



MANCHESTER  
HEALTH ACADEMY

# **MANCHESTER HEALTH ACADEMY**

CAREERS POLICY

2020-2021

## CAREERS POLICY

<b>Date approved:</b>	October 2020
<b>Approved by:</b>	Kevin Green, Principal
<b>Signed:</b>	
<b>Review date:</b>	October 2021

## 1. Purpose

Manchester Health Academy is fully committed to ensuring that all of our students acquire the skills, knowledge and attitudes to manage their learning and career aspirations. Ultimately, we work towards them becoming independent and productive adults who achieve their full potential. We aim to do this through our Aspiration programme.

Our Aspiration programme provides high quality advice and guidance, ensuring that students are informed of the range of options available to them at key transition points and in future careers, and that they are supported during the decision-making process.

Students' progress from Manchester Health Academy to a range of destinations. We seek to ensure that students have high aspirations, and that guidance is impartial and tailored to individual needs. We seek to inform parents of labour market information and to provide them with knowledge of the choices available to their children.

We respect the right of students to choose from a range of pathways. Year 11s may choose to continue their education at our school, or move to another school or Further Education college, specialist provision, or into an apprenticeship.

We recognise the importance of students developing strong interpersonal and communication skills; including that of oracy, as these are vital skills for entering the workforce. We also aim to develop our students' cultural capital, so that they have social mobility and are never disadvantaged by social situation.

The Department for Education's Careers Strategy was published in December 2017. It set out a series of measures to improve careers guidance in England, including new benchmarks for careers education and instigating the requirement to have a named Careers Leader in every school. We are committed to providing a reviewed and evaluated programme of careers education from Years 7 to 13, which meets the eight Gatsby Benchmarks for careers guidance:

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 (Gatsby Foundation, 2014).

We adhere to the Department for Education guidance, 'Careers guidance and access for education and training providers' (DfE, October 2018), which stipulates that all schools must allow other educational providers access and that we must publish a provider access policy.

# Careers Education, Information, Advice and Guidance and Employability Learning Policy

## Introduction

Through a planned programme of activities, Careers Education, Information, Advice and Guidance (CEIAG) and Employability skills, Manchester Health Academy seeks to help all students take their place as suitably qualified and responsible adults within society. The focus is upon career and option choice, raising the aspirations and achievement of individual students and equipping them with skills, attitudes, knowledge and understanding as a foundation for managing their lifelong career and learning.

The principles of our approach are:

- Providing a planned programme of activities to which all students from Years 7 – 11 are entitled which will help them to plan and manage their careers.
- Providing IAG which is impartial, unbiased and is based on their needs.
- Ensuring that the CEIAG and Employability programme follows local, regional and national frameworks for good practice and other relevant guidance.
- Working in partnership with local education and training providers to ensure all students access education, employment or training at the relevant transition points

The eight Gatsby benchmarks of good career guidance:

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.

## Links with other policies

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for teaching and learning, assessment, more able learners and SEND. The policy must be considered alongside the Provider Access Policy (Appendix 2).

## Entitlement

Students are entitled to CEIAG which meets professional standards of practice and is both personalised and impartial. It is integrated into students' experience of the whole curriculum and based on a partnership with students and their parents or carers. The programme is structured to meet the Gatsby Benchmarks of good Careers education, raise aspirations, challenge stereotyping and promote equality and diversity.

The careers programme is designed to meet the needs of the students at Manchester Health Academy to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. The primary aims of the Careers Education and Guidance programme are to:

- Help young people develop an understanding of their own and others' strengths, limitations, abilities, potential, personal qualities, needs, attitudes and values
- Help young people investigate opportunities for further learning and employment, make decisions and manage transitions across key stages
- Ensure that, wherever possible, all young people leave the school with employment, further education or training

CEIAG at MHA aims to provide students with the skills, knowledge and understanding to support the 3 core aims of the CDI framework for careers, employability and enterprise education:

- Developing yourself through careers, employability and enterprise education ☑ Learning about careers and the world of work.
- Developing your career management and employability skills.

The CEIAG programme provides pupils with a wide range of experiences to help them progress effectively through their education and on to successful careers. The intended career learning outcomes for students are based on the National Framework and can be found embedded in the Statement of Entitlement (Appendix 1).

#### **Assessment**

Through evaluation following career-related events we assess whether students have achieved these aims. Aims and objectives are shared in PSHE Careers lessons and revisited at the end of lessons to assess whether they have been achieved.

