

Careers and Advice Guidance Policy

Person responsible for this document:	
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Reviewed by:	Date:
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Approved by:	Date:
Trustees	Dec 2023

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The University of Kent Academies Trust is committed to providing a planned programme of careers education and information, advice and guidance (IAG) for all students in Years 7-13 by following and working towards the eight Gatsby Benchmarks as set out below.

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 student
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

This policy was developed and is reviewed annually in discussion with relevant stakeholders.

Objectives

The careers programme is designed to meet the needs of students across the Trust. It is differentiated and personalised to ensure progression through learning activities that are appropriate to students' stages of career learning, planning and development.

Students are entitled to CEIAG which is person centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

Implementation

Personnel

- Vice Principal with responsibility for Careers oversees the careers programme
- Careers Leader and Work Experience Co-ordinator
- Careers in the curriculum lead
- Academy Governor with responsibility for Careers

All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered within the academic year. The CEIAG programme is planned, monitored and evaluated by the Careers Leader, supported by the careers team. The careers programme includes careers education sessions, career guidance activities, information and research activities, work related learning (including five days of work experience in Year 10) and individual learning portfolio activities. Careers lessons comprise of sessions delivered by PPD (Personal, Professional Development) teachers as part of the PPD programme, in addition, Personal Tutors will deliver sessions relevant to careers in PT time when required. Other focused events, such as a Higher Education Convention, Apprenticeship Fayres and interview guidance are provided from time to time and follow up takes place in timetabled lessons and PPD.

All students in Year 12 are required to undertake a work experience placement relevant to their programme of study or to support their future career ambitions.

The careers advisor provides one-to-one guidance interviews for our students and will identify students needing further support in collaboration with staff. In addition, we work with other organisations, such as the Medway Education Business Partnership, and the NHS Trust (offering Health Care specific opportunities) both of which support the Work Experience programme.

We measure and assess the impact of the careers programme through student feedback, parental feedback, and through outcomes (measured in part by destinations tracking once students leave the Academy).