

# **WALTHAM TOLL BAR ACADEMY**



**CAREERS EDUCATION, INFORMATION AND GUIDANCE  
POLICY.**

**2023-2024**

## **Policy Scope**

- This policy applies to all Waltham Toll Bar Academy employees involved in secondary education
- It is the responsibility of all individuals to familiarise themselves with this policy and comply with its provisions.

## **Definitions**

Careers guidance is understood in this document to be the full range of activity delivered under the eight Gatsby Benchmarks.

- Careers Leader means the person assigned to run and coordinate the careers programme.
- Gatsby Benchmarks are a framework of 8 guidelines that define the best careers provision in schools and colleges.

## **Introduction**

High quality careers education and guidance in school or college is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

## **Vision**

The intent of our careers curriculum at Waltham Toll Bar Academy, is to provide a stable careers programme, which will prepare students for entering the ever changing world of work. Every student is encouraged to make the most of the opportunities available and are supported in making informed decisions about their future. Careers education is developed throughout a student's time at the school and is always supportive of their aspirations, strengths and skills. The focus of the support is aimed at destinations associated with our local context, ambitions of our students and stability in careers education.

## **Aims and Purpose**

The aims and purpose of the Academy's careers education is;

- To support students in making informed decisions which are suitable and ambitious for them.
- Provide students with a range of well-rounded experiences.

- Develop student characteristics and social skills such as communication, resilience, leadership and self-regulation.
- Inspire and motivate students to develop their aspirations.
- Prepare students for living and working in North East Lincolnshire and beyond.
- Ensure Academy compliance with the Gatsby Benchmarks and Baker Clause.

### **Context**

In North East Lincolnshire there is currently a 72.9% employment rate. There is a 25.9% rate of economic inactivity which is higher than the national average of 21-22%. The *State of the Borough (2018)* Report claims that “NEL must be a place where we enable children to have excellent school readiness and where they can reap the benefits from high levels of attendance, in schools where they can excel. A place where young people can meet develop aspirations and skills and where all young people who are able, actively participate in earning and learning. This contributes to low unemployment rates and high aspirations and matching expectations as individuals have good career opportunities (including volunteering) and employees are supported to work and develop within a thriving local economy”.

The highest areas of employment in North East Lincolnshire are (2021):

- Human Health and Social Work Activities – 18.8%
- Manufacturing – 15%
- Wholesale and Retail Trade; Repair of Motor Vehicles – 14.5%
- Transportation and Storage – 10.1%
- Education – 8.7%

The *North East Lincolnshire Economic Strategy (2021)* highlights 7 areas of priority sectors:

- Ports and Logistics
- Renewable Energy
- Chemical Processing
- Construction
- Food processing and manufacturing
- Health and Care
- Visitor Economy, Service and Retail.

Advanced Manufacturing is a potential future priority sector with a growth of 50% over the past 10 years.

The same report also stated “A study carried out by the Institute for the Future of Work (IFOW) ‘The Grimsby Project’ concluded that the aspirations of our workforce are high, but at present the mechanisms for achieving them are lacking, with a need to create ladders to success so that the real desires of communities are heard”

## **Legal and Regulatory Framework**

This Policy takes its legal framework from the following legislation and statutory guidance:

- The Education Act 1997
- The Education and Skills Act 2008
- The Education (Careers Guidance in school Act) 2022.
- DfE Statutory Guidance 'Careers guidance and access for education and training providers. January 2023
- DfE Skills for Jobs: Lifelong Learning for Opportunity and Growth- January 2021

This states that all schools should provide independent careers guidance from Years 8 to 13 and this guidance should be:

- Impartial
- Include information on a range of pathways including university options and apprenticeships
- Adapted to the needs of the student.

Further information can be found in the Academy's provider access policy.

Our careers programme aims to address the needs of the students within our local context of North East Lincolnshire. The Academy participates closely with developing local industries in such as STEM, Armed Forces and Green Energy. Stereotypes on industry are challenged through the CPSHE Curriculum and Personal Development Curriculum. Speakers from a wide range of careers are invited into the Academy to speak to all year groups across the academic year.

