



Joseph Swan Academy

Careers Education, Information and Guidance

Key Information

2018 - 2029

To be reviewed May 2019

The Academy's Careers Leader is Mr Phil Partington, Director of Enrichment & Extension Studies. You may contact him about any aspect of this document or about Careers Education, Information & Guidance at Joseph Swan Academy in general.

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This document contains the following information:

1. Our Careers Education, Information, Advice & Guidance (CEIAG) Programme Summary 2018
2. Information about how the school measures and assesses the impact of the careers programme on students.

Elsewhere on the Academy website you will find a related document:

3. Provider Access Policy – which sets out the Academy's arrangements for managing the access of providers to students at the Academy for the purposes of giving them information about the provider's education or training offer.

The next formal review of this information will be held in May 2019

We are pleased to announce that Joseph Swan Academy is to receive Gold NCS Champion School status for their work with the government-backed National Citizen Service (NCS) programme in 2017/18.

We are further pleased to announce that Joseph Swan Academy has very recently won an application to become one of a limited number of North East Schools to form part of the brand new North East Ambition: Careers Hub. This support network aims to ensure each and every student has access to high quality careers education and that we are fully achieving the 8 Gatsby Career Benchmarks – the clearly defined framework for 'Good Career Guidance' by 2024 at the latest.

Careers Education, Information, Advice & Guidance (CEIAG) Programme Summary 2018

‘Careers information, advice and guidance are very effective. The school has been creative with local community links to encourage those students at risk of being disengaged from education and training to think positively about their next steps.’
(Joseph Swan Academy Ofsted report April 2018)

At Joseph Swan Academy we operate our CEIAG programme under key principles that guide planning and delivery of careers and employability work. These principles are:

1. To ensure students in Years 7 to 13 are aware of the opportunities and choices that are available to them in terms of careers and future pathways.
2. To ensure that students are prepared to enter the world of work or further training /education by the end of Y11 and, if in the Sixth Form, by the end of Year 13.
3. To ensure access to effective and independent Careers IAG for students in Years 7-13 as demanded by DFE statutory guidance.
4. To ensure that most resource is focused towards those students with the most urgent IAG needs.
5. To ensure delivery of IAG in a timely fashion.
6. That this is always a developing programme / plan and opportunities will be taken to enhance CEIAG as they arise.

Careers and Employability – A Brief Overview of Aims	
Key Stage 3	To begin to develop our students awareness of the vast array of career opportunities open to them and the different pathways available to them to access those careers. In Year 9 to support our students in making good decisions about the options available to them at the start of KS4. To give opportunities for students to meet and engage with partners from the wider world of work.
Key Stage 4	To further develop our students’ awareness of available career opportunities and the different pathways available to them. To start to develop an understanding and awareness of employability skills. To ensure that each student has the opportunity to practice key skills such as job searching, the writing of CV’s and applications and interview skills. To ensure that each student has the opportunity for individual and independent IAG by the end of Year 11. To support individual students needs to enable them to progress on to an appropriate future pathway. To give opportunities for students to meet and engage with partners from the wider world of work. To track each Year 11 students intended and eventual destinations.
Sixth Form	To continue to develop our students’ awareness of the available career opportunities and different pathways available to them. To continue to develop an understanding and awareness of employability skills. To revisit key skills such as interview skills and the writing of CV’s as needed. To support all forms of applications – UCAS / College / employment etc. To ensure that each student has the opportunity for individual and independent IAG as needed. To support individual students needs to enable them to progress on to an appropriate future pathway. To give opportunities for students to meet and engage with partners from the wider world of work. To track each students intended and eventual destinations.

Sixth Form - General

1. Delivery of Sixth Form CEIAG will take place through tutor work, 'drop down' events and activities, assemblies, individual interviews, workshops and subject based activities (including visiting speakers)
2. The Sixth Form Team and tutors will give further information, advice and guidance / support re making choices, completing forms and writing personal statements for both UCAS and non UCAS applications.
3. All Sixth Form students and their parents / carers will be able to access information, advice and guidance at the annual Careers Fair, from Sixth Form staff and by appointment with the Careers Leader.
4. All Sixth Form students are encouraged to make use of on line careers resources such as UNIFROG in order to carry out personal research regarding future careers, pathways and courses.
5. The Sixth Form team will arrange university visits and coordinate supported progression programmes such as the Newcastle University 'Partners' programme.
6. The Sixth Form team track student pathway intentions and UCAS applications. An 'exit' survey for all Sixth Form leavers is carried out to provide destination information and to identify those who are potential NEET so that support can be offered.
7. Any students considering leaving Sixth Form mid-year should self-refer or be referred to Mr Partington. A check on any planned destination will be made and an IAG appointment arranged as needed.

