



Aylesbury UTC

Merchant Taylors' Oxfordshire Academy Trust

Aylesbury UTC Careers Policy Statement
Published: September 2022
Author: Jan Lloyd - Careers Lead
Approved by : Nick Lamb, Principal

Contents

| | |
|----------------------------|--------|
| 1. Policy Statement | Page 3 |
| 2. Purpose | Page 3 |
| 3. Scope | Page 3 |
| 4. Aims and Objectives | Page 3 |
| 5. Outcomes | Page 3 |
| 6. Implementation of CEIAG | Page 4 |
| 7. Partnership work | Page 4 |
| 8. Quality Assurance | Page 5 |
| 9. Destinations | Page 5 |
| 10. Review | Page 6 |

1.0 Policy Statement

Aylesbury UTC is fully committed to ensuring that all students acquire the skills, knowledge and professional behaviours to manage their learning and career progression. In order to achieve this, the school recognises the importance of delivering on its vision of **“Sending every young person into the world able and qualified to play their full part in it.”**

It is key that we prepare our students with work ready skills for adult life. Our key values underpin everything we do, with **“Community, Respect and Growth”** linking closely to our ethos in careers education, guidance and advice. We encourage students to think about what they enjoy and what they want to achieve. These could be just small goals in the short term but eventually this will turn into developing real ambition for their future. As those ambitions grow and perhaps change, we will support them to strive for their very best and to take pride in everything they do to help achieve their own personal goals.

2.0 Purpose

The purpose of this policy is to specify the school’s approach in developing students’ understanding of career and progression routes and the level of preparation required for the workplace. The school’s role is to:

- Help students understand and develop their key strengths, work ready skills, qualities and work preferences
- Help students recognise career and further education opportunities
- Support students and families with their career and education pathways
- Develop our students so that they have the ability to research and enter the labour market and to progress effectively within their chosen sector

3.0 Scope

This policy relates to all enquiring students, applicants, current and past students, apprentices or employers irrespective of race, gender, disability/difficulty or any other protected characteristic at Aylesbury UTC. It is for all staff involved in the delivery of information, advice and guidance; careers guidance; teaching; enterprise and employability.

4.0 Aims & Objectives

The school will ensure that by delivering high quality, professional careers education, information, advice and guidance to all of our student body it will develop/enhance personal, social and employability skills and attitudes to enhance employability. To achieve the school, aim the 8 Gatsby benchmarks will be at the core of all our careers education, information, advice & guidance and applied appropriately across all year groups. We aim to provide a world class careers programme that continually evolves. Working closely with the Buckinghamshire Careers Hub and Careers Advisors we aim to provide an excellent careers programme.

5.0 Outcomes

Aylesbury UTC works to achieve the eight Gatsby benchmarks, it is recognised that monitoring of activities and outcomes, with continuous improvement is essential to keep up with the changing career landscape. It is recognised that there is more funding resources required to meet the professional personal guidance for all students in GBM 8.

The eight benchmarks are:

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

6.0 Implementation of Careers Education Information, Advice and Guidance (CEIAG)

Curriculum/Teaching Learning and Assessing

Teaching staff contribute to the delivery of CEIAG through:

- The delivery of careers PSHCE lessons running through Year 10 & 11 details of lessons can be found on the school website under PHSE Curriculum Intent .
- Pastoral Programme for individual needs.
- Mentoring programme by Careers Accelerator.
- Employability skills, interests, qualities and experience are identified and targeted through Next Steps meetings and UNIFROG targeting.
- Form tutor and pastoral support for learners in preparing students for their next steps. Learners are aware, monitor and review their individual targets and target setting
- All subjects are encouraged to embed careers into the curriculum – this is recorded on Compass+

Support staff contribute to the delivery of CEIAG through:

- Logging all Employer Engagements and Higher Education activities on Compass+
- Ensuring that learners and families receive information regarding vacancies, career and further / higher education opportunities. Through Social Media, Teams, Email and Newsletters.
- Share and celebrate career activities with the community through the newsletter and website.
- Liaise with all staff including specialism teaching staff, HEAD of SEND, students and parents the schedule Next Steps appointments. Share when Professional Guidance appointments are arranged.
- Verify and log all work placement activity for all students.

Careers Lead contributes to the delivery of CEIAG through:

- Completing Careers Leader training to ensure that the Careers Leader role is delivered within the school
- Striving towards providing accessible, professional, impartial 1:1 careers guidance interviews.
- Develop and deliver the Careers Plan, using The Careers & Enterprise Company's Compass +
- Support to curriculum and pastoral staff by delivering careers and progression sessions
- Develop and deliver annual drop down careers and employability events across the school
- Organise Higher Education, Apprenticeship and workplace sessions / visits.

7.0 Partnership Work

Aylesbury UTC will continue to work with a range of partners to assist in the delivery of CEIAG and labour market information including our employer sponsors and partners, local and national employers, charitable organisations, recruitment consultants, apprenticeship employers, alumni and professional bodies. We work closely with the Enterprise Coordinators and Advisors at the Bucks Skills Hub and support the development of schools within the Buckinghamshire Careers Hub. Continue to maintain good relationships with Training Providers such as Study Higher, National Citizens Scheme (NCS), Talent Foundary, Barclays Life Skills.

8.0 Quality Assurance

Stakeholder feedback including from students, parents, employer partners, is key to the development of the service and is obtained through evaluations after 1:1 guidance, group work, talks, events and activities. Survey feedback forms via Microsoft forms part of our Quality Assurance measure and consequently influences the development of our careers provision at school. We receive feedback from employer partners and providers after events in order to improve sessions the following year. We also obtain feedback on our careers provision every other year from our parents and staff. Students complete an annual Careers survey which informs developments within the program. We audit our careers provision across the school on a termly basis so that we are aware of the activities taking place and this is tracked on a pupil level on Compass+. Analysis of Compass+ then informs us of areas to develop within the program.

9.0 Destinations

Intended destinations

We support Buckinghamshire County with the completion and return of Year 11 'What Next Forms' to inform intended destinations. Individual student meetings with CL take place with each Year 11 and 13 students to ensure that they have a place for the following September. If a student does not have an accepted place, this will be followed up by the Head of School to ensure no NEETS. If a student wishes to leave in Year 12, an alternative provision must be obtained before they leave the support of Aylesbury UTC.

Actual destinations

The CCIS Manager at Buckinghamshire County Council is responsible for the collection of Year 11 County destination data which is provided to the school each December. The school also collects more detailed data on 3 years of leavers (Year 11 and 13) destinations by emailing a Microsoft Form to families and students once a year. Destinations are tracked annually and reports given to CL and SLT and Trustees to analyse and incorporate into self-assessment reports. UCAS and LinkedIn are also used to track specific student destinations.

10.0 Review

The school CL and SLT will report feedback to the Executive board. The Careers Policy will be reviewed for a the stable career programme every 3 years. Following the PLAN DO CHECK ACT circular review process along with ISO 90001:2018 guidelines. If a significant change occurs with the provision of education at Aylesbury UTC or change in government policy, then the Careers Policy will be automatically reviewed. The current Careers Policy will be made available on the Careers Programme page on the school website and shared with the Buckinghamshire Careers Hub.