## **All students have access to the following:**

- 1:1 Guidance from a qualified, impartial careers advisor and access to drop in sessions with the Academy's qualified careers advice team.
- Work Experience in Year 10 to gain first hand experience of the world of work.
- Extra-Curricular enrichment, trips and guest speakers to develop student's understanding of a range of different subjects and learn new skills.
- Access to the Academy's Careers webpage with links to local careers and employment events.
- Access to a wide range of Post-16 and Post-18 providers in North East Lincolnshire and beyond.
- Access to the Unifrog Platform. This platform introduces students and parents to different careers and educational pathways including a wide range of technical routes and apprenticeships. This platform will also be used to record their time in school.

## **Students with SEND or in receipt of Pupil Premium Funding:**

Students who may require additional support with their careers education have access to the following:

- Personalised 1:1 careers appointments in Key Stage 4 with additional appointments if required.

- Personalised support from the SEND Team if required when choosing Post-16 and Post-18 options.

### **Careers Leadership:**

At Waltham Toll Bar Academy the Careers Leader works alongside the Assistant Principal for Personal Development, and the Curriculum Leader for CPSHE, to develop and implement a strategic Careers Development Plan. This includes the annual Careers Programme for the school. The school uses the Gatsby Benchmarks to support good careers guidance.

### **Work Experience at Waltham Toll Bar Academy.**

In Year 10, all students will be given the opportunity to engage in a work experience placement. The aim of work experience is to provide students with an opportunity to learn in the workplace; an experience that cannot be replicated in school.

- All students are offered the opportunity for a week's placement in May 2024. This is not a compulsory part of the curriculum but is undertaken by the majority of students.
- The overall organisation of work experience is undertaken by the Academy Careers Team with oversight from the Assistant Principal for Personal Development (Mr O. Fothergill) and the Head of Year 10 (Mr R. Cowie)
- The students are encouraged to source and arrange their own placements where possible, through family contacts, direct approach to employers or via the Unifrog online platform. Students can also source placements through the Academy careers team but these are limited in number.
- Parents are required to give consent for their child to take part in work experience and they receive full details of the child's work placement.
- All students on work experience are covered by the employers insurance and this is monitored through the Unifrog Platform.

### **Provider Access Statement (Baker Clause)**

This section sets out the academy's arrangements for managing the access of providers to students at the academy for the purpose of giving them information about the provider's education or training offer. This complies with the academy's legal obligations under Section 42B of the Education Act 1997.

### **Provider Access**

The Academy complies with Provider Access Legislation requiring all schools and academies to provide opportunities for a range of education and training providers to access all year 8 to 13 students. This is to inform them about approved qualifications including technical qualifications and apprenticeships. Our Provider Access Policy Statement is published on the Academy Website.

Opportunities for providers to speak with students may include school assemblies, employer and provider engagement events or opportunities to speak with students and parents on a one-to one basis supporting GCSE and post 16 option choices. The Academy will make the main hall, classrooms, and meeting rooms available for discussions and other events between the provider and students, as appropriate to the activity. The Academy will also make available AV, ICT and other specialist equipment to support provider presentations. This will be discussed and agreed in advance of the visit with the academy's careers lead or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resources area in the Academy reception. This will then be made available in the Careers room which all students have access to.

### **Procedure**

In the first instance, requests by providers should be sent to the Academy's Careers leader with a minimum of 4 weeks' lead time.

All requests will be considered on the basis of; staffing availability to support the activity, clashes with other planned activity, trips or visits to the Academy, interruption to preparation for examinations or rooming and space availability to host the activity.

### **Record keeping**

The Academy will retain records evidencing compliance with this policy.

### **Monitoring and Evaluation.**

- The Academy's Careers Lead and SLT will assess the appropriateness of the careers programme on a yearly basis and monitor the success of transition from school to other providers and destination data.
- Waltham Toll Bar Academy will use the online 'Compass+' audit tool to perform a termly review of its careers provision and measure achievement against the Gatsby benchmarks.
- The impact of the careers programme will be measured through a number of methods, including:
  - Destination Report and Data for Year 11 and, Year 13 Leavers.
  - Feedback from students on their experience of the careers education, information, advice and guidance received.
  - Feedback from staff on careers lessons/events and work experience programme.
  - Gathering feedback from key stakeholders including employers, partners and parents.

