



## Co-op Academy North Manchester

<b>Name</b>	<b>Careers Education Information Advice and Guidance Policy</b>
<b>Approved by</b>	<b>Governors – Community Committee</b>
<b>Policy Created</b>	<b>March 2015</b>
<b>Review</b>	<b>3 years</b>
<b>Update Approved</b>	<b>September 2019</b>
<b>All policies are available to stakeholders either on the Academy website or upon request from the Academy's Main office.</b>	

### Careers Education Information Advice and Guidance Policy

#### **PRINCIPLES**

##### Statutory Duty for Schools & Academies

From January 2018, it became a requirement for the school to work towards achieving the Gatsby Benchmarks for careers, as set out in the DFE document, and as a result, the academy now maps its provision against this and ensures that these Benchmarks are being met.

##### **Rationale for Careers Education Information Advice and Guidance (CEIAG)**

Careers Education, Information Advice and Guidance makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life, in order to help them make a successful transition to adulthood:

- Preparing students for the opportunities, responsibilities and experiences of life
- Supporting young people to achieve their full potential
- Empowering young people to plan and manage their own futures
- Providing comprehensive information on all options, including apprenticeships
- Raising aspirations
- Promoting equality, diversity, social mobility and challenges stereotypes
- Enabling young people to sustain employability and achieve personal and economic wellbeing throughout their lives
- Developing an understanding of labour market information

#### **Purpose**

The Academy is committed to career learning and development and it intends to fulfil its statutory obligations. It supports the Academy's overall vision to ensure that students can go on to lead both 'happy and successful lives' and is linked to the Academy Development Plan. Governors and senior leaders have a key role in developing and approving the policy and this process ensures a high profile and a secure place for CEIAG within the school curriculum. All CEIAG activities adhere to the principles of equality and health & safety policies.

#### **Commitment**

The Academy is committed to providing all its students with a planned programme of careers education activities throughout their school career, with opportunities at key transition points to access impartial information and expert advice and guidance.

It is also committed to maximise the benefits for students by using a whole school approach involving parents/carers, external IAG providers, employers and other local agencies and The Trust. It is committed to providing a planned programme of impartial careers education and information, advice and guidance (CEIAG) for all learners in year 7-11.

We also follow best practice guidance from the careers' professional, and other expert bodies. The

Academy is also committed to working towards IAG Awards and also follows the Gatsby Benchmarks;

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

### **1. Management**

CEIAG is overseen strategically by the Assistant Vice Principal, who works in collaboration with the Head of CEIAG to ensure that the necessary outcomes are delivered. They review and evaluate the provision with all stakeholders including young people and the external services, taking into account the academy's destination measures.

The academy also has a STEM coordinator who oversees the STEM provision across the academy.

### **2. Pupil needs and entitlement**

2.1	There is a planned programme of learning experiences with learning outcomes for Year 7 to Year 11 which enable young people to: <ul style="list-style-type: none"><li>• Develop themselves through career and personal development education.</li><li>• Learn about careers and the world of work, undertake a work experience placement in Year 10</li><li>• Develop career management and employability skills</li><li>• Participate in Enterprise sessions and STEM activities</li><li>• Have a one to one careers interview to plan and identify next steps of their futures</li><li>• Understand different post-16 offers including apprenticeships</li></ul>
2.2	The careers programme is designed to meet the needs of pupils. Activities are differentiated and personalised to ensure progression in their career. Learning and development to strengthen their motivation, aspirations and attainment at school. Activities are mainly embedded through assemblies, form time, visits and drop down days.
2.3	Elements of the above will require access to individual information advice and guidance through, internal staff, external visitors and mentors to help engage, aspire and motivate students.
2.4	Careers information is available in the main careers room located where the Head of Careers is able to offer advice and guidance, school website and in the library, the resources are maintained by the Head of Careers and through accessing other external professionals.
2.5	Pupils with SEND will have full access to careers education with appropriate modifications. Best practice will be used to inform our practice.

### **3. CEIAG Objectives**

All CEIAG will cover the Gatsby Benchmarks which include a stable careers programme, learning from career and local labour market, addressing the needs of each pupil, a curriculum linked to careers, encounters with employers and employees, experience of work place, encounters with FE and personal guidance.

