



Careers education information, advice and guidance

CHAT Secondary Academies

September 2020

Our aims and objectives

To provide high quality careers advice to all students (including support to our high achieving and ambitious students) which is developed throughout their time at school and is supportive of their aspirations, strengths and skills.

We aim to: -

- prepare students for the transition to life beyond secondary school (A-Levels, higher education and the workplace)
- support students in making informed decisions which are suitable and appropriate for them.
- provide students with well-rounded experiences.
- develop characteristics (e.g. social skills, communication, innovation, resilience and leadership) which support high achieving students in the curriculum and their careers.
- inspire and motivate students to develop their aspirations.

Overview of statutory guidance and recommendations

Our careers provision has been developed in line with the Department for Education's statutory [careers guidance and access for education and training providers](#); itself in line with Sections 42A1, 42B and 45A of the [Education Act 1997](#), Section 72 of the [Education and Skills Act 2008](#) and Schedule 4 (15) of the [School Information \(England\) Regulations 2008](#)

This ensures that we provide independent careers guidance for student in years 8 - 11 inclusive and that this guidance should: -

- be impartial
- include information on a range of pathways, including university options and apprenticeships.
- be adapted to the needs of the individual student

The guidance also recommends we make provision to: -

- ensure that young people have a better understanding of career choice, subsequent progression and its impact on their long term earnings.
- assist young people in developing an understanding of the responsibilities and choices associated with parenthood.
- develop better and more carefully planned opportunities for young people to meet professionals working in non-stereotypical roles, and to learn more about what such work entails.
- strengthen the knowledge and understanding of staff about the wide range of progression routes available so that young people can make informed choices.

- consider how to link the contents of lessons and skills to be developed more frequently to career opportunities
- consider ways in which mentoring could be used to help support young people in overcoming barriers to achievement.
- make provision to give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships.

Our career provision

The following are available: -

- Extra-curricular clubs and trips which support students in developing their understanding of a range of different subjects (A list of extra-curricular clubs is available on the school website).
- Talks on a range of careers that inspire and motivate the students (These are offered to all students in the school and can include higher level apprenticeships).
- A careers advisor drop-in service available to all students
- A careers newsletter, careers section on the school website and careers and university section in the Learning Resources Centre. Students are also made aware of external opportunities.

Students with special educational needs or disabilities (SEND)

Transition from one key stage to another and on to careers is part of the action plan for students with SEND including personalized support from the SENDCo, careers advisor or external bodies as appropriate.

Our [SEND Information report](#) and [SEND Policy](#) are available both on the SEND and Policies page of our website www.heronhallacademy.org.uk

Students in receipt of pupil premium funding

Personalised support will be offered to these students and they will receive an extra careers appointment in years 10 and 11.

Careers advisor

Our independent careers advisor works alongside our careers coordinator to prepare a careers development plan for the school. This is in line with both the London Ambitions Careers Offer and the Gatsby Good Careers Guidance.

lep.london/publication/london-ambitions-careers-offer
www.gatsby.org.uk/education/focus-areas/good-career-guidance

The contact details of our careers advisor are on the '[Careers and work experience](#)' page of our website www.heronhallacademy.org.uk/Careers-policy-statement

Key Stage 3

- The pastoral curriculum in years 7 - 9 covers economic wellbeing, active citizenship and develops enterprise and entrepreneurship. A particular example of this is through the careers fair targeted at years 8 - 9.
- The options programme for year 8 is designed to support them in their GCSE choices.
- Students in year 9 will have the opportunity to take part in the Bronze Duke of Edinburgh Award.

Key Stage 4

Year 10

- All students in Year 10 participate in community outreach where they support numeracy and literacy at primary schools within the trust.
- Some Year 10 pupils will also take part in a mentoring scheme, working with lower year groups within the school.
- Students in Year 10 undertake work experience. This involves work experience preparations and CV writing workshops.

Year 11

- All students in Year 11 participate in the College Fair in order to support their future education.

Years 10 and 11

- One-to-one careers discussions with the school Careers Advisor at the end of Year 10 through Year 11 informs individual careers plans for each student, their tutor and the Head of Year to use.
- A number of students every year take part in the Duke of Edinburgh Award. The majority of students participate in the Bronze Award. Many students participate in the Silver award.
- Extra-curricular clubs and trips support students in developing their understanding of a range of subjects.
- Students are given advice and guidance about those areas in which they may participate.
- The pastoral curriculum in Year 10 and 11 covers economic well-being, active citizenship and charity fundraising.

Alumnae

The school intends to start an *alumnae programme* inviting former students to discuss their profession, career paths and further education with current students.

Work experience provision

The aim of work experience is to provide an opportunity for all students to learn in the work place; an experience that cannot be replicated in school.

All students are offered the opportunity of two weeks' work experience during the summer term of Year 10 (usually in May of Year 10). This is not a compulsory part of the curriculum, but is undertaken by the majority of students.

The students are encouraged to arrange their own work experience. The Careers Coordinator advertises work experience opportunities to the students, who submit a CV and letter of application to apply.

Parents are asked to complete and a work experience agreement and work experience information form. The school will then communicate with parents them throughout the process.

All students are visited by a member of staff during their placement and are required to evaluate their work experience after returning to school.

Our Careers Coordinator will: -

- liaise with the Head of Year 10 with regard to the overall organisation of work experience
- check that the placements meet the school's requirements
- risk assess the placements
- ensure that the students will be treated fairly and undertake meaningful work.

All students on a placement are covered by the employer's insurance

Provider access and opportunities

All students in Years 8 - 11 are entitled to: -

- find out about technical education qualifications and apprenticeship opportunities as part of the careers programme which provides information on the full range of education and training options available at each transition point.
- hear from a range of local providers about the opportunities they offer including technical educations and apprenticeship.
- understand how to make applications for the full range of academic technical courses.

A number of school events will offer providers an opportunity to come into the school to speak with students and / or their parents.

The current school **Careers Development Programme** and details of how a provider may contact us should they wish to participate are available on the '**Careers and work experience**' page of our website www.heronhallacademy.org.uk/Careers-policy-statement

Destinations

Student destinations are held on a school database. Progress is tracked and assistance is available to learners if they require information, advice and guidance after leaving school.

Further information as to why this information is held can be found in the '*Careers support and advice*' section of our **Privacy notice** available on the policies page of our website www.heronhallacademy.org.uk/Policies

Monitoring and evaluation

Our Careers Coordinator will work alongside the Local Authority's Independent Careers Advisor to develop our **Careers Development Programme** available on the '**Careers and work experience**' page of our website www.heronhallacademy.org.uk/Careers-policy-statement

An evaluation of the data with regard to destinations, trips, expedition participation and attendance of careers related events at the school will enable measures of success and help shape future development programmes.