



THE PRIORY  
LEARNING TRUST

# Careers guidance

## Policies approved by the Board of Trustees

  
Signed:

Name: Katie Dominy  
Chair of Board of Trustees

Date: 2<sup>nd</sup> September 2021

## Authorised for Issue

  
Signed:

Name: Neville Coles  
Chief Executive Officer

Date: 2<sup>nd</sup> September 2021

## History of Policy Changes

Date	Version	Author	Origin of Change e.g. TU request, change in legislation	Changed by
Jan 2018	1	James Wilmot	Legislation	James Wilmot
Jan 2019	2	James Wilmot	Inclusion of TKASA in TPLT	James Wilmot
May 2019	3	James Wilmot	Review of policy. No change	James Wilmot
May 2020	4	James Wilmot	Inclusion of Trust-wide careers policy	James Wilmot
May 2021	5	James Wilmot	Review of policy. No change	James Wilmot

This policy applies to The Priory Learning Trust (TPLT) and all its schools.

Date policy adopted	September 2021
Review cycle	Annual
Review date	May 2022

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## **The Priory Learning Trust Careers Policy**

### **1. Aims**

We aim to raise aspirations, challenge stereotypes and encourage students to consider a wide range of careers. Through careers education, information, advice and guidance (CEIAG) 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.

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 and use their self-knowledge when thinking about and making choices
- Develop their understanding of employability skills and how to enhance these as individuals
- Develop the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition.

The process of making career decisions can be a lengthy one and that many students will make their final choices only after completing their higher education course or after studying A Levels, BTEC or T Levels at college. We recognise that the apprenticeship route would be most suitable for a proportion of our students. Therefore, we focus on helping students develop the attributes of bravery, kindness, curiosity and happiness to help them be equipped to make the appropriate career and life choices in the future. The information and support provided must be impartial and with rigour for all post 16 options.

### **2. Commitments**

The Academy Council and staff are committed to:

- the provision of impartial 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 services for young people so that no student is disadvantaged in gaining access to education, training or work
- maintain a standard of excellence with CEIAG delivered by a careers team that is qualified, enthusiastic and informed.

### **3. Provision**

Careers includes both education and guidance. Careers education helps 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. Progress in students' self-development and understanding of careers is regularly monitored.

Further details of the careers programme can be obtained from the TPLT Head of Careers.

We provide a trajectory of events and activities for students to participate in from year 5 to year 13. Such as:

- careers conventions for students and parents every year
- career aspiration interviews for year 5
- career aspiration interviews for year 7
- university taster days for a significant number of year 8 students
- employability workshops for year 9 students
- work experience for year 10 students
- mock interviews for year 10 students
- workshops, college taster day and 6th form road trips to explore the various post 16 options
- assemblies from employers, colleges and training providers
- work experience for year 12 students
- university trips and UCAS support for year 12 students.

The careers programme and calendar of events of each TPLT secondary school can be accessed via their websites:

<https://worle-school.org.uk/careers-parents>

<https://pcsa.org.uk/careers-1>

<https://www.tkasa.org.uk/careers>

Individual careers guidance takes place on a one to one basis and is delivered by an impartial Careers Advisor employed by each secondary school under the management of the TPLT Lead of Careers. All staff are also encouraged to support careers guidance by promoting their subject, sharing different pathways to future careers and raising students' aspirations.

#### **4. Equal opportunities**

We will promote equal opportunities and try to use every opportunity to challenge stereotypes and to raise aspirations. Lessons about stereotypes in employment are taught via PSHE and Citizenship and we monitor careers resources regularly to ensure that they encourage both boys and girls and students from minority ethnic groups to enter different careers.

#### **5. Additional support**

Additional support and resources are allocated to specific groups such as PP, In Care, risk of NEET and SEN to ensure that all students can access the careers programme appropriately and benefit from participation.

#### **6. Monitoring, evaluation and review**

The careers programme is monitored regularly and amended after an annual review. Students' opinions are actively sought as well as the views of different stakeholders.

The careers programme is self-assessed biannually via The Careers & Enterprise Company's Compass Assessment Tool to check for compliance against GATSBY BENCHMARKS.

Student destinations are tracked and further support provided via close liaison with appropriate local support services so NEET figures are kept to a minimum.

## **7. Relationship to other parts of the curriculum and other policies**

Careers education is conducted in accordance with the trust's equal opportunities policy, safeguarding policy and other relevant policies. The 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.

## **8. Management**

The TPLT Head of Career has direct responsibility for the leadership of CEIAG and is line managed by Head of School Improvement

## **9. Resources**

Careers interviews take place in a dedicated interview space and drop-in sessions to support with work experience, completion of CVs and applications are offered on an open-ended basis. The Head of of Careers and Careers Team have an open-door policy and the careers office is a regular venue for students to receive advice and get application forms or prospectuses.

## **10. Access arrangements**

TPLT's arrangements for managing the access of providers to pupils at each School details the purpose of giving them information about their education or training offers. This complies with the school's legal obligations under section 42B of the Education Act 1997.

### Pupil Entitlement:

All pupils in years 7-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which involves information on the full range of education and training options available at each transition point
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options, events, assemblies and group discussions and taster events
- to understand how to make applications for the full range of academic and technical courses.

## **11. Opportunities for access**

A number of events, integrated into TPLT's careers programme, will offer providers an opportunity to come into schools to speak to pupils and/or their parents/carers. They should be a qualified professional who could be an appropriately trained member of school staff, to provide personal guidance interviews.

## **12. Stakeholders**

Employer 'open door' and recruitment events will be included in the monthly career's bulletin and have a dedicated 'shout out' on social media.

## **13. Policy Review**

This policy is reviewed annually by the Trust and where materially amended is consulted on, where necessary. We will monitor the application and outcomes of this policy to ensure it is working effectively.