3.1	<p><u>By the end of Key Stage 3 students will have had an opportunity to:</u></p> <ul style="list-style-type: none"> <li>• Consider their skills, interests and academic strengths</li> <li>• Understand options choices available at Key Stage 4 and begin to explore those beyond post 16</li> <li>• Had the opportunity to discuss options individually with staff</li> <li>• Understand the importance of making well informed realistic decisions</li> <li>• Access careers information in the careers room and using Kudos</li> </ul> <p>And also to engage in at least one of the following:</p> <ul style="list-style-type: none"> <li>• STEM activity</li> <li>• Enterprise activity</li> <li>• External Visits activity</li> <li>• Entitlement for apprenticeship education as outlined in the Baker clause</li> </ul> <p><u>By the end of Key Stage 4 students will have had the opportunity to:</u></p> <ul style="list-style-type: none"> <li>• Consider their skills, interests, qualities and academic strengths</li> <li>• Had the opportunity to take part in work experience</li> <li>• Participate in a Mock Interview</li> <li>• Attend careers fairs and employ</li> <li>• Get information on higher education and apprenticeships</li> <li>• Understand post 16 options</li> <li>• Get independent an impartial information, advice and guidance</li> </ul> <p>And also to engage in at least one of the following:</p> <ul style="list-style-type: none"> <li>• Enterprise Activities</li> <li>• STEM</li> <li>• External Visits</li> </ul> <p>The academy will adopt the Gatsby Benchmarks (see DFE guidance paper)</p>
3.2	<p>The academy will provide resources for the success of this policy through securing:</p> <ul style="list-style-type: none"> <li>• Student, parent/carer and staff access to information</li> <li>• Designated space for individual, group and research sessions</li> <li>• Materials from employers, colleges and training</li> <li>• Dedicated link Governor</li> <li>• Parents Evenings</li> <li>• Careers Fairs</li> <li>• External Speakers</li> <li>• Work Experience</li> <li>• Enterprise Activities</li> <li>• Work with the sponsor and the Trust</li> <li>• Entitlement for apprenticeship education as outlined in the Baker clause</li> </ul>
3.3	<p>Funding is allocated in the annual budget planning round in the context of the whole school priorities and particular needs in the CEIAG and enterprise areas. The AVP and Head of Careers are responsible for the effective deployment of resources.</p>
3.4	<p>Staff training needs are identified in conjunction with the AVP responsible for CPD</p>
3.5	<p>In addition to the above, the academy also fulfils the expectation that Apprenticeships information and education will be made available to pupils as per the Baker clause</p>

#### 4. Partnerships

The policy recognises the range of partners that support the CEIAG offer within our school/academy. These include:

- formal arrangements with our external provider of careers guidance and others
- liaison with post 16 providers and higher education institutions, such as the excellent partnership with The Manchester Metropolitan University
- Governors (a local authority and a MMU Governor)
- employers and training providers

- parents and carers
- others specific to our school/academy
- Local authority (Destination Measures and 'Curriculum for Life')
- Greater Manchester Higher
- The Academy Trust and its Sponsor, the Co-op Group

#### **Approvals and review Approvals and review**

5.1	This procedure is reviewed in discussion with staff and external partners and key priorities for action are identified and included in the school improvement plan.
5.2	The Partnership agreement with the external professional providers are reviewed termly by the AVP and Head of Careers. The programme

<b>Responsibility</b>	
Responsible staff	Ms L Parkinson
Policy Adjustment	Assistant Vice Principal
Approving Body	SSC committee

Here at Co-op Academy North Manchester, our vision and values of Trust, Respect and Commitment, along with our collective statement of 'working together for the best in everyone' is at the heart of our careers offer. This ensure that our pupils are better informed to choose the career path which is right for them. We are committed to ensuring that our pupils have the highest aspirations and expectations of themselves and that they develop skills that are needed for the next steps of their journey, both throughout the key transition points in school, as well as transition to KS5. All young people in our academy experience our careers offer which is underpinned by the Gatsby Charitable Foundation's Benchmark.

Leaders and staff work effectively with pupils across the academy to provide a high quality carers provision and to also fulfil their legal duty to ensure that independent careers advice and guidance including information on apprenticeship and technical courses, is included in the offer. Pupils are aware of who it is that they should speak to regarding careers provision and the academy has a lead staff member in charge of careers, Mrs L Parkinson. Careers are spoken about in a range of settings: assemblies, form times and throughout subject curriculum areas. Leaders provide an energy and commitment to excellent careers provision across the school. The academy is proud to have an increased number of pupils accessing apprenticeships, sixth form colleges and schools and destination measures provide clear evidence if the success of the strategy.

