



Policy Name	Careers and Provider Access
Policy Number	LFTSFQ/0012
Date of Issue	06 November 2019
Author	Michelle Newey
Reviewed by	Michelle Newey
Date of next review	06 November 2020

Notes:

All policies issued across the Trust must be created from this Template

(1) Purpose

Careers Education & Guidance "should prepare students for the opportunities, responsibilities and experiences of adult life" (Education Reform Act, 1988). Its purpose is to enable students to develop a strategy for taking ambitious but realistic decisions about careers and implementing those decisions (CSQA & DU: CEIAG: An Evaluative Framework. DFE 1995). This process promotes equal opportunities and challenges stereotypical attitudes to education training and work because it is inclusive of all students, irrespective of their contexts, needs and interests.

The Careers Guidance in Schools regulations (2013) states that students from Year 8 to 13 are able to access Independent and Impartial Careers Guidance. The Raising of the Participation Age (RPA) states that young people are now required to participate in education or accredited training until their 18th birthday.

Landau Forte Tamworth is committed to enabling students to make well informed, realistic decisions about careers, and raising aspiration. Whilst participating and enjoying academic lessons, students will be encouraged to develop enterprise, employability, practical and social skills with confidence to support their future goals. Landau Forte aims to deliver and promote impartial, individually focused and quality Careers Information, Advice and Guidance (CEIAG), with the aim of enabling students to make well-informed and realistic choices, both now and in the future.

To ensure the County gets ahead and stays ahead when it comes to education, skills and employment, the Stoke-on-Trent and Staffordshire LEP identified growth potential in 10 key priority sectors, which sit centre-stage in the LEP plans for the future. Landau Forte Tamworth aligns strategically with these, mapping its work to the LEP priorities as well as DfE statutory Careers guidance and Gatsby Benchmarks.

Working with SSLEP and the Careers and Enterprise Company, Landau Forte will embed enterprise, employability, careers guidance and inspiration into the Landau Forte Tamworth Schools and Sixth Form culture and its curriculum, with a focus on regional and national employer engagement and development of structured and sustainable employer partnerships. The objective will be to ensure that LEP objectives and employer engagement are firmly embedded in curriculum subjects, giving students opportunities to understand the application of their studies to the real world of work, the local economy and local and national business growth. There will be an annual review of provision that will be influenced by local business and the LEP, evaluating all documentation developed to ensure objectives are current and purposeful.

The IAG Co-Ordinator will remain up to date with Labour Market Information and regularly meet with other IAG Co-ordinators and Careers Advisers, in and out of the Landau Trust, to share good practice. This will include working with the LEP and inviting local employers to provide activities and to inform the curriculum. This will also include an ongoing awareness of the priority employment sectors in Tamworth and Staffordshire (see Touch-Point profile attached) The IAG Co-ordinator will also attend any training necessary to ensure Professional Development.

(2) Good Career Guidance Benchmarks/Gatsby Benchmarks

The Landau Forte Tamworth Schools are working to create a progressive LEP Engagement Work Plan and a sustainable CEIAG Programme that follows the Gatsby Benchmarks and the statutory Careers guidance.

Gatsby Benchmarks

Through six international visits, analysis of good practice in English schools and a comprehensive review of current literature, a set of eight benchmarks covering different dimensions of good career guidance was identified as a blueprint of best practice. After surveying a sample of English schools and commissioning Price Waterhouse Cooper to identify the costs of implementation, Sir John Gatsby made ten recommendations about how to improve the career guidance system. From this, he created the 8 Gatsby Benchmarks:

The Benchmarks are:

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

See DfE document "Careers guidance and access for education and training providers – Statutory guidance for governing bodies, school leaders and school staff". And also "Careers guidance – Guidance for further education colleges and sixth forms.

