Careers education forms an important part of the Key Stage 3 and 4 Personal, Social and Health Education (PSRHE) 'Successful Lives' programme.
- 3.6. All schemes of learning and individual lessons feature explicit reference to the Enterprise skills of Presenting, Listening, Leadership, Problem Solving, Creativity and Teamwork.
- 3.7. We make available to students, literature and key dates from other post-16 providers where the offer extends beyond our own suite of A Level and level 3 qualifications. Colleges and other guest speakers visit to provide information and guidance to those Year 11 pupils considering apprenticeships.
- 3.8. Opportunities for accredited work-related learning are provided through the curriculum and some pupils may also have the opportunity for offsite vocational learning at local providers.
- 3.9. Staff are encouraged across the curriculum to explain the links between subject content and vocational learning whenever relevant, with a particular focus during the annual Futures Festival.
- 3.10. All pupils are given the opportunity to visit places of work during key stages 3 and 4
- 3.11. The annual Futures Festival (from 2021-22 academic year) provides the opportunity for all pupils and students to engage with employers and receive impartial and independent careers information, advice and guidance.
- 3.12. During review sessions, such as collapsed timetable days and tutor mentoring sessions, tutors have the duty to give advice regarding post 16/18 opportunities based on the pupil's interests, skills and abilities. Tutors are trained to signpost students to appropriate support.
- 3.13. Guidance meetings with a trained Careers Advisor are provided for Year 11 and 12 pupils identified as in need of targeted help; drop in sessions and appointments being available to all.
- 3.14. A Sixth Form Open Evening is organised in term 1-2 for pupils considering progressing to Great Western Academy Sixth Form.

4. Monitoring and evaluating careers provision

- 4.1. Great Western Academy will complete the Gatsby Benchmark using the careers and enterprise Compass evaluation tool. Learning from this audit will be used to report on quality of Careers provision and to set new targets across the school.
- 4.2. A destinations survey is completed by all Year 11/13 students to track and monitor pupils' next steps after Year 11. The survey is used to identify pupils at risk of becoming Not in Education, Employment or Training (NEET) who then receive intensive targeted support from the trained Careers lead. If necessary, pupils at risk of NEET may be referred to Swindon's Youth Service for intervention via a Youth Engagement Worker.