Trinity Academy Bradford

Policy:	Careers Policy
Date of review:	September 2021
Date of next review:	September 2022
Lead professional:	Graham Waters – Assistant Principal
Status:	Non-Statutory

1. Purpose of policy and guiding principles

1.1 Careers education, information and guidance (CEIAG) programmes make a significant contribution to preparing young people for the opportunities, responsibilities and experiences of adult life.

1.2 The CEIAG programme is designed to be progressive from Year 7 to Year 11 and support students in making informed choices in years 8, 9 and 11.

1.3 At Trinity Academy Bradford we aim to raise aspirations, challenge stereotypes and encourage students to consider a wide range of careers. Through careers education and guidance it is hoped that students will be encouraged to make the most of their talents and to go on to jobs or courses which suit their needs and intelligence.

1.4 In particular we intend our students to:

- Develop a broad understanding of the world of work and an ability to respond to changing opportunities.
- Develop independent research skills so that they can make good use of information and guidance.
- Develop the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition.

We recognise that the process of making career decisions is a lengthy one and that most of our students will make their final choices only after completing their higher education course.

2. Commitments

2.1 Directors, Governors and staff are committed to:

- The provision of resources and advice to enable students to understand and develop career choices and to ensure that careers education is seen as part of the overall curriculum and learning framework for all years.
- Encouraging students to achieve and to be ambitious.
- Involving students, parents and carers in the further development of careers work.
- Working with support agencies so that no student is disadvantaged in gaining access to education, training or work.
- Work towards the Quality Standards in careers Education award.
- Meet all eight Gatsby Benchmarks.

3. Provision

3.1 Careers includes education, information and guidance. Careers education helps our students develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into work. Through guidance students are able to use their knowledge and skills to make the decisions about learning and work that are right for them. Careers education forms an integral part of the taught and co-curricular offer for students. It is delivered via the Curriculum for Life lessons as part of the Living in the Wider World Theme, through individual subject areas and via events and assemblies bespoke to each year group. In addition, we also have careers advisors who are available for 1:1 and small group sessions 5 days a week.

3.2 Careers guidance is delivered by C&K careers and supported by the work form tutors do in tutorial time. This work is further enhanced by use of CPD delivered to all staff.

3.3 We are well supported by external agencies, namely C&K Careers. C&K Careers are our qualified and impartial careers advisers who are in school every day. Careers guidance interviews take place on a group basis, and one to one basis for a number of identified students and those who request a careers appointment.

3.4 Careers information and resources are available in school for students to access. Our CEIAG programme aims to guarantee all students who leave Trinity Academy Bradford at the end of Year 11 have an offer of a place to move onto.

3.5 **Phase 1 provision includes:**

Year 7	Assembly on options 16+ - the different routes students can take, including apprenticeship pathways Assemblies from local employers and National Employers Labour Market Index Information Assemblies Financial education through Curriculum for Life lessons Students will also receive meaningful interactions from employers linked to Maths, History, Geography, RS and Science. Explore careers linked to the curriculum in all subject areas.
Year 8	Introduction to University assembly Introduction to apprenticeships talk, including apprenticeship pathways, traineeships and T level options Individual careers guidance via online learning tools prior to options evening 1:1 meeting with VT tutor prior to making options choices IAG information evening for students and parents prior to making options choices Assemblies from local employers and National Employers Assembly with Apprenticeship provider Labour Market Index information Assemblies My Skills workshop with Covea Insurance Work on discrimination and equality in the workplace through Curriculum for Life lessons Students will also receive meaningful interactions from employers linked to Maths, History, Geography, RS and Science. Explore careers linked to the curriculum in all subject areas..

By the end of Phase 1 Students will have:

- An understanding of where in the Academy they can go to access careers information.

- An understanding of the different routes to employment available aged 16+, including apprenticeship options.
- Had at least two interactions with employers / HE providers.
- Heard at least two local employers speak during assemblies.
- Had the opportunity to speak with at least two local and national employers.
- Received personalised guidance via an online platform prior to options choices being made.
- Participated in a 1:1 meeting with their VT tutor to discuss option choices.
- Had the opportunity to attend an IAG evening prior to options choices.

3.6 **Phase 2 Provision includes:**

Year 9	Assemblies from local employers and National Employers Assembly with Apprenticeship provider, includes apprenticeship pathways, traineeships and T level options Labour Market Index Assemblies Individual careers guidance via online learning tools prior to options evening 1:1 meeting with VT tutor prior to making options choices IAG information evening for students and parents prior to making options choices Work on goal setting and aspirations through Curriculum for Life lessons Students will also receive meaningful interactions from employers linked to Maths, History, Geography, RS and Science. Explore careers linked to the curriculum in all subject areas.