# Careers Education Programme Overview 2023/24

## Key Stage Three:

- A programme of options information for Year 9 students to support their GCSE choices with clear reference made to future Careers.
- CPHSE lessons covering a wide range of topics and skills with dedicated careers topics in each year. Topics cover economic literacy, citizenship, enterprise, living and working in North East Lincolnshire.
- Enrichment activities options for all students developing skills in a range of areas such as STEM, hospitality and social care.
- Students enrolled on the Unifrog Careers platform to monitor their careers education.
- Visits from a range of employers and post-16 providers including RAF, Royal Navy, CATCH and Toll Bar Sixth Form amongst others.

## Key Stage Four:

- Careers units in each year in CPSHE lessons focussing specifically on student's careers education. These use labour market information to identify careers education most relevant to student's and reflecting local context.
- 'Working Lunches' to meet Post-16 Providers in September/October.
- Lincs2 programme to enroll all Year 11 students onto Post-16 Education by December.
- Options support for all students choosing their options for A-Level.
- Lessons focussed on CV Writing, interview skills and employability.
- School-wide careers fair.
- Visits to Franklin College and GIFE for all students.
- Enrichment activities options for all students developing skills in a range of areas such as STEM, hospitality and social care.

## Key Stage Five:

- University Open Days and Universities/Post-18 providers invited to all open days and Sixth Form Events.
- Students encouraged to attend university open days, masterclasses, taster sessions and summer schools and time is allocated off timetable for them to do this.
- 'Working Lunches' showcasing a range of employers from across the area.
- Attendance to local further education fairs.
- Students all encouraged to undertake volunteering and work experience to support Post-18 applications.
- The Pastoral Curriculum in Year 12 and 13 focusses on life at university including managing student finance, mental wellbeing and self regulation.

- Partnership with the Elephant Group supporting students for higher education at top-ranking UK Universities.
- Personalised support with UCAS applications from their tutor and the Sixth Form Leadership Team.
- Interview practice and support from the Sixth Form Leadership Team.
- A range of talks from local employers across year 12 and year 13.



## Waltham Toll Bar Academy's Career Programme

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<div style="background-color: #3949ab; color: white; border-radius: 50%; width: 60px; height: 60px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">8</div>	<p style="color: #3949ab; margin: 0;"><b>DISCOVER AND EXPLORE</b></p> <ul style="list-style-type: none"> <li>Labour Market Information and the Changing World of Work</li> <li>Universities, A-Levels, Apprenticeships and T-Levels</li> <li>Career Pathways</li> <li>Interview Skills</li> <li>Careers Fair</li> <li>Post-16 Options Information</li> </ul>	
<div style="background-color: #0070c0; color: white; border-radius: 50%; width: 60px; height: 60px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">9</div>	<p style="color: #0070c0; margin: 0;"><b>RESEARCH AND PLAN</b></p> <ul style="list-style-type: none"> <li>GCSE Options Process</li> <li>University Experiences</li> <li>Meet the Military (STEM Events)</li> <li>CV Writing and Job applications</li> <li>Future Careers in Britain</li> <li>Careers Fair</li> <li>Post-16 Options Assemblies</li> </ul>	
<div style="background-color: #00b050; color: white; border-radius: 50%; width: 60px; height: 60px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">10</div>	<p style="color: #00b050; margin: 0;"><b>DEVELOP EMPLOYABILITY</b></p> <ul style="list-style-type: none"> <li>Work Experience</li> <li>Skills Fair</li> <li>Franklin and GIFE Visits</li> <li>Working Lunches</li> <li>Sixth Form Visit</li> <li>Interview Skills</li> <li>1:1 Career Appointments</li> </ul>	





**For Further information for the Academy Careers Policy please contact:**

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