



CAREERS POLICY

Policy reviewed date: September 2023

Review date: September 2025

Author: Mr David Davies

Approved by: Senior Leadership Team



Commitment

Sandymoor Ormiston Academy is committed to providing a planned programme of Careers Education and Information, Advice and Guidance (CEIAG) for all students in years 7 – 11. We aim to develop student employability skills and inform about local, national and international labour market information, guide students to explore and develop career ideas and high aspirations, educate students on the complete spectrum of post-16 pathways in line with our [Provider Access Policy](#) and prepare them for successful post-16 transitions. CEIAG is an integrated aspect of Sandymoor's Personal Development, SEN, Equal Opportunities, Looked After Children and Provider Access policies and ensures our students are prepared for life and work in Britain today by:

- raising aspirations and increasing motivation
- encouraging the development of personal responsibility and resourcefulness
- fostering key learning skills (recording and reviewing experiences and achievements; target setting; planning ahead)
- bringing relevance to other areas of the curriculum
- contributing to the development of information and communication skills
- providing a foundation for lifelong learning within a rapidly changing world
- encouraging students to contribute to local, national and international economy

Career is defined as “an individual’s pathway through learning and work”. Careers Education and Information, Advice and Guidance sets out to enable all individuals to become effective planners and managers of their own careers in a rapidly changing world of learning and work. In this way, children and learners will get a good start and are well prepared for the next stage in their education, training or employment.

All young people, regardless of their race, sex and academic abilities need a planned programme of activities to help them make decisions and plan their careers, both in school and after they leave. The 2018 Careers Statutory Guidance places a duty on a school to give all students in years 7-11 access to careers education and impartial information, advice and guidance.

This includes an expectation for educators and training providers of approved technical education qualifications and apprenticeships to be given access to all students in year 8 to year 11 to inform them of courses and qualifications as alternatives to academic and school-based routes.

In practice, this may take the form of a visit from a University Technical College, FE College or training provider of apprenticeships and technical options. Sandymoor's Provider Access Policy Statement includes more detail.

This policy will be reviewed every two years through discussions between all stakeholders.



Students attending Sandymoor Ormiston Academy are entitled to the following careers programme:

- For the Gatsby Benchmarks to be met to ensure outstanding CEIAG
- To receive a stable careers programme from Year 7 that continues until they leave school
- To receive relevant careers guidance and have access to independent careers information and guidance, including labour market data where relevant
- To receive personal advice that helps the student achieve their individual careers goal – whether that is Further or Higher Education, an apprenticeship or training or employment
- To be equipped with the necessary skills to prosper in HE and employment
- To have relevant knowledge to make realistic and achievable goals based on their own interests and skill, whilst taking into account local job market and relevant entry requirements
- To receive up to date information about careers and skill-developing opportunities
- To understand how different subjects help keep different options open
- Opportunity to access additional help, whether this need is generated from a change of decision, personal circumstances or additional needs
- To have meaningful and helpful encounters with employers and other education providers including one weeks' work experience in Year 10.

Students are expected to:

- Engage with CEIAG activities in both subject and Personal Development lessons, assemblies and sessions with local employers and educators
- Meet deadlines
- Utilise the available careers resources
- Participate in academy-run workshops
- Attend information events such as Careers Fairs
- Ask for guidance if unsure about anything or struggling
- Use study and research space, such as the Careers Library appropriately and with respect for others
- Take advantage of opportunities offered outside school, such as signing up for academy trips and participating in projects

The aims of our CEIAG programme is that students will:

Understand themselves and develop their capabilities to make realistic career decisions

- assess their own needs, interests, values, aptitudes and aspirations
- reflect on these matters and develop the knowledge, self-reliance, key skills and other capabilities required for working life

Investigate careers and opportunities to make informed career decisions

- understand changing patterns of careers and work
- find out about local, national and international opportunities in education, training and work
- gain direct experience of work as part of the curriculum



