

Careers Policy

September 2023

‘Because Children Deserve Better’

Reviewed By: Michael Smith – CEO
Approved By: Kathryn Parkinson – COO
Responsible Person: Lorraine Bowman, Director of Education
Policy Number: 1:7 V1
Date: September 2023
Next Review Date: September 2025

Purpose

Pivot Academy is committed to raising aspirations, challenging stereotypes and inspiring students to achieve their full potential. Pivot Academy is committed to our statutory duty to provide CEIAG to our students and to ensuring that all students have access to impartial and inspirational careers information, advice and guidance.

This policy is based on the most recent CEIAG review and written in light of new statutory guidance for governing bodies, school leaders and school staff published by the DfE and non-statutory guidance "Careers Guidance and Inspiration in Schools". National Careers Council advice has also been used to ensure the Trust's provision for CEIAG is meeting or exceeding national standards and recommendations.

This policy has been produced in accordance with the Equality Act 2010 and the Special Educational Needs Disability Act 2001, the SEND Code of Practice 2014 and the Children and Families Act 2014. It has been reviewed in accordance with all other school policies and related Acts.

Key Aims and Objectives

The schools' aim to prepare all students for their futures by providing independent information, advice and guidance, thus ensuring successful progression to Further and/or Higher Education, training and work (including apprenticeships). Our model for CEIAG is based on the Gatsby Benchmarks and the Association for Careers Education and Guidance (ACEG) Framework for Careers and Work-Related Education. These objectives underpin the quality of our provision in school.

Our Aims:

- To develop students' self-awareness: a greater understanding of their strengths, current limitations, personal qualities, interests and values
- To encourage and support career exploration and research through both enrichment and curriculum-based classroom/group work activities, one-to-one guidance interviews, interactive careers media and online tools, access to a careers information library and resources, working with employers, visiting speakers and work-related activities delivered by representatives from industry
- To provide work related learning and increased exposure to a range of life-long learning and career opportunities in order to enable students to make effective decisions about their future
- To develop skills and professional ethics to meet the demands of a changing work environment
- To embed all of the above, increasing students' confidence, resilience and skills in managing their career journey, including any transition points from secondary education to further/higher education and entry to work or apprenticeships

Leaders for CEIAG (Careers Leaders)

Careers Leaders will ensure that correct procedures are followed and that all students, parents or professionals involved have fully understood each school's role and what strategies will be implemented. Careers Leaders will ensure the schools have an appropriate policy for CEIAG.

Careers Leaders will conduct an audit of careers provision and ensure that each school works towards the Gatsby Benchmarks, in accordance with the DfE statutory guidance. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/748474/181008_schools_statutory_guidance_final.pdf

Careers Advisor: The Academy has a Careers Advisor from U-Explore, whose responsibility it is to work across the schools, in partnership with the Careers Lead, to facilitate impartial careers guidance interviews for students, resulting in a personalised Careers Action Plan.

All staff, as part of learning time, deliver CEIAG. There is also an expectation that CEIAG is woven through all curriculum areas. Many aspects will also be delivered in breakfast and nurture time, intervention time and school drop down days. Hence all staff are responsible for signposting students to where they can get further information, advice and guidance.

The Careers Lead for CEIAG has responsibility for updating Senior Leaders with the CEIAG policy and ensuring that school staff follow statutory guidelines. They will ensure that sufficient time and resources are allocated to CEIAG to fulfil the policy and ensure that value for money is being achieved.

Craig McElhatton (Pivot Academy Kirklees) has overall responsibility for Careers across Kirklees.

Cheryl Lotherington (Pivot Academy Leeds East) has overall responsibility for Careers in Leeds.

Provision

Pivot Academy is committed to ensuring that students gain stimulating and inspiring information about a wide range of career pathways directly from employers. All aspects of the curriculum are developed to ensure that students are inspired to aim high and enter the full range of professions and careers.

Pivot Academy consciously works to prevent all forms of stereotyping in the advice and guidance provided, to ensure that students from all backgrounds and diversity groups consider the widest possible range of careers. The Academy ensures that disadvantaged students, those with Special Educational Needs and Disabilities have early careers interviews to ensure sufficient planning and transition for their next step.

Careers education is embedded in the curriculum and within enrichment activities. This is also achieved through engagement in education schemes and through employer and careers fairs. All curriculum areas provide careers information and education and industry-related knowledge, and help students think about the skills that can be applied in different jobs.

Pivot Academy provide careers information and education and access to careers software and websites. All Post 16 providers are actively encouraged to attend showcase events to ensure a fair coverage of all available routes and qualifications.

Pivot Academy is committed to ensuring that vocational training and apprenticeships are promoted effectively through all aspects of CEIAG provision. Pivot looks to provide work related learning opportunities to equip students with first-hand knowledge and experience of the world of work. A range of opportunities are provided that expose students to real world situations and enable them to develop a wide range of skills, sector-based knowledge and attitudes required in the labour market. These include Enrichment Days, Careers Marketplace and STEM activities and College and University taster days.