#### **Implementation: Management**

Responsibilities are spread between the Vice Principal with oversight of CEIAG, Sarah Murdoch and the Careers Advisor/Careers Lead, Lisa Hutchinson. They plan, co-ordinate and evaluate the careers programme. All subjects have a focus on and link to career development and employability learning.

#### **Implementation: Staffing**

All staff contribute to CEIAG through their roles as form tutors and subject teachers. Careers information is available in the Careers Room.

#### **Implementation: The CEIAG Programme**

The careers programme includes careers events (within the school's Aspiration programme), tutor time careers sessions, career guidance activities (group work and individual interviews), employability learning (including 1 week of work experience in Year 10). Other focused events, including an in-house careers fair for Years 9,10 and 11, higher education and apprenticeship assemblies in Years 10 and 11.

All students will be offered comparable virtual careers events if circumstances beyond our control prevent or limit access to face to face activities.

All students receive at least one careers interview with the Careers Adviser during KS4 and additional intervention strategies, such as one-to-one support from the Careers Leader, are introduced for those students who may find processes such as securing college, apprenticeship or employment placements particularly challenging. The Careers Adviser is central to providing guidance to students on routes beyond school and those students who are unsure of their

destination after Year 11 are given further support in groups or as individuals to provide the best possible guidance. All students are given the opportunity to request an additional careers appointment with an independent careers adviser.

Careers Education helps young people to develop the knowledge and skills they need to make successful choices, manage transition between key stages and transition between education and the world of work.

### **External Partnerships**

The school employs an impartial careers Adviser who is qualified in Careers Guidance (level 7)

The academy works with the Enterprise Adviser from the Careers and Enterprise Company to make links with business. Firm links have been established with a range of employers, particularly through the provision of work placements within applied courses; all Year 10 students undertake work placements. Employers visit the school to run work-related activities with pupils and to speak to pupils about a range of employment sectors.

Apprenticeship information is shared with students via assemblies and the careers advisor. In addition, employers offering apprenticeships visit the school to facilitate work-related learning and speak to pupils about opportunities within their companies and sectors.

Strong links also exist with universities, further education colleges, apprenticeship providers and training providers, who often come into school to speak with pupils. Any provider wishing to request access should contact the Careers Leader in the first instance (Provider Access Policy – Appendix 2).

### **Monitoring, review, evaluation and development of CEG**

Our partnerships are reviewed regularly. The following provision is reviewed by the Vice Principal with oversight of CEIAG:-

- Annual review of partnership activities with the Prospects Service.
- Review of all careers events.
- Feedback on the effectiveness of the CEIAG programme is sought through student focus groups. Resulting action points then feed into the following years' planning process to ensure they are addressed.
- Review of the school's adherence to the Gatsby Benchmarks through Compass, an online self-evaluation tool for schools.

## **Employability Learning and Careers Education, Information and Guidance**

### **Statement of Entitlement**

As a pupil at Manchester Health Academy, you are entitled to receive a programme of work related and career related learning, careers information and impartial advice and guidance. This is designed to help you to recognise and develop your skills and abilities, know what opportunities are available in the world of work and to make plans to help you achieve your education and career goals.

At all Key Stages you can expect to: -

- access a planned programme relevant to your year group
- access a qualified impartial and independent careers adviser for personalised advice and guidance
- recognise your likes, dislikes, influences, strengths and preferences in relation to career decisions
- have information about the world of work and how the labour market is changing
- be given information about further and higher education, training and apprenticeships and employment routes
- take part in activities which challenge stereotyping and raise your aspirations
- develop skills and qualities to improve your employability
- develop enterprise skills
- be well prepared for different transitions
- help to develop financial capability skills
- develop and strengthen your personal presentation skills for selection processes
- signposting to relevant up-to-date and impartial sources of careers information and advice
- not have limitations imposed on your aspirations based upon your social, economic or ethnic background.

ALL STUDENTS WILL:

By the end of Key Stage 3:

- begin to develop an awareness of your individual skills, strengths and preferred learning styles in relation to post 16 pathways and future career goals
- be able to access careers resources in the Careers Room
- set targets and review your progress throughout the year
- take part in at least three Aspiration programme events
- receive Careers information and on-going support from staff such as your Tutor
- take part in the options process where you can access information about different curriculum areas and the implications of studying specific subjects in Key Stage 4
- have been given the opportunity to have a meeting with a qualified, independent and impartial careers guidance adviser.