Implement their career plans

- develop an increasing autonomy in making decisions and implementing career planning
- review and evaluate their decisions and cope with change
- gain access to sources of further help and weigh up the advice offered
- acquire skills for making effective transitions

Develop career management skills to help manage transitions through education into work

- decision-making
- action planning
- negotiating
- self-presentation

Value individual difference and promote equality

- having regard for and valuing individual difference to develop a positive self-image, increased self confidence
- broadening career aspirations and horizons
- challenging stereotypes and discrimination, including self-stereotyping by students and the stereotypes they hold of others so that any gaps in achievement between different groups of children and learners are narrowed.
- addressing barriers faced by individuals that limit opportunities, thus helping all young people to achieve their full potential, for example young people with learning difficulties who are capable of employment
- supporting students who make non-traditional choices

Sandymoor Ormiston Academy endeavours to follow the Gatsby Benchmarks, Careers Enterprise and Employability Framework – CDI 2021, PSHE 2020 Framework and other relevant guidance from the DFE, QCA and Ofsted as it appears. We follow the statutory guidance for careers guidance published in January 2018 (which replaces the guidance released in March 2015 and updated in April 2017). Since 2015, Section 29 of the Education Act 2011 places schools under a duty to secure access to independent careers guidance for their students in school years 8-11.

Careers at Sandymoor Ormiston Academy therefore:

- identifies a Careers Leader with representation on Academy leadership team
- works towards continually meeting the Gatsby Benchmarks
- provides a programme of careers education for all students in Years 7-11
- provides access to independent careers guidance for students in Years 7-11 that is presented in an impartial manner and promoting the best interests of the students to whom it is given and includes information on all options available in respect of post-16 education or training including options
- works with careers services to ensure that students have access to a wide range of up-to-date information and reference materials



Sandymoor Ormiston Academy

At Sandymoor Ormiston Academy we:

- ensure that the curriculum in Years 7 to 11 encourages students to develop their self-awareness, understanding of the world of work and the underpinning skills and attitudes that lay the foundation for career planning in later years
- promote the involvement of employers working with our students and learners across the curriculum
- ensure choices about the next stage of their education, employment, self-employment or training, where relevant, are from independent careers advice and guidance

Good quality CEIAG provision depends on an effective working partnership between the school and Halton Borough Council. We undertake to negotiate a partnership agreement annually with them to support this. An independent careers advisor is available upon request to all students.

Individual interviews are held with all year 10s and year 11s as well as other identified students throughout the year. Year 9 are given the opportunity to arrange a meeting to help with option choices if required. The careers advisor liaises with the SEND Lead to support students and parents and also runs workshops and works one-to-one with students to complete FE and Apprenticeship applications and give interview advice. They are also, where possible, in attendance at careers events and progress evenings.

Provision

A member of the academy leadership team line manages the careers leader, who is responsible for coordinating the CEIAG programme and works closely with the Personal Development lead, SEN lead, independent careers advisor, faculty leads and heads of year as necessary.

Staffing

All members of staff are expected to contribute to the CEIAG programme through their roles as form tutors and subject teachers. Careers education is primarily planned, monitored and evaluated by the careers lead in consultation with the Personal Development lead. CEIAG is delivered during tutor time lessons in each year group.

All year 10 students will have access to work experience or work shadowing so that they are well prepared to respect others and contribute to wider society and life in Britain today. They are supported through the process of work experience by their tutors and the careers lead. All year 10 and 11 students will receive 1-1 guidance each year, where students discuss their progress and plan their future targets/pathway. The careers adviser will provide specialist careers guidance and a careers plan to all year 11 students and other students who express or show a need for this, thus ensuring impartial guidance. There is a section in the library devoted to careers and each curriculum area has a display board with information relevant for their subject area. The Careers Lead is supported by a link governor, Mr C Davidson.