The academy collates relevant impact data which is relevant to the careers provision and is relevant to the careers provision and is also working towards the quality careers standard. We are part of many partnerships with a range of external agencies. Labour market data has been used to consider which areas we might wish to increase our offer in, for example, job roles in digital.

Our careers programme actively seeks to raise aspirations and challenges stereotypical thinking by ensuring that initiatives are promoted to all. The academy works with a number of different organisations who all contribute to our careers offer, for example, The Co-op group, The Co-op Academies Trust, MUFC Foundation. The Manchester Metropolitan University and Greater Manchester Higher. We ensure that by the age of 14, every pupil has had the opportunity to learn how different STEM subjects help people to gain entry across a range of careers and our approach is supported by a number of external organisations, such as the Manchester Metropolitan University. The academy has also appointed a HABL STEM coordinator who focuses on providing a range of opportunities outside of the classroom based curriculum.

The academy has demonstrated its commitment to a rich careers offer by appointing a link governor for careers education who also works in the Higher Education sector. They provide support and opportunities for pupils at the academy.

Throughout their time at the academy, pupils have multiple opportunities to learn from employers about the world of work. This is through a range of enrichment activities including; visiting speakers, mentoring and

additional trips and visits, as well as through the taught curriculum time. Every pupil also has work experience opportunities in Year 10.

As the academy has excellent links to post-16 providers, colleges and Universities, every pupil has the chance to explore what it is like to learn in this environment. In addition to this, the academy is part of the Co-op Academies Trust whose sponsor, The Co-op also provides a number of different apprenticeships giving pupils the chance to find out more about this route, as well as working with other providers.

Every pupil in the academy has at least one careers interview by the age of 16 with an external provider at an appropriate level. A careers drop-in service is also available to all pupils, and the academy offers mock interviews with individuals from businesses and access to a careers fair during their time at the academy.

The school is made available during parent/carer evenings for local post-16 providers to come to discuss their post-16 offer. Providers leave copies of their prospectus or other course literature which we display in our careers area and these are available to pupils during the day.

## Overview of Our Careers Offer by Year Group

### **Universal Offer**

The academy has universal provision for all pupils, as well as opportunities which are tailored to specific year groups.

### **Where should I go for Careers advice?**

There is a dedicated **Careers Space** situated close to Ms Parkinson's learning area where you can find a range of resources related to careers. The careers advisor is also present to offer independent, up-to-date advice in this area at lunchtimes throughout the week. In addition to this, there are a selection of careers resources and prospectus in **The Library** and a variety of careers related displays around the academy.

If you want to discuss any aspect of work experience or wish to find out more about your appointment with the careers advisor, then Mrs Hallas can support you with this in the **General Office Space**. Parents/carers wishing to find out more should email Mrs Hallas who will be able to direct their enquiry appropriately.

You may also wish to discuss careers with the academy SENDCO, Mrs Lea. She is also available in the LSU area or by contacting the academy.

### **I am a parent/carer who wishes to give a Careers Education talk. Who should I speak to?**

We are always grateful for external support with the careers programme and work well with a range of outside agencies and providers. If you wish to discuss a potential offer of support, then please email Mrs Hallas who will be able to direct your enquiry to the correct person.

We are not always able to take up all offers of support, however, we are grateful to receive these.

### **How will I receive careers education in school?**

The academy offers a range of different careers experiences and often, you may not realise that you are developing careers experience even though you are, for example, any opportunities which develop skills of reasoning, problem solving, cooperation and communication are all important within a rich careers curriculum.

Opportunities across the curriculum involve: Dedicated sessions in PSHE lessons, Drop-down days/events, Enterprise events, Assemblies with visiting speakers, Mock interviews, Work experience, UCAS support for post16 applications, Careers Library and other online resources, options evenings and other opportunities.

The University of Manchester Gateways Programme allows learners in Years 7-11 to participate in a series of academic enrichment and higher education (HE) awareness activities. Throughout this programme, pupils can find out more about University life, higher education and courses and they also have the opportunity to develop a range of skills that will aid success at GCSE and beyond.