Work Experience

Work experience that is well planned and well organised has an important role in developing a student's personal and social skills and providing them with opportunities to learn directly about the world of work, some students may benefit from having a work placement embedded as part of their timetable. In these cases, discussions between the pupil, parents/carers and

the school would need to take place before a timetable could be changed to include a long-term work placement.

Aims and Objectives

The aim of a work placement is to prepare students for the opportunities, responsibilities and experiences of adult life. Objectives include:

- Gaining experience of the world of work in becoming better prepared for the transition from education to work
- Finding out about how the world of work differs from school
- Introducing students to the knowledge and skills of a particular occupational area;
- Developing employability and key skills
- Improving attainment in individual subjects by making learning more relevant and relating subjects to the world of work
- Providing a useful insight into factors which may inform career planning and individual targets

Health and Safety

Pivot Academy aims to develop students' understanding of health and safety prior to undertaking a work placement by effective preparation and support. These opportunities reinforce that learning, as students on work placement have a duty of care for their own health and safety, as well as that of others who may be affected by their actions. All accidents must be reported. Pivot Academy will ensure that a planning visit to the work placement is undertaken beforehand and that all relevant health and safety paperwork is completed.

Safeguarding procedures are followed to ensure that all work placements are appropriate and safe for students.

Appendix to Careers Policy

Pivot Academy: Provider Access Policy

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Student Entitlement

Students in years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides 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 evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

Management of Provider Access Requests

Procedure

A provider wishing to request access should contact:

Helen Jones (**Pivot Academy Leeds East**)

Telephone: 0113 320 4069; Email: helen.jones@pivot-group.co.uk

Rosie Wood (**Pivot Academy Kirklees**)

Telephone: 07596598985; Email: rosie.wood@pivot-group.co.uk

Opportunities for Access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents:

	Autumn Term	Spring Term	Summer Term
Year 8	<ul style="list-style-type: none"> • Careers Fair with providers and parents • Mock Interviews • Life skills- assembly and tutor group opportunities 	<ul style="list-style-type: none"> • Careers Week • Life skills- assembly and tutor group opportunities 	<ul style="list-style-type: none"> • Life skills- assembly and tutor group opportunities
Year 9	<ul style="list-style-type: none"> • Careers Fair with providers and parents • Mock Interviews • Careers event held by external provider • 'Speed Networking' event with providers and 	<ul style="list-style-type: none"> • Careers Week • National Apprenticeships Week • X10 Challenge • Life skills- assembly and tutor group opportunities 	<ul style="list-style-type: none"> • KS4 Option Event • Life skills- assembly and tutor group opportunities • Enterprise Activities

	employers <ul style="list-style-type: none"> Life skills- assembly and tutor group opportunities 	<ul style="list-style-type: none"> Taster Sessions Option Events and Parent Consultation Day 	
Year 10	<ul style="list-style-type: none"> Careers Fair with providers and parents Mock Interviews Life skills- assembly and tutor group opportunities Business Talks and Hot Spots FE/HE Visits 121 Independent Careers Advice 	<ul style="list-style-type: none"> Guest speakers Taster sessions Careers events Life skills- assembly and tutor group opportunities Taster Sessions Option Events and Parent Consultation Day 	<ul style="list-style-type: none"> Life skills – assembly and tutor group opportunities Ask Programme Careers Fair Enterprise Activities
Year 11	<ul style="list-style-type: none"> Careers Fair with providers and parents Mock Interviews Post 16 taster sessions Life skills- assembly and tutor group opportunities Business Talks and Hot Spots FE/HE Visits 121 Independent Careers Advice 	<ul style="list-style-type: none"> Post 16 taster sessions Careers fairs KNH PAP visit Life skills- assembly and tutor group opportunities Taster Sessions Option Events and Parent Consultation Day 	<ul style="list-style-type: none"> University Campus visit Ask Programme, including mock interview sessions Post 16 Parents evening Life skills- assembly and tutor group opportunities Enterprise Activities
Year 12	<ul style="list-style-type: none"> Careers Fair with providers and parents Mock Interviews Post 16 taster sessions Life skills- assembly and tutor group opportunities Business Talks and Hot Spots FE/HE Visits 121 Independent Careers Advice 	<ul style="list-style-type: none"> Post 16 taster sessions Careers fairs KNH PAP visit Life skills- assembly and tutor group opportunities Taster Sessions Option Events and Parent Consultation Day 	<ul style="list-style-type: none"> University Campus visit Ask Programme, including mock interview sessions Post 16 Parents evening Life skills- assembly and tutor group opportunities Enterprise Activities

Please speak to our named careers contacts, Helen Jones (Pivot Academy Leeds East) helen.jones@pivot-group.co.uk or Rosie Wood (Pivot Academy Kirklees) rosie.wood@pivot-group.co.uk to identify the most suitable opportunity for you.

The school policy on safeguarding [Safeguarding & Care | Pivot Group \(pivot-group.co.uk\)](https://www.pivot-group.co.uk/safeguarding) sets out the school's approach to allowing providers into school as visitors to talk to our students.

Premises and Facilities

The school will make the classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Lead or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with our careers contacts.

Approval and Review

Approved: September 2023

Next Review: August 2025

Name: Michael Smith

Position: CEO - The Pivot Academy

Date: 08.09.23

Signature:

