

University Academy of Engineering South Bank

Careers Education Information, Advice and Guidance Policy

September 2020

Introduction

At UAE South Bank, careers education and guidance is important for the personal and emotional development of each student. We have set a goal to build and develop a careers education across the school, enhance pupil skills and confidence, and provide as much opportunity for networking and further academic employment ventures as possible. We would like to ensure that each student gets a chance to develop an understanding of what it means to work and what they would like to work towards. We also believe that parents/carers will have a pivotal role to play, and so having the support of parents would be of great value in creating a cohesive approach and collaborative attitude toward Higher Education and Careers.

Objective

Our aim is to ensure we develop and deliver a comprehensive programme tailored equally and fairly to the academic and social needs of each student. The programme will involve working with a range of external organisations and further/ higher educational institutions as well as internally, to ensure that the programme meets the 8 Gatsby Benchmarks. We will be working directly with students, parents and organisations to ensure there is enough support given and suitable decisions are made, for the future benefit of each pupil at all stages of their academic career. We aim to make as much information and as many resources available as possible, in order for each student to make unbiased and informed decisions. We will be taking advantage of our location and existing relationship with London South Bank University and other partner schools to reinforce further scope of opportunities.

Gatsby Benchmarks

The Gatsby Benchmarks provide an outline on which information and guidance is required to be delivered to students. It is also a way to address each and every duty that would be expected of the relevant staff, in relation to providing careers information and further education for parents as well as students. UAE South Bank is committed to continuously improving and providing students with a mapped structure of activities and informative material that fall in line with the Benchmarks below.

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

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For further reading on the Gatsby Benchmarks and related articles then please visit this website:

<https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

Student Entitlement

Each student will be expected to acquire experience, understanding and skills in a range of areas as they progress through their key stages. These areas aim to build on their knowledge and aid them in deciding on their actions as they seek to progress. The fundamental goal of early careers education is to positively impact attendance, punctuality and behaviour within the school as well as raise aspirations.

KS3 Year 7: Introduction in to career prospects and higher education

Year 8: Introduction in Entrepreneurism

Year 9: Understanding the labour market

KS4 Year 10: Understanding the world of work

Year 11: Understanding further education, HEI and Apprenticeship pathways

KS5 Year 12 & 13:

- Understanding higher education and the labour market
- Understanding pathways
- Participating in work related provisions
- Researching HEIs and using UCAS

Governor Involvement

The Governing body of the school will have a duty to students to ensure the aims outlined in this document are held in to account and fulfilled to all students without discrimination. The Governing body will also ensure that the 8 Gatsby Benchmarks are continuously being met, as well as support areas in need of development.

Measuring Impact

Aligning with the aim of the Careers Programme delivery, the focus is to ensure students make informed decisions about their future prospects after leaving UAE South Bank. The ultimate goal is that by the end of year 11 and 13, there are no students on the NEET register or on the destinations data. The purpose of measuring the impact of Careers will help to inform any potential future developments for each activity and its compliance against the 8 Gatsby Benchmarks.

Tracking

All activities and sessions delivered to students will be generally recorded for each pupil after they have occurred. Tailored programmes for categorised students will also be done in the same way. Depending on year group, students will also be using various online platforms to research and record their own achievements.

The Access Project (TAP) – Partnership

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UAE South Bank work with The Access Project (TAP) to offer further support to students who meet a specified academic criteria and are aspiring to go on to study at Oxbridge / Russel Group Universities. TAP work with more able students from disadvantaged backgrounds, providing in-school support and personalised tuition, to help them gain access to top universities. The programmes comprises both tutoring and mentoring where students are matched up with tutors for their chosen subjects. Students also have access to societies, one to one mentoring, information sessions and further support. TAP publish their own provisions which they share directly with the school, should parents/ students wish to see a copy then they are required to put forward a written request and send to the Careers Lead.

SEND/ Looked After/ Risk of NEET

Students falling under specific vulnerable categories will receive further tailored support to ensure that they have a set pathway to work towards whilst still in education. Careers will work across various departments within the school and seek out further external support to identify and support these students. A collaborative approach will be taken by all necessary staff members to give the student as much opportunity as possible by providing early intervention. Should we highlight when this is due to take place? Or is it enough that it is on the delivery programme?

Careers Guidance

Students will have access to an impartial Careers Adviser in order to receive guided information on further/ higher education and other training pathways, as well as goal setting and receiving advice on skills building. Careers guidance is available by appointment to all students in lower years however, students in years 10 to 13 will be required to have at least one meeting. A Careers Adviser will also work closely with students who are at risk of becoming NEET in order to help them make realistic and informed decisions on improving work output, attitude towards education, and future goal setting. There will be an online form which students will need to complete before meeting with an adviser and will receive feedback after.

Careers Curriculum & Management

Students will receive the benefits of being able to participate in careers related activities where teachers incorporate subject topics and careers content. The aim is to discover further subject related opportunities, drive ambition, develop confidence and encourage further participation and attendance. Staff will be encouraged to make use of resources made available from external programmes as well as their own lesson plans.

The Careers Leader is responsible for taking lead in co-ordinating and supporting the implementation of careers related education and activities across the school. This will be under the management of the SLT member responsible for Careers and/or Pastoral leads. The scope of Careers will also require the input of form tutors and non-teaching staff. Much of the provision will be delivered through the Enrichment and Day 10 programme, form time and assemblies.

Staff Development

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Staff are required to undergo various training sessions where it is relevant and dependent on their level of involvement in the careers programme, or a particular year group. The school will be working internally and with external organisations to deliver training and PD sessions to staff (or to those participating directly in the delivery of Careers education). The Careers Leader will be going to various CPD and external conferences to remain current with best practice and ensure it is reflected in the existing provision. The Careers Lead will also work with external organisations to build networks and partnerships on the school's behalf.

Parent/ Carer Involvement

The school understands that parents/carers are a crucial driver in the decisions made by each pupil, we wish to work collaboratively to ensure the school is doing enough to support families and students when making informed decisions. The Careers Leader is available to meet with parents/carers and students when requested in order to make sure agreed plans and actions are put in place which support the student and resolve any issues. Should parents/carers also require further information, resources or to raise any concerns then they are welcome to contact the Careers Leader in writing. Parents/carers will be invited to attend specific related events when they are open for them to do so.

The school's expectations of parents/carers is to ensure their child is equipped for any careers related provision, ready to engage, is not disruptive and conducts themselves in an excellent manner. The school also asks that parents/carers are able to raise any concerns regarding their child with the relevant members of staff as well as with the Careers Lead, especially in cases when there is a concern of students at risk of becoming NEET. Constructive suggestions on improving the delivery of the Careers programme are also welcomed from students, staff, external organisations and parents/carers.

Resources

Careers information is accessible to students online. Opportunities will be sent via email and other information is published on Google Classrooms for students to look at. Students are encouraged but also required to demonstrate a certain level of independence.

Teacher resources are made available via Google drive and shared with all staff.

Destinations Data

The Careers Leader will assist, and work collaboratively with the school (Attendance Officer/ Pastoral Lead) and the Local Authority in collecting destinations data on students who have completed KS4 and KS5. This information will be updated as and when necessary and shared with the Local Authority (Southwark Council Education Department). This information is to ensure the school is compliant and tracking student progress for at least 2 years post education with UAE South Bank.

Equal Opportunities

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The school works towards remaining consistent with the 8 Gatsby Benchmark to give impartial and unbiased advice, as well as ensure each student has equal exposure to the careers provisions.

Previous student behaviour or background will not be taken in to consideration when being exposed to opportunities; this is with expectation that they are compliant with the behaviour expectations of the programme and of the school. Failure to do so will hinder any future participations or engagement with external activities or providers.

Future Developments

UAE South Bank will frequently continue to develop and improve the provision and ensure the programme adapts to meet the DFE, Ofsted and Benchmark criteria's as and when they are updated. The programme will also be revised frequently to ensure that the effectiveness and impact it is having on the students is significant to their future education and development. The school will also work towards building further external links with educators and organisations to deliver further opportunities in training and experience.

References

Careers guidance and access for education and training providers - October 2018

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/748474/181008_schools_statutory_guidance_final.pdf

The CDI Careers Framework – January 2020

<https://www.thecdi.net/write/CDI-Framework-Jan2020-web.pdf>

Good Careers Guidance / Gatsby Benchmarks

<https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

The Careers & Enterprise Company

<https://www.careersandenterprise.co.uk/schools-colleges/support-send>

Careers in Context 2020: A can do guide – September 2020

[https://resources.careersandenterprise.co.uk/sites/default/files/2020-09/1400_Careers In Context Guide Final 24 09 20 0.pdf](https://resources.careersandenterprise.co.uk/sites/default/files/2020-09/1400_Careers%20In%20Context%20Guide%20Final%2024%2009%2020%200.pdf)

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