



CAREER GUIDANCE AND INSPIRATION POLICY AND OPERATIONAL PLAN

2023 -2024

Key Priorities, Outcomes & Actions

Commitment

The Oakwood Academy is committed to providing all students in Years 7-13 with a programme of careers activities and supporting activity. The programme has been developed in line with the eight Gatsby benchmarks for ensuring best practice and to meet the requirements of the Department for Education's statutory Careers guidance.

The Oakwood Academy believes that:

- Every student should have high quality, independent careers guidance to encourage them to be aspirational and well informed when making educational and career decisions.
- All students should participate in a range of activities to develop a variety of employability skills, preparing them for a working life which is in the best interest of the student being enjoyable and providing economic well-being.

Gatsby Career Benchmarks

The career programme is used to develop and improve the programme of career education and guidance offered to our students. The Gatsby Career Benchmarks identify good practice and define the essentials of good career guidance providing a robust and realistic framework for developing a career programme that is first class.

The Gatsby Benchmarks

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of work places
7. Encounters with further and higher education
8. Personal guidance

All students at the Academy should:

- Expect information, advice and guidance as an entitlement and know where to access up to date information about work, training and educational opportunities.
- Be given the opportunity to experience work related learning including a period of work experience in Year 10 and Year 12.
- Experience a range of career related activities including careers workshops, employer talks, career fairs, motivational speakers, college and university visits.

Career Guidance

Academies have a duty to secure access to independent and impartial (no bias towards a particular education or work option) careers guidance for students' years 7-13 (Education Act 1997 & Careers Guidance & Inspiration in Schools Statutory Guidance). The Academy's duty to secure independent career guidance for all year 7-13 pupils is intended to expand advice and guidance for young people so they are inspired and motivated to fulfil their potential, develop high aspirations and consider a broad and ambitious range of careers.

Key priorities:

- Provide independent & impartial careers advice, prevent stereotyping and promote the best interest of the student to whom it is given.
- Ensure adequate support for students with SEN or disabilities.
- Work with Local Authority to identify those 'at risk' of not participating post-16 in education or training and the services to support them.
- Work with education and training providers to provide information on the range of available education options including apprenticeships.
- Inspire and motivate students to fulfil their potential and develop employability skills.
- Provide direct students access to the **National Careers Service**, launched by the Government in April 2012, giving job market information and job profiles and other online career guidance sites.
- Provide access to online impartial careers and further and higher education resources.
- Inspire students through real life experiences/real life contact with work.
- Provide entrepreneurial challenges to develop employability skills and self-employment opportunities.
- Encourage students to study STEM subjects.
- Develop employer-academy links with the help of the Gedling Borough Council to address career aspirations and link what is done in class to the outside world.

Outcomes:

- Ensure all students are well informed when making subject and career decisions
- Reduce the amount of 16–18-year-old NEETs
- All students to have a clear sense of achievable direction about future education, training options and goals
- All students to understand that if English and maths not secured at grade 4, then this will be a continued subject for study at post 16
- All students understand the importance of STEM subjects
- All students are aware of out of school opportunities (e.g. National Citizen Service, voluntary activities).
- All students have a portfolio record of all extra-curricular and enterprise related activities that a student has taken part in.
- All students are aware of any post 16 funding available to them (16- 19 Bursary Fund)
- All students to have interacted with employers and understand the skills employers are looking for.
- All students to have developed some, if not all, of the key skills needed to progress in to employment and further and higher education.

Actions - What will the action be? When will it be done?	Date	Led by	Monitored by	Gatsby Benchmark
Identify critical cohorts to ensure students with SEN and/or disabilities receive additional personalised external (Futures) and internal support.	Sept/Oct	KJ	SM	1,3,8
1:1 career meetings with Careers Advisor	Ongoing	KJ	SM	1,3,8
Update webpage with careers information, additional support links including LMI and a link to the Careers news and Twitter Feed	Ongoing	KJ	SM	1,2,3,4
All Years – Access to electronic careers information and activities via Class charts, Unifrog Platform and weekly ‘Career of the week’ via tutor time	Ongoing	KJ	SM	1,2,3,4
All Years – Careers Assemblies including input from external speakers, e.g. FE / HE providers	Ongoing	KJ/SW	SM	1,2,3,4
Y11 Assembly – National Citizenship Service	Winter Term	KJ	SM	3,5
All Years – STEM focus - British Science Week - celebration of Science, Technology, Engineering and Maths	w/c 8 th March	Various	HOF	2,4
Careers Fair	w/c 8 th March			
All Years –National Apprenticeship Week - Talks and Assemblies	w/c 5 th Feb	KJ	SM	2,3,4,5
All Years – National Careers Week – Careers and Aspirational Talks and Assemblies	w/c 4 st Mar	KJ	SM	2,3,4,5,7
All Years – Diversity Week (RHSE)	w/c 24 th June	SW	SM	3
Representation by Career Advisor at all KS4/KS5 parent evenings and events	Ongoing	KJ	SM	2,3,4,5,6,7
Years 7 to 11 – Aspirations Programme accessing assemblies, events, trips and external provision including specific input from a range of providers, e.g. DANCOP, HE, FE and employer encounters. Aim is to improve cultural capital and encourage self-awareness and career management skills.	On-going throughout year	KJ/SW	SM	3,4,5,6,7
Y7/8 Journey to FE/HE assembly - NTU	Autumn Term	KJ/SW	SM	1,3,7
Introduction to Unifrog lesson	Autumn Term	IT dept.	SM	1,2,3,4
Y9 FE/HE Exploring University Assembly/Visit - NTU	Autumn Term	KJ/SW	SM	1,3,7
Y9 Options – Careers in the curriculum	28 th March	Assorted staff	AW	3,4,8
Y10 Enrichment week including Work Experience, Mock Interviews and Taster Day	W/C 1 st July	KJ/SW	SM	3,4,5,6
Y10 Assertive Mentoring – Designated mentors	Summer Term	Mentors	SM	3
Y10 Career guidance 1:1 – Targeted cohort	Summer Term	KJ	SM	2,3,4,8
Y10/11 HE Assembly – University life	Winter Term	KJ/SW	SM	1,3,7
Y11 1:1 Careers Guidance	Ongoing	KJ	SM	1,3,8
Y11 Assertive Mentoring – Designated mentor	Monthly	Mentors	SB	3
Y11 SEND: Careers Focus Session	Autumn Term	KJ	SM/LH/CC	1,2,3,8
Y11 tracker to identify risk of NEET and submit referrals	Autumn/Winter	KJ/HOH	SM	1,3
6 th Form Open Evening- Parents and Students	Autumn/Winter	6 th Form Team	HL	2,3,4,7
Y11 – Post-16 Interviews for Sixth Form	Winter Term	6 th Form Team	HL	3
Y11 6 th form induction day	Summer Term	6 th Form Team	HL	1,3,4,7