Sixth Form - Year 13

1. By the end of Year 13 each student will have had the opportunity to learn about and practice searching for course, work (inc. apprenticeships) and training opportunities, interview skills and the writing of applications and CV's - including the need to demonstrate and evidence relevant employability skills.
2. All Y13 students will get a 'one to one' interview organised according to their chosen pathway i.e. HE or non HE pathways.
 - a. All potential 'higher level' HE applicants get a prioritised interview in order to prepare for earlier application deadlines.
 - b. All potential HE applicant interviews will be completed by end of Autumn term each year.
 - c. Interviews for non HE applicants will be completed by the end of the Spring Term at the latest i.e. after the UCAS deadline. Such students who may have urgent concerns re non UCAS applications may self-refer (or be referred by tutors etc.) to the Careers Leader for an earlier interview / support.
 - d. Interviews will be scheduled for students and appointments made. It will not be an optional 'sign up' process.
3. A programme of sector specific apprenticeship and further training application workshops will be offered to both Y13 and Y11 students (jointly). This is planned to complete by the end of the Spring term.
4. Opportunities related to careers and progression will be offered to students as and when they arise. Examples of such opportunities include Mini Medical School and Law taster courses.

Sixth Form - Year 12

1. All Year 12 students will have one to one interviews with the Head of Sixth Form to prepare them for future applications. Potential higher level / early HE applications such as Oxbridge and Russell Group university applicants are prioritised in this process.
2. 'Drop in' opportunities and appointments with the Careers Leader will be made available to other Y12 students wanting IAG in Year 12.
3. Opportunities related to careers and progression will be offered to Year 12 students as and when they arise. A brief questionnaire will be employed early in Year 12 to check & identify areas of career interest to facilitate targeting of these opportunities.
4. An opportunity to participate in the National Citizen Service (NCS) Scheme will be offered to Year 12 students to help build skills for work and life and enhance their employability profile and CV
5. Students clearly intending to leave at the end of Year 12 will be given one to one interviews with the Careers Leader.
6. A Y12 work experience week is planned each summer term. Students will be prepared for this to support and enable them to organise personal placements appropriate to their progression / future pathways plans. All work experience placements will be tracked and H & S checks made before the work experience is authorised. A flexible approach to the timing of individual work experiences will be adopted to support those who need a different time slot (e.g. for health /medicine / police related work experiences that are only available at certain times).

Key Stage 4 - General

1. All KS4 students are encouraged to make use of on line careers resources such as *START* in order to carry out personal research regarding future careers and courses.
2. KS4 students with their parents / carers will be able to access information, advice and guidance at the annual Careers Fair, at Progress Evenings and by appointment with the Careers Leader, Mr Partington.
3. By the end of KS4 each student will have the opportunity to learn about and practice searching for course, apprenticeship and training opportunities, interview skills and the writing of applications and CV's - including the need to demonstrate and evidence relevant employability skills.
4. Delivery of KS4 CEIAG will take place in the Academy through tutor work, 'drop down' events and activities, assemblies, individual interviews, workshops (generally after school), subject based activities (including visiting speakers)
5. All KS4 students will be registered on the *START* on line careers resource and given instruction on the way this resource can be used to give personalised IAG and help personalised decision making with regard to future pathways

Key Stage 4 – Year 11

1. An initial questionnaire is given to all Year 11 students early in the Autumn Term to identify their future pathway intentions. This will provide enough detail to inform personalised IAG sessions (making them more effective) and also to enable identification of students who would benefit from 'targeted' group or workshop sessions or from particular careers related opportunities as they arise.
2. All Year 11 students will be given an interview with an advisor / the Careers Leader acting as an independent IAG advisor. Feedback will be sent to each student to confirm the nature of the interview discussion and to support 'next steps' that the student will need to make. Follow up interviews / support may be needed to support individuals in making those 'steps'. It is intended that all initial Year 11 interviews should be completed by end of the Spring term at the latest.
3. Information collected in 1 and 2 above will be used to track our Year 11 students intended destinations and a further checking exercise will be carried out in the summer term to update those intended destinations. This information is used to identify students who would benefit from extra support.
4. An 'exit' survey for all Y11 students will be carried out after Year 11 exam results are published to provide actual destination information and to identify those who are potential NEET.
5. Students intending to apply for an FE College course will be given the opportunity to visit a college and / or meet with college representatives to investigate their options.
6. A programme of after school workshops, assemblies and lunchtime stands will provide Y11 students with career 'sector specific' information (inc. apprenticeships and further training) and opportunities to engage with people from the world of work.
7. After school vacancy search, CV and application workshops will also be offered in the Spring Term.
8. An opportunity to participate in the National Citizen Service (NCS) Scheme will be offered to Year 11 students to help build skills for work and life and enhance their employability profile and CV
9. Other opportunities related to careers and progression such as visits to work places will be offered to Year 11 students as and when they arise.
10. Year 11 students will be able to access IAG with the Careers Leader by appointment or by 'drop in' when available.

Key Stage 4 – Year 10

1. More able Year 10 students will have interviews in the summer term with the Careers Leader / senior staff to raise aspirations and give them targets (not just academic targets) that will support their aspirations.
2. Sessions focussed on practicing interview skills and writing CV's will be held for all Year 10 students.
3. Other opportunities related to careers and progression such as visits to work places will be offered to students as and when they arise. An example of this is the BT 'Bootcamp'.
4. Year 10 students will be able to access IAG with the Careers Leader by appointment or by 'drop in' when available.
5. A programme of assemblies and lunchtime stands will provide Y10 students with career 'sector specific' information (inc. apprenticeships and further training) and opportunities to engage with people from the world of work.

Key Stage 3 – General

1. Delivery of KS3 CEIAG will take place through tutor work, 'drop down' events and activities, assemblies and subject based activities.
2. The focus in KS3 is to raise student's awareness of the different career opportunities and pathways available to them and the fact that they will, in the future, have to make decisions about their personal pathway.
3. KS4 students (with their parents / carers) will be able to access information, advice and guidance at the annual Careers Fair, at Progress Evenings and by appointment with the Careers Leader, Mr Partington.
4. All KS3 students will be registered on the START on line careers resource as part of a 'rolling programme' and given instruction on the way this resource can be used to research different careers and pathways and give personalised IAG and help personalised decision making with regard to future pathways. This programme will prioritise Year 9 students in preparation for making decisions about their KS4 options.

Key Stage 3 – Year 9

1. More able Year 9 students will be offered one to one interviews with the Careers Leader / senior staff early in the spring term to raise aspirations, check plans and give them support as they prepare for option choices with possible future 'higher level' HE applications in mind. Parents may attend these sessions.
2. Year 9 students all take an 'Enterprise' course. As part of this course students will complete a personal careers / pathways investigation using online resources and with a focus on supporting their option choices at 14.
3. Other opportunities related to careers and progression such as visits to work places and universities will be offered to Year 9 students as and when they arise. Examples of this include the HE Journey event.
4. A brief Year 9 'careers education' programme will be offered to form part of the Year 8 tutor work programme.
5. Year 9 students will be able to access IAG with the Careers Leader by appointment or by 'drop in' when available.

Key Stage 3 – Year 8

1. All Y8 students will take part in a 'speed dating' careers event with external partners to learn about different careers and career paths
2. Other opportunities related to careers and progression such as visits to work places and universities will be offered to Year 9 students as and when they arise. Examples of this include the HE Journey event.
3. A brief Year 8 'careers education' programme will be offered to form part of the Year 8 tutor work programme.
4. Year 8 students will be able to access IAG with the Careers Leader by appointment or by 'drop in' when available.
5. Other opportunities related to careers and progression such as visits to work places and universities will be offered to Year 9 students as and when they arise. An example of this is the 'Star Student' event.

Key Stage 3 – Year 7

1. A brief Year 7 'careers education' programme will be offered to form part of the Year 7 tutor work programme.
2. Year 7 students will be able to access IAG with the Careers Leader by appointment or by 'drop in' when available.
3. Other opportunities related to careers and progression such as visits to work places and universities will be offered to Year 7 students as and when they arise. An example of this is the 'University Unzipped' event

How the school measures and assesses the impact of the careers programme on students

Currently, assessment of the impact of careers work at Joseph Swan Academy centres around the following:

- The tracking of individual careers related events and visits to monitor student participation and experience
- The feedback and evaluation of individual careers related events and visits – both by students and participant organisations / partners to evaluate the impact of the event upon our students and the quality of the event or visit.
- The recording and monitoring of student activity on both the Unifrog and START careers websites to evaluate student use and progress
- The tracking of individual Year 11, 12 and 13 IAG interviews to ensure all students benefit and to ascertain and support individual student needs
- The tracking of intended and actual destinations of our students at the end of KS4 and KS5 to assess how well our students are succeeding in taking appropriate next steps in their education, training or employment.
- The monitoring of specific student objectives to ensure completion i.e. Year 11 CV's

This is an area for future development