Links:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672418/_Careers_guidance_and_access_for_education_and_training_providers.pdf

www.gatsby.org.uk/education/programmes/good-career-guidance

(3) Access and Entitlement - A Statement of Entitlement

Within CEIAG, each student is entitled to:-

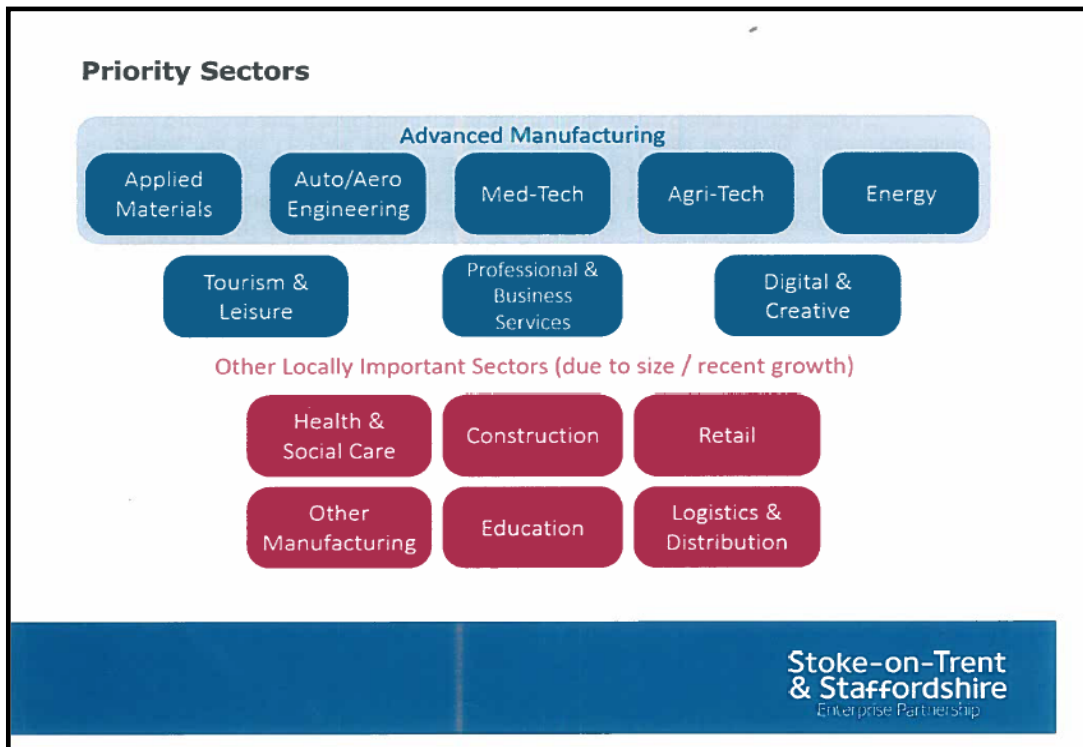
- be at the centre of the CEIAG process and the partnership between tutors and appropriate outside agencies
- opportunities to develop employability and softer skills
- a broad, balanced programme of careers education that will move him/her forward in the career planning process by developing self-awareness and opportunity awareness

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- have an awareness of the CEIAG process
- equal opportunity and access to current, impartial information about work, training and further education
- support to gain direct experience of the world of work
- access to individual, impartial and informed careers guidance
- a non-judgmental, open approach - to be listened to
- exposure to employers, in particular within LEP priority sectors – see below:



(4) Implementation and Delivery of CEIAG

- Every student will have the opportunity and will understand how to access a one- to-one appointment with an IAG Co-ordinator through the following routes:
 - Staff request
 - Email
 - Face-to-face
- Year 11 and 12 students will receive at least one compulsory guidance appointment with a qualified careers adviser.
- Support will be given by Personal Tutors, Careers Lead and IAG Co-ordinator for all applications
- Every student will have access to up-to-date careers and labour market information via the promotion of local opportunities, careers tools and websites.

- Careers information and employment application information to be delivered as part of PSHE Tutorials, organised events, workshops, fairs and via electronic correspondence. IAG Staff will also be available at open events and parent consultation evenings.
- The Careers Education Programme will be organised by the appointed Landau Forte Tamworth Careers Leader, IAG Co-ordinator and other appropriate staff. This will include input from local and national employers, the local council, the LEP, Further, Higher Education and Training providers and other appropriate individuals. This will be reviewed annually.
- Each student will have access, at home or within the Academy, to careers software and assessment tools with their own individual log-ins.
- Students will be encouraged to make realistic but inspirational decisions based on ability, aims and career aspirations.
- Where appropriate students will have access to support in preparation for the transition from secondary or sixth form to next destinations.
- When necessary, there will be contact with parents/carers to support applications and transition arrangements.
- External speakers will be invited in to support student understanding and provoke their thoughts around a diverse range of ideas.
- The Careers Leader, IAG Co-ordinator and the Data Team will maintain and oversee the tracking data of leavers.
- The IAG Co-ordinator and the Data Team will liaise with ENTRUST to notify of any leavers and destinations in order to meet local authority requirements.
- All information will be given/delivered without bias and prejudice regardless of race, gender, religion, disability, background, financial context or sexuality.