Sandymoor Ormiston Academy

- Curriculum

The CEIAG programme, which can be found on Sandymoor's website, is provided to all students, and includes careers education lessons delivered during form tutor time and in Personal Development lessons, information and research activities, work-related learning (including one week's work experience in year 10), action planning and careers mentoring in Years 7 to 11. Other focused events e.g. careers and apprenticeship weeks and talks by outside speakers will occur throughout the year where appropriate to meet our students needs and is in line with our Provider Access policy, which can be found on the Sandymoor website.

Work experience preparation and follow-up takes place during tutor-time and Personal Development lessons. Students are encouraged to follow career paths that suit their own particular strengths, skills and interests without stereotyping. All students are given the same opportunities and diversity is encouraged and celebrated.

- Resources

Funding is allocated in the annual budget. Careers information is available in the school library and on the internet. The National Careers Service resources and other relevant websites, signposted on Sandymoor's web pages, can be accessed by parent/carers, students and relevant staff to find up to date information and advice.

Sandymoor Ormiston Academy is also a partner with the Liverpool City Region Careers Hub to further inspire our students about the opportunities offered by the world of work and to ensure we are meeting the Gatsby Benchmarks.

Staff Development

Training for staff delivering CEIAG will take place on a 1-1 basis as needed throughout the year. Training for subject staff will occur primarily through staff development time on Tuesdays and on a 1-1 basis as necessary, using key partners such as Unifrog. Currently, one member of staff holds the Level 6 Award in Careers Leadership and two further staff are on the course.

- Parental Support

There is a section on Sandymoor's website that staff, students and parent/carers can access. A careers desk is always available at parent consultation evenings if anyone would like to discuss anything with either the Careers Leader or our independent careers adviser. The Careers Leader also ensures careers information is presented at transition point, such as year 9 options events, to parents and carers.

- Internal and External Links

Sandymoor Ormiston Academy is supported by a variety of individuals and organisations both internally and externally. These include links with local 14-19 providers when required, Liverpool City Region Careers Hub, as well as a range of universities and local businesses.



We are also supported by OAT's lead practitioner for careers.

Links with parents/carers are maintained using a variety of methods (Synergy posts, options evenings, post-16 evenings, progress evenings, web-site and social media.)

- Assessment, Monitoring and Evaluation

The delivery of CEIAG is monitored by the Personal Development lead, SLT and the Careers Leader via learning walks and checks of books and drop-ins during tutor sessions. Schemes of work are reviewed annually by the Careers Lead in liaison with the Personal Development lead, tutors delivering the course, line manager and students, to ensure that the activities and objectives are suitable to meet the outcomes. The careers programme is also reviewed by the Careers Leader and line manager annually to identify gaps and areas for improvement in our CEIAG provision and will reflect the changing nature of our students needs and inform our Careers Programme.

Evaluations after career events will be gathered informally from staff, students and external providers (colleges, universities, employers) by general discussion. It will also be collected more formally through evaluation sheets issued at the end of an event to all participants – delivery and students. All staff are regularly encouraged to provide feedback, as they see fit, to the Careers Leader about any part of the careers programme.

Student destination data and NEET information will also be considered and compared to how learners have progressed from their different starting points and what they have achieved so that they can progress to the next stage of their education into courses that lead to higher-level qualifications and into jobs that meet local and national needs.

A log of employer engagement and career-related activities within the academy will be maintained by the use of Compass+ and rated against the suitability, usefulness and quality of this provision to help determine future use.

The partnership agreement with Halton Borough Council is reviewed annually and includes discussion on supporting students who are SEN.

Quality Assurance Framework

Sandymoor completes the Careers and Enterprise Company's Compass Tool on a half-termly basis to ensure that the progress towards meeting the 8 Gatsby Benchmarks as part of our statutory duty.

We currently hold the [Quality in Careers Standard](#). This is a national quality award for careers education, information and guidance.