



Worcestershire Careers Hub Member School

Arrow Vale Academy

SCHOOL CAREERS STRATEGY & ACTION PLAN

Recommended by: FSt

Approved by: LAGB

Ratified by: Local Academy Governing Board

Signed:

Position on the Board: LAGB Chair

Ratification Date: 01.09.22

Next Review: 01.09.25

Policy Tier (Central/Hub/School): School





**Arrow Vale High School is
an active member of the
Worcestershire Careers Hub
and supports the development
of Worcestershire's Future
Workforce through the
Worcestershire
Enterprise Adviser Network**





Arrow Vale Academy

CAREERS STRATEGY

Contents

SCHOOL CAREERS STRATEGY AND ACTION PLAN	1
SEPTEMBER 2022 to AUGUST 2025	Error! Bookmark not defined.
Intent, implementation and impact.....	5
Background Information	6
Worcestershire's Enterprise Adviser Network	6
The Careers Strategy.....	7
The Eight Gatsby Benchmarks of Good Career Guidance are:	8
Careers Hubs.....	9
What is a Careers Hub?.....	9
Worcestershire Careers Hub	9
Strategic Careers Leader	10
Our Careers Team	10
Our Enterprise Advisers	11
Our Objectives for 2022 to 2025	15
1. A Stable Careers Programme	15
2. Learning from Career and Labour Market Information	16
3. Addressing the Needs of the Pupil.....	16
4. Linking Curriculum Learning to Careers.....	17
5. Encounters with Employers and Employees.....	17
6. Experiences of the Workplace	17
7. Encounters with Further and Higher Education	18
8. Personal Guidance	18
Promotion of Careers related activities	18
Action Plan 2021 / 2022	19
Careers Programme and Provider Access Policy.....	19
Introduction	19
Pupil entitlement	19
School's Careers Leader	20



Measuring and Assessment of the impact of the careers programme on pupils.....	20
Management of provider access requests.....	20
Opportunities for access.....	21
Premises and facilities	21
Provider Access Requests	21
Feedback.....	22
Useful links / Resources.....	22

Arrow Vale Academy

CAREERS STRATEGY



Intent, implementation and impact

At Arrow Vale Academy, our intent is to ensure that all of our students acquire the skills, knowledge and attitudes to manage their learning and career progression.

Arrow Vale Academy has already implemented a range of effective careers guidance activities which we hope will guide support our students to achieve positive destinations such as A levels, Higher Education, Apprenticeships, Technical routes or Employment.

The intent of the careers strategy is to set out Arrow Vale Academy's key approaches internally and externally to enhance the current careers guidance activities and participation opportunities already available to our students. Our intent is to ensure that students are fully prepared for and informed effectively about their next steps and can therefore aspire to achieve their full potential. We want to ensure that our students have both the aptitude and interpersonal skills to effectively communicate and add value within the workplace.

To implement the strategy, the school will collaborate throughout with a range of external agencies to help us ensure we will meet all of the mandatory requirements contained within the Department for Education's new careers strategy. These partnerships will include working alongside The Careers and Enterprise Company (CEC), The Worcestershire Local Enterprise Partnership (WLEP), Worcestershire County Council (WCC), Further Education (FE) and Higher Education (HE) providers, Worcestershire Apprenticeships (WA) and a wide range of local employers.

High quality careers guidance is a crucial part of improving social mobility. Young people make choices based on what they know and what they think is available to them. If our young people are made fully aware of the career pathways and opportunities available to them, they will be more able to make informed choices about which qualifications and career pathways which will enable them to achieve their goals.

The strategy includes measures to further develop and improve the current provision on offer to students and will ensure that Arrow Vale Academy will meet the requirement to meet the eight "Gatsby Benchmarks", set out within the Department for Education's careers strategy by August 2022.

This strategy outlines our whole school approach to delivering careers guidance to all of our students throughout their journey through education. Career's activity will therefore take place across years 7 through to year 13 as part of the mandatory requirements set by the Department for Education and contained within the Gatsby Benchmarks.

We will measure the impact of our careers strategy using destination data and student voice. We intend to quality assure (via student voice) the CEIAG Fortnight that each department offers, as well as quality assuring the work experience offer, the yr 11 mock interviews and the CEIAG lessons.



Background Information

The Careers and Enterprise Company was set up in 2015 to transform careers and enterprise provision in schools and colleges across England.