(5) The Careers Programme

Information, Advice and Guidance is overseen by a qualified Careers Adviser and a Senior Leader. It will be delivered from Year 7 to 11 and Year 12 to Year 14. It will include the following:

- Years 7 and 8 will have employability and careers related PSHE sessions
- In Year 8, students will start to complete a Careers Passport which will follow them throughout school. This will prompt them to think about the skills they are developing, information they have received, and trips they have engaged in, to encourage thinking about careers
- All Year 9 students will complete a careers assessment which will make career suggestions in response to their answers. This will also list important GCSE and BTEC subjects which can be used to guide their options decisions. All students will have access to this information tool at home once they have created their own account until they leave Landau Forte.

- Year 10 students will be encouraged to identify and arrange suitable work experience to help them gain an understanding of employability skills. Support will be given to those who are finding it difficult to arrange work experience. Students will be given direction on how to behave appropriately and gain the most benefit during the work experience
- All Year 11 students will have at least one impartial careers guidance appointment to discuss opportunities and applications. More appointments will be offered where necessary and parents/carers will have an open invite to attend or arrange meetings with the IAG Co-ordinator
- Year 11 students will have a clear understanding of the opportunities available to them after leaving and how to access them
- The RONI (Risk of NEET Indicator) will be identified from Year 9 upwards and will receive targeted input in conjunction with Entrust
- Year 11 students will be expected to have been interviewed and received offers by June. They will be tracked and offered ongoing support from the IAG co-ordinator until the end of the academic year. Support will be put in place at local colleges and with Entrust through the summer for RONI students
- Intended destinations will be passed to the Local Authority when requested
- Any students who leave their Year 12 destination will continue to be followed up and offered support until their eighteenth birthday in conjunction
- Relevant trips will be arranged throughout Year 7 to 14 to encourage raised aspirations and informed decision making. Visits will take place to destinations such as universities, local companies, national companies, learning providers and careers shows
- Wherever possible, curriculum will be relevant to the working world with advice and input from local businesses
- Year 12 students will have at least one impartial careers guidance appointment to discuss opportunities and applications. More appointments will be offered where necessary and parents/carers will have an open invite to attend or arrange meetings with the IAG co-ordinator
- All Year 12 and 13 students will be expected to participate in work experience placements with suitable employers and encouraged to identify skills gained through the Non Qualification Activity (NQA) programme.
- All Landau students will have access to open a free on-line account on a Careers assessment and information website which they may use at home or in school
- All students from Year 7 to 14 will participate in PSHE sessions during the Tutorial programme which will prompt them to think about the skills they are developing, information they have received, trips they have engaged in and to think about their future career paths.
- Wherever possible the academies will work with local providers, employers and external providers in line with The Baker Clause see below to support student understanding of future opportunities and provoke thinking on a wide range of ideas

(6) Employer Engagement

Landau Forte Tamworth aim to engage at least one employer who will be linked to each curriculum area for activities such as interview techniques, work place visits, embedding real life activities from the work place into the classroom, assemblies and work experience etc.

Employers we already have contacts for are listed below however we are very much interested in hearing from employers who would like to work with us (see the Baker Clause in The Careers Policy for more details):

Shire Leasing
EuroCarparts
Prezzybox
Timing Solutions
IMI Precision
St Giles
Nationwide
Natwest
HS2
Amazon
NHS
Armed Forces
Police
MTECH
The Garrick
ElectroTech
DWP
Redrow
Engie
Savage Beauty
DAF
M&S
ADI-Engineering
KPMG
HTFT –Accountancy Solutions
Virgin Trains
Learn By Design
Creative Alliance-Creative, Digital and Marketing

Interested employers please contact

Michelle Newey, Careers Leader mnewey@lfatsf.org.uk
Claire Wright, Careers/IAG Co-ordinator cwright@lfatsf.org.uk
Laura Rudd, Careers/IAG Co-ordinator lrudd@lfata.org.uk