### **Is there any help online?**

There are a range of online websites which you may wish to look at in order to support you in finding the right career path for you. These include:

**National Careers Service:** <https://nationalcareersservice.direct.gov.uk/home>

This website provides information and guidance including job profiles, skills check and an overview of a range of courses and learning providers.

**Apprenticeships:** <https://www.gov.uk/topic/further-education-skills/apprenticeships>

This website provides information on how to become an apprentice and tells you more about what apprenticeships are.

**High Fliers:** <http://www.highfliers.co.uk/>

This is a researcher company who produces a report called 'The Graduate Market'. This provides you with a list of graduate starting salaries and another report called 'The UK Graduate Careers Survey' provides you with an overview of the jobs available to graduates.

**UCAS Website:** <https://www.ucas.com/careers-advice>

You will use this website to submit your post-16 application forms to particular colleges and post-16 providers, however, the website also has information supporting the exploration of different jobs and pathways to your career, alongside FAQs on apprenticeships.

	Year 7	Year 8	Year 9	Year 10	Year 11
Autumn Term	'Who am I?' Curriculum 'Our Way' Programme Launch	'Just a Drop' Campaign 'Who am I?' Curriculum	Social Action Projects Co-op Employability Workshops MUFC Enterprise Day Careers Interviews	Careers Interviews Business Enterprise Workshops Learn to Earn Event	Mock Interviews Careers Assemblies – Post 16 options (Including Apprenticeships) Training provider and College Visits
Spring Term	'Our Way' Programme Careers Assembly Careers Week events STEM Challenge	'Just a Drop' Campaign 'Who am I?' Curriculum Options Evening Event Careers Assembly Careers Week events Introduction to Apprenticeships	Social Action Projects Options Interviews My Perfect University Inspirational Women Event Careers Assembly Careers Interviews Careers Week events Medical Mavericks	Careers Interviews Inspirational Women Event Careers Week events Work experience assemblies Enterprise Challenge Apprenticeship Talks	Careers Assemblies – Post 16 options (Including Apprenticeships) Training provider and College Visits Careers Week events
Summer Term	'Our Way' Programme Our Town Hall Project	'Just a Drop' Campaign 'Who am I?' Curriculum STEM Challenge	Social Action Projects Key 103 Bus BAE Systems RAF STEM event Careers Interviews Medical Mavericks RICS Surveying RAF STEM Event Business Enterprise MMU Apprenticeships Talks	Work Experience Careers Interviews Careers Assemblies – Post 16 options Prefect Interviews Apprenticeship Talks Explore Geography event Jaguar Landrover Careers Talk Enterprise Challenge	NCS Drop-in sessions Apprenticeship Talks

## Baker Clause

### **Introduction**

This policy statement sets out Co-op Academy North Manchester arrangements for managing the access of providers to pupils at the Academy for the purposes of giving them information about the provider's education or training offer.

This complies with the legal obligations under Section 42B of the Education act 1997 (the 'Baker Clause').

### **Student entitlement**

Students in years 8 – 11 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 evening's, 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.**

Any provider wish to request access to Academy should contact [enquiries@northmanchester.coop](mailto:enquiries@northmanchester.coop)

(Labour Market information for all areas can be found on the National Careers Service Website)

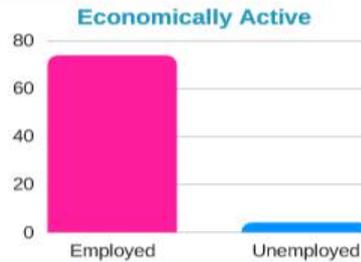
## Labour Market Information



### Manchester, Staffordshire, Cheshire and Warrington

#### Employment

**74%** of people in this area are employed. Lower than the UK average of **75.3%**.



#### Unemployment

**4.1%** of people in this area are unemployed. Lower than the UK average of **4.3%**.



The average income is **£30,760** a year



On average people in this area work **31** hours a week



Out of 12 regional areas, this area is the **5th** most productive

#### Growth in the Manchester, Staffordshire, Cheshire and Warrington area



**+62,000** jobs by 2022 in this area

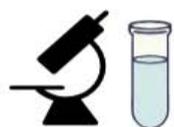
#### Sectors set to grow

- Education
- Construction
- Business and Media
- Health and Social Care

## Where are the most jobs now?



Education



Science and Technology



Health and Social Care



Finance and Accountancy

*\*LMI obtained from the Office for National Statistics and Gov.uk. Last updated April 2018*