By the end of Key Stage 4:

- experience careers education, focused on your development, labour market awareness, educational pathways and employability skills
- be offered at least one individual appointment with a qualified, impartial careers adviser
- devise an action plan towards your career goals
- have listened to talks on different careers
- have been given the opportunity to speak to representatives from various sectors of the world of work
- have developed financial capability skills
- have produced and reviewed a curriculum vitae
- have written a formal letter, e.g. covering letter
- been given impartial advice and guidance on post-16 education, employment and training and apprenticeship options
- develop presentation and interview skills
- have experienced a mock interview
- be able to access careers information and resources via the Careers Room
- be offered the opportunity to take part in taster days/ sessions
- have visited or spoken to representatives of further or higher education institutions, such as college and universities
- have opportunities to evaluate individual achievements



## **Provider Access Policy**

### **Introduction**

In accordance with the requirements of the Statutory Guidance, 'Careers guidance and access for education and training providers' (October 2018) and the obligations placed upon schools by Section 42B of the Education Act 1997, this policy statement sets out Manchester Health Academy's arrangements for managing the access of education and training providers to pupils at the school.

### **Pupil Entitlement**

All pupils in years 7-11 are entitled to:

- planned careers provision which provides information about the full range of education and training options, including technical and apprenticeship routes, at each transition point
- information from a wide range of education and training providers about the opportunities they offer– through options events, assemblies and aspirations events
- to understand how to make applications for the full range of academic and technical courses.

### **Management of Provider Access Requests**

#### Access Procedure

A provider wishing to request access should contact Sarah Murdoch, Vice Principal or Lisa Hutchinson, Careers Advisor  
Telephone: 0161 998 3992 Email: [admin@manchesterhealthacademy.org.uk](mailto:admin@manchesterhealthacademy.org.uk)

#### Opportunities for Access

- We actively seek to build partnerships with outside agencies, as a means to broaden our pupils' horizons and to provide them with exposure to a range of education and career pathways.
- We would encourage providers to contact Lisa Hutchinson, our Careers Advisor to find a suitable event to access pupils. All events will need a minimum lead time of four weeks.
- We run a wide range of careers and options events throughout the year, and we have the capacity to offer ad-hoc events. We would particularly welcome providers' attendance at year assemblies, where a whole year group is assembled in a hall environment and you can tailor your presentation to specific age-groups. Presentations must be submitted to the academy 48 hours before the planned event.

### **Opportunities for Access**

At Manchester Health Academy, we are committed to providing our young people every opportunity to access the world of work and, with this in mind, we welcome employers, industry representatives and training providers to make contact with us to support our students in their journey to employability. A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

Here are a list of possible activities you could get involved with in our school:

- Work place visits
- Year 9/10/11 Careers Fair
- Careers / Aspire to Be talks
- Work experience placements
- Mock Interview programme
- World of Work events

Please speak to Lisa Hutchinson, Careers Advisor, to identify the most suitable opportunity for you.

### **Granting and refusing access**

Access to students will be appraised on a case by case basis.

### **Resources**

Once visits have been agreed, the Academy will provide appropriate facilities to facilitate the visit, along with any equipment requested by the provider, where it is available. Sessions can be held in different venues according to the number of students and the requirements of the provider. Visits can be in the Assembly Hall and delivered to over 200 students, or sometimes in the classroom with a smaller group.

We are happy to work with providers to provide any resources we can that make their visit possible and we are happy to accommodate those that need to bring extra equipment into the Academy in order to showcase what they do.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception for the attention of Lisa Hutchinson, Careers Advisor who will place the literature in the careers room so it is available to students during the course of or directly after the Academy day.

### **Safeguarding**

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

## **Curriculum Model**

Careers education is delivered through subject areas, in the Ethics subject area, in tutor time activities, via year group assemblies and events and key stage events, as well as whole school activities.

## **Partners**

We work with a range of organisations from the further and higher education sector, training providers and apprenticeship providers. We also have links with a wide and evolving range of businesses in varied sectors. We bring workplace representative into school to provide workplace relevance to our careers activities and to support our vocational and performing arts teaching. We have strong relationships with many businesses, both local and national, and we actively seek new relationships.

As a school with a speciality in performing arts, we have very strong links with practitioners and organise workshops and Careers events which focus on associated careers.

We have developed strong links with GM Higher promoting social mobility and university access. Manchester Health Academy works with the Careers & Enterprise Company, in order to develop enduring links with business.

## **Resources**

There is a well-resourced Careers Room at the academy, with access to the Careers Advisor.

## **Careers Responsibilities:**

Senior Leadership – Sarah Murdoch, Vice Principal

Careers Advisor – Lisa Hutchinson

Governor with Careers Remit – Hannah Lowry