From Year 7 upwards, we deliver a range of activities throughout each year to inspire and create thinking about careers, which may include any of those listed below. The activities listed are mapped to the Gatsby Benchmarks and South Staffordshire Local Enterprise Partnership priorities. We are interested in contact from external organisations who may like to work with our students, please use the contacts listed on the previous page and on the Careers Policy:

Year 7-GB 1-8 SSLEP Priorities 2,3

- Building resilience - assembly and PSHE
- Army-team work day
- National Careers Week – Students participate in an assembly with follow on form time activities.
- Collapsed days throughout year to include employer presentations, activities etc

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- PSHE with Careers themes
- Introduction to the use of U-explore to students and parents
- Tutor time – job of the week
- Opportunity to be to a Student Support Helper/Office Junior
- STEM activities day

Year 8-GB 1,2,3,4,5,6,7 SSLEP Priorities 2,3

- Careers Awareness assembly with local employer and ex students
- Teen Tech Event
- National Careers Week – Students participate in an assembly with follow on form time activities.
- Step into the NHS - Students are invited to attend an event at Stafford County Showground to raise awareness of the 350 different careers in the NHS and have a go at the different activities.
- Collapsed days throughout year to include employer presentations, activities etc
- PSHE with Careers themes
- Journalism & Author activities
- Assembly on stereotypes
- Tutor time – job of the week
- STEM activities day

Year 9-GB 1,2,3,4,5,7,8 SSLEP Priorities 1,2,3

- National Careers Week – Students participate in an assembly with follow on form time activities.
- Tamworth Careers Event
- GCSE Options – Assembly and ongoing support from Tutors, Curriculum Leads and Careers staff
- All vulnerable, SEN and students requiring more advice and guidance are offered a one to one meeting with the careers advisor and SENCO to look at choosing options. All other Year 9 students and their parents have the opportunity of a one to one guidance interview with the careers advisor where required.
- Big Bang Skills Show NEC – group of students taken to annual event
- Duke of Edinburgh
- STEM activity by SMALLPEICE via Higher Horizons, drone and vehicle building STEM residential at Harper Adams via Higher Horizons and Smallpeice
- Collapsed days throughout year to include employer presentations, activities etc
- PSHE with Careers themes
- Use of U-explore, students and parents
- Enterprise challenge
- Law day
- University residential opportunity

Year 10-GB-1,2,3,4,5,6,7,8 SSLEP Priorities 1,2,3

- Post 16 options gathering
- National Careers Week – Students participate in an assembly with follow on form time activities.
- St Giles Health Careers Day
- Tamworth Careers Event
- Theatre in Education-production from Higher Horizons on Post 16 options
- Employer expectations in preparation for WEX delivered by local employer and IAG Advisers

- Work Experience week
- V.I.Y with Wicks-volunteering programme based on D.I.Y skills
- Collapsed day covers all Post 16 options including all local colleges, training providers, universities and employers who run options and employability workshops
- NEC Skills Show
- Local Labour Market-Rising Careers/Growth Areas Assembly
- CV assembly delivered by Higher Horizons
- CV Writing in PSHE
- Mock Interviews by local employers
- Career Ready Mentoring for potential NEETS with local employers
- Apprenticeship Gathering
- National Apprenticeship week-
- Unify Residential at Harper Adams
- Higher Horizons to deliver assembly on what is HE
- Collapsed days throughout year to include employer presentations, activities etc
- PSHE with Careers themes
- Use of U-explore, students and parents

Year 11-GB 1-8 SSLEP Priorities 2,3

- First Term PSHE-Careers Passport
- Post 16 options gathering
- National Careers Week – Students participate in an assembly with follow on form activities.
- Tamworth Careers Event
- All year 11 students will have at least one face to face guidance interview with IAG Adviser
- NCS assembly and NCS programme
- Transition support arranged over Summer for vulnerable students with local providers
- RONI's (Risk of NEET, not in education, employment or training) to work with ENTRUST
- Want to apply for a top university? –workshop on applying for Russell Group Universities and what does it take and how to apply aimed at KS4 and KS5 students
- Apprenticeship vacancy board on display within Library and vacancies are shared throughout the whole school to inform students of opportunities
- Access to a wide CEIAG library and resources
- Year 11 leavers tracked until November to ensure retaining Post 16 option - offered further careers advice and guidance if needed
- Local Labour market is shared with staff to raise awareness of growth, gaps and trends
- Raising aspirations and Post -16 evening for parents and students-local employers and ex students
- Collapsed days throughout year to include employer presentations, activities etc
- PSHE with Careers themes
- Use of U-explore, students and parents
- Employer assemblies
- University visits