By the end of Phase 2 Students will have:

- An understanding of where in the Academy they can go to access careers information.
- An understanding of the different routes to employment available aged 16+, including apprenticeship options.
- Had at least two interactions with employers / HE providers.
- Heard at least two local employers speak during assemblies.
- Had the opportunity to speak with at least two local and national employers.
- Received personalised guidance via an online platform prior to options choices being made.
- Participated in a 1:1 meeting with their VT tutor to discuss option choices.
- Had the opportunity to attend an IAG evening prior to options choices.
- Developed life skills by participating in the and the Trinity Challenge

3.7 **Phase 3 Provision includes:**

Year 10	Work on financial decision making as part of the Curriculum For Life lessons CV writing workshop Mock interview day Assemblies from local employers Assembly with Apprenticeship provider, includes apprenticeship pathways, traineeships and T level options Labour Market Index Assemblies

	High quality virtual work experience opportunities Students will also receive meaningful interactions from employers linked to Maths, History, Geography, RS and Science. Explore careers linked to the curriculum in all subject areas Group careers interviews with C&K careers, includes next step routes, A level, BTec and apprenticeship options.
Year 11	Work on next steps as part of the Curriculum For Life lessons Invitation to TAH Aspirations fair Group and 1:1 careers interviews with C&K careers, includes next step routes, A level, BTec and apprenticeship options. Assembly with Apprenticeship provider, includes apprenticeship pathways, traineeships and T level options CV writing workshop Mock interview day Complete next step applications Assembly from local employers Labour Market Index Assemblies High quality virtual work experience opportunities Opportunity to attend the Get Organised Destinations Event. Introduction to UCAS and financial options for university Students will also receive meaningful interactions from employers linked to Maths, History, Geography, RS and Science. Explore careers linked to the curriculum in all subject areas

By the end of Phase 3 Students will have:

- Gained an understanding of the opportunities available to them post 16 locally and nationally.
- Had the chance to be inspired by local business leaders and university employees
- Produced a CV through the CV writing workshop.
- Gained interview experience from the mock interview day.
- Applied to Sixth Form, College or an apprenticeship.
- Gained an understanding of student finance and the support available to them.
- Had bespoke, individualised careers guidance from C&K Careers.
- Gained experience of a professional work environment.
- Gained extra understanding of the Labour Market Index
- Have had at least two employer interactions.
- Had opportunities to take part in high quality virtual work experience opportunities

4. Equal opportunities

Trinity Academy Bradford is keen to promote equal opportunities and try to use every opportunity to challenge stereotypes and to raise aspirations. Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated. Students with Special Educational Needs are offered additional careers advice. For further information, please refer to the Special Educational Needs Report. The destinations of our leavers are closely monitored and younger students informed so that we are aware of trends and opportunities.

5. Relationship to other parts of the curriculum and other policies

Careers education is conducted in accordance with the school's equality policy and other relevant policies. Aside from 1:1, small group sessions and whole year group assemblies, students are provided with careers education through the Curriculum for Life programme which meets the criteria laid out in the RSHE Framework. The whole school remit of careers is recognised and the curriculum is developed alongside that of other areas so that careers education is an integral part of the whole school curriculum.

6. Parents and Carers

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved in the options process. All online resources are accessed through links on the school website. They are also visible below:

https://ckcareersonline.org.uk
Careers information for students & parents, career events, job search help and Job Explorer Database

https://ckcareersonline.org.uk/recruitline
Local apprenticeship, traineeship and part time work vacancies

https://nationalcareers.service.gov.uk/explore-careers
Job profiles

https://www.gov.uk/topic/further-education-skills/apprenticeships
Apprenticeship vacancies

https://www.ucas.com
Information on university courses and entry requirements

7. Management

The Assistant Principal for Curriculum oversees the implementation of the careers programme. The Assistant Principal also oversees CEIAG and careers appointments for the careers advisor.

8. Resources and partnerships

The school has accessible careers resources in the library as well as access to a private office for careers interviews. There are two careers advisors in school three days a week providing independent and impartial careers advice. Careers interviews are scheduled for all Year 11 students, with additional interviews arranged on a case by case basis. The Academy has links with various local businesses, HE institutions, the Careers and Enterprise Company and Local

Enterprise Network all of whom offer valuable first hand advice and resource to our students. In addition, we are building a partnership with Covea Insurance which will allow our students the opportunity to have first-hand experience of the working world.

9. Monitoring, evaluation and review

The careers programme is monitored regularly, reviewed and revised to meet the needs of our student cohort. Trinity Academy Bradford will measure the effectiveness of the CEIAG provision by considering both attainment data and destination data for our students at all transition stages. We will also take into consideration the findings of student voice and feedback from staff, students and employers after careers events have taken place. Furthermore we are committed to meeting of all Gatsby Standards and to working towards gaining the Quality in Careers Standards Award. We welcome regular review from our designated careers governors.