Post 16				
Year 12 Welcome evening	September	6 th Form Team	HL	3,4,7
Y12 Introduction to Higher Education (UCAS/Degree level Apprenticeships)	Spring Term	KJ/6 th Form Team	HL	3,4,7
Y12 Apprenticeship Session – ASK	Spring Term	KJ/6 th Form Team	HL	4,6
Y12 HE Campus visits	Spring Term	6 th Form Team	HL	1,3,4,7
Y12 Next steps conference	Spring Term	6 th Form Team	HL	1,2,3,4,7
Y12 Work Experience Week	w/c 15 th July	6 th Form Team	HL	3,4,5,6
Y12 Careers Guidance	Winter Term	KJ	HL/SM	1,3,8
Y13 UCAS Applications and Personal statements	Autumn Term	6 th Form Team	HL	1,2,3,5,7
Y13 Careers guidance	Autumn Term	KJ	HL/SM	1,3,8
Y13 Assembly – Student Finance	Winter term	6 th Form Team	HL	1,2,3,4
Y13 Moving on Day	Spring term	6 th Form Team	HL	1,2,3,4,7

Monitoring and Evaluation

Monitoring of the activities and the guidance taking place will include observations by SLT and feedback from students and those engaged in activities (e.g. parents, colleges, and employers). Outcomes will be reported to Governors on an annual basis.

Impact will be measured by:

1. Attainment and destination of students – closing the gap between young people from disadvantaged backgrounds and others
2. NEET figures
3. Questionnaires – trend analysis
4. Student evaluation forms

Year 7 & Year 8

- Tutor provides advice to students on an individual basis against achievement
- Online/website links to career guidance and further information through RSHE and ICT lessons- Unifrog
- Access to careers information and activities via Class charts
- Careers in the curriculum lessons to include visiting speakers – including careers assemblies
- University Outreach Sessions – Nottingham Trent University / DANCOP / University of Nottingham

Year 9

- Tutors provides advice to students on an individual basis against achievement
- Careers in the curriculum lessons to include Visiting speakers – Subject careers talks
- Online/website links to careers information and access to careers information and activities via Class charts
- Visiting speakers – Subject careers talks
- Duke of Edinburgh Award
- University Outreach Sessions – Nottingham Trent University / DANCOP / University of Nottingham
- Year 9 Pathways evening

Year 10

- Students are given guidance by teachers about the links between curriculum learning and real-life work
- Targeted one to one impartial careers interview and mentoring
- Tutors to provide advice to students on an individual basis against achievement
- Online/website links to careers information and access to careers information and activities via Class charts
- Duke of Edinburgh Award
- University Outreach Sessions – Nottingham Trent University / DANCOP / University of Nottingham
- Aspirational and motivational talks supporting exams and revision
- 6th Form and college visits
- CV workshops, Mock Interviews with local employers
- Work Experience

Year 11

- Tutors mentor students on an individual basis against achievement
- Online careers content/website links to career guidance and further information including Unifrog
- Face to face career guidance interview to provide independent & impartial careers advice and promote the best interest of the student
- Access to careers information and activities via Class charts
- Apprenticeship information and workshops
- CV and application workshops, post 16 employer talks and Interview techniques including Mock Interviews with local and National employers
- Aspirational and motivational talks supporting exams and revision
- Visiting speaker from National Citizenship Service
- 6th Form, College and University visits

Year 12 & Year 13

- Post 18 options and UCAS information
- University visits, university Fairs, workshops on study skills, mock interviews and job applications.
- Tutor times and assemblies with guest speakers to cover future aspirations & researching options
- One 2 one careers interview available to all 6th form students on request
- Work Experience week for all year 12 students
- Mock Interviews with local employers
- Unifrog workshops
- Apprenticeship guidance and one to one sessions
- Residential trips in some subject areas which include encounters with experts / employers