Year 12-GB 1,2,3,4,5,6,7,8 SSLEP Priorities 1,2,3

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- First Term Post-18 Options and Careers Assessments
- Post-18 options assemblies throughout year
- National Careers Week – Students participate in an assembly with follow on form time activities.
- Tamworth Careers Event
- NCS assembly and NCS programme
- Local Labour market is shared with whole school staff to raise awareness of growth, gaps and trends
- Work experience
- Want to apply for a top university? – workshop
- All offered a one to one guidance interview with internal, impartial careers practitioner
- HE Careers Fair at Birmingham University
- Tutor programme including writing personal statements, student finance
- Vulnerable at risk of dropping out or NEET 6th Form students are identified and seen by pastoral team
- Year 12 and 13 leavers are tracked and monitored until the November of leaving to ensure not NEET and are retaining post 16 option. They are offered the opportunity to come back after 6 months of leaving for further careers advice and guidance if needed
- Access to a wide CEIAG library and resources
- PSHE with Careers themes
- Introduction to use Uni-Frog students and parents
- Access to U-Explore for students and parents

Year 13 GB-1,2,3,4,5,6,7,8 SSLEP Priorities 2,3

- First Term-Post 18 Options and Personal Statement Writing
- Students divided into Tutor groups according to intended destinations
- National Careers Week – Students participate in an assembly with follow on form time activities.
- Tamworth Careers Event
- Local Labour market is shared with whole school staff to raise awareness of growth, gaps and trends
- Work experience
- Want to apply for a top university? –workshop on applying for Russell Group Universities and what does it take and how to apply aimed at KS4 and KS5 students
- All offered a One to one guidance interview with internal, impartial careers practitioner
- HE Careers Fair at Birmingham University
- Tutor programme including writing personal statements, student finance
- Vulnerable at risk of dropping out or NEET 6th Form students are identified and seen by pastoral team
- Apprenticeship vacancy board on display within Library and vacancies are shared throughout the whole school to inform students of opportunities
- Access to a wide CEIAG library and resources
- Year 12 and 13 leavers are tracked and monitored until the November of leaving to ensure not NEET and are retaining post 16 option. They are offered the opportunity to come back after 6 months of leaving for further careers advice and guidance if needed

- Collapsed days throughout year to include employer presentations, activities and guidance etc
- Trips (may include)
 - Eurogamer Conference EGX, Birmingham
 - Palace of Westminster – Politics
 - Future Aspirations event
 - BTEC L3 Business exam skills workshop – Star City
 - Berlin – Art
 - What Career Live
- PSHE with Careers themes
- Access to U-Explore for students and parents

(7) The Baker Clause

As part of Landau Forte Tamworth commitment to informing our young people of the full range of learning and employment routes available to them, we welcome requests from all training, vocational education and apprenticeship providers to speak with students and will also approach these partners ourselves when planning and organising key careers events throughout the Academy year.

We hold several highly effective events and activities, which provide opportunities to speak to students - both individually and in groups. These are usually held within the Academy day and timings, with facilities, parking and registration details emailed to exhibitors in good time before the event. Enquires about these events can be made to Claire Wright, the CEIAG Coordinator, at cwright@lfatsf.org.uk or Michelle Newey Careers Leader at mnewey@lfatsf.org.uk.

We also have a number of whole year group assembly slots that give providers an opportunity to spread the word about their 'offer.' These are 20 minute slots to a cohort of around 300 in the Sixth Form or 150 at QEMS in one of our Theatres, which have projectors and speakers for sound. Assemblies are usually on offer throughout the academic year. If you are a provider and would like to enquire on the availability of these slots, please email our CEIAG lead using the details above.

If a provider is unable to attend these events, or feels that their presentation needs require different circumstances, or that they are hosting an event they wish to promote, in the first instance they should contact Claire Wright, the CEIAG adviser, to discuss in more detail.

We will need details of the training, vocational or apprenticeship provider you represent; the aim of the presentation; if the request is for an assembly slot or other; the number of students the session is designed for; the length of the talk or presentation; the target year group; what display or other facilities the session would require; how many provider staff (and names of staff) who will be visiting; and what other support from Academy staff you would require on the day. If the email is notification of an event at an off-site venue, please include timings of the day; a list of other invited schools and providers; any accessible funding streams for transport costs and a visit risk assessment of the venue.

All requests should be emailed at least 6 weeks (an Academy half term) in advance an expected date for the planned session. All requests will be given due consideration by the CEIAG lead and Senior Leadership link. Requests will be temporarily refused if:

- they impinge on students' preparation for public or internal exams;
- they clash with other school events, such as visits, other speakers, well-being days, school photographs, sports days, public or internal exams, parents communication events etc;
- the Academy is unable to provide staff to support the presentation or talk due to previous commitments;
- rooming for the talk or event is unable to be found due to timetabling clashes.

For requests that are approved, we will provide clear instructions before the event on visitor parking; visitor registration; a contact member of staff and their contact details; the teaching room or other venue to be used at the session and the presentation facilities this space offers.

As part of our wider CEIAG policy, the range of careers provision for students is reported every academic year to the Local Governing Body and Senior Staff.

(8) IAG Development

The IAG Co-ordinator attends a regular meeting with careers staff from all other secondary and further education providers in Tamworth to discuss issues relating to delivering CEIAG in the region, and to work together to organise events and activities. The IAG Co-ordinator will also attend training and conferences, where appropriate, to ensure knowledge is up to date. The IAG Co-ordinator is line managed by a member of the Senior Leadership Team who meet fortnightly.

The IAG Co-ordinator and Careers Leader will attend regular meetings with the LEP and be a leading figure in an annual review of policies, procedures and employer links.

The IAG Co-ordinator and Careers Leader will support all staff to engage with external providers and employers.

Any questions related to Careers, Enterprise and any other item mentioned in this document please direct to

Careers Leader:

Michelle Newey - mnewey@lfatsf.org.uk

IAG Co-ordinator Landau Forte Sixth Form and Landau Forte QEMS:

Claire Wright - cwright@lfatsf.org.uk

IAG Co-ordinator Landau Forte Amington:

Laura Rudd- lrudd@lfata.org.uk

(9) Provider Access

As part of Landau Forte Tamworth commitment to informing our young people of the full range of learning and employment routes available to them, we welcome input from all training, vocational education and apprenticeship providers to speak with students and will also approach these partners ourselves when planning and organising key careers events throughout the Academy year.

We hold several highly effective events and activities, which allow providers the opportunity to speak to students - both individually and in groups. These events are usually held within the Academy day/timings, with facilities, parking and registration details emailed to exhibitors in good time prior to the event. Enquires about these events can be made to Claire Wright, the CEIAG Coordinator (cwright@lfatsf.org.uk), Michelle Newey, Careers Leader (mnewey@lfatsf.org.uk) or Laura Rudd (lrudd@lfata.org.uk).

We also have a number of whole year group assembly slots that give providers an opportunity to present their offer to students. These are 30-minute slots to between 150 and 300 students, delivered in a suitable presentation room with a projector and speakers for sound; assemblies are usually on offer throughout the academic year. If you are a provider and would like to enquire on the availability of these slots, please email our CEIAG Lead, using the details above.

We will request details of the training, vocational or apprenticeship provider that is represented, the aim of the presentation, target year group and names of the representatives visiting the Academy. If the email is notification of an event at an off-site venue, please include timings of the day; a list of other invited schools and providers; any accessible funding streams for transport costs and a visit risk assessment of the venue.

Wherever possible, all requests should be emailed at least 6 weeks (an Academy half term) in advance of an expected date for the planned session. We will give careful consideration to all requests.

We will provide clear instructions before the event on visitor parking; visitor registration; a contact member of staff and their contact details; the teaching room or other venue to be used at the session and the presentation facilities this space offers. Should you require any other support from the Academy, please advise in advance.

As part of our wider CEIAG policy, the range of careers provision for students is reported every academic year to Senior Staff and the Local Governing Body.

We look forward to welcoming Providers to our Academy.



Date	06 November 2019
Change Made	Various
Made By	Michelle Newey