The Careers and Enterprise Company had an initial remit to improve employer engagement, through the creation of the Enterprise Adviser Network and support schools to increase the delivery of activities which would help them build long lasting employer relationships (Gatsby Benchmarks 5 and 6).



Worcestershire's Enterprise Adviser Network

The Worcestershire Local Enterprise Partnership (WLEP) and Worcestershire County Council, through their contract with the Careers and Enterprise Company, have been delivering the Worcestershire Enterprise Adviser Network (WEAN) since January 2017 and has placed business leaders within schools to support them with the facilitation of careers related activity and support their achievement of Benchmarks 5 and 6.

Worcestershire was one of the first LEP areas in England to be awarded a central contract with the Careers and Enterprise Company and has been seen as an influential area as the Enterprise Adviser networks were being developed across England.

The WLEP has been leading the way nationally regarding network performance since the delivery of this initiative began and was delighted to become the first LEP area in the country to secure 100% participation from their education establishments. (50x)

The WLEP was also instrumental in demonstrating the need for total inclusion. The WEAN was one of the first areas in the country to also ensure that ALL of our Special Schools and Short Stay Schools were allowed to participate within the initiative.

To date Worcestershire has recruited 80+ Enterprise Advisers and assigned each of them to schools participating within the initiative.

In September 2017, due to the success of the WEAN, the WLEP were given permission to develop and deliver a Middle School Pilot and work with 16 schools covering Wychavon, Redditch and Bromsgrove.



The Careers Strategy



Careers strategy: making the most of everyone's skills and talents

December 2017

In December 2017 the government's Department for Education launched the latest version of their "Careers Strategy". This new strategy places the Careers and Enterprise Company at the heart of driving forward careers provision for young people. Their enhanced role is to act as a catalyst in the fragmented landscape of careers and enterprise, supporting programmes that work, filling gaps in provision and ensuring coverage across the entire country.

This new strategy adopted the Gatsby Benchmarks, which were originally developed by the Gatsby Foundation in 2014. These benchmarks were based on international research and helped identify best practice and guidance for education establishments in order for them to deliver high quality careers guidance to young people across England. These benchmarks have also formally been adopted by OFSTED and will now form part of their school inspection process.

The Eight Gatsby Benchmarks of Good Career Guidance 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) Experience of workplaces
- 7) Encounters with further higher education
- 8) Personal guidance



Careers Hubs

Since October 2015, the Gatsby Charitable Foundation, in partnership with the Careers and Enterprise Company, has also been running a Careers Hub pilot in the North East Local Enterprise Partnership area. This Careers Hub pilot was put in place to build on the support provided through the Enterprise Adviser Networks to achieve benchmarks 5 and 6 and support schools and colleges to achieve all eight of the Gatsby Benchmarks.

Following the conclusion of this pilot the Department for Education's Careers Strategy has requested that the Careers and Enterprise Company scale up this model by establishing 20 more Careers Hubs across the country, based on the North East Pilot model.

What is a Careers Hub?

A Careers Hub is a group of between 20 and 40 secondary schools / colleges / SEN Schools located in the same geographical area, working with universities, other education and training providers, employers and career guidance professionals to ensure that ALL the Gatsby Benchmarks are delivered in each school and college within the Hub and that careers outcomes are improved for all young people. Schools and colleges within the Hub should have a shared vision of how they will work together to improve outcomes for the young people in their area.

Worcestershire Careers Hub

In July 2018 the Worcestershire LEP, in partnership with Worcestershire County Council were successful in their bid for Worcestershire to be awarded "Careers Hub" status by the Careers and Enterprise Company.

The Worcestershire LEP will develop a careers Hub which exceeded the maximum number of 40 educational establishments. The "Hub" delivery team over the next 2 years will work with member schools to ensure not only are they meeting the mandatory requirements set out within the Department for Education's Careers Strategy, achieve all eight of the Gatsby Benchmarks but will also ensure that Worcestershire students will receive an increased number of employer encounters and activities which will in turn prepare them for the world of work.

The delivery team will continue to build on the success of their showcase careers event, the Worcestershire Skills Show, support the promotion of the apprenticeship agenda, working with our partner Worcestershire Apprenticeships, and ensure that ALL schools provide students with the opportunity to meet with FE / HE / Training providers and universities to ensure they can continue to make informed choices about which educational and vocational pathways are open to them.

Work will also continue to expand the range of information available to students, parents, employers and teachers through the "Skills4Worcestershire" careers signposting website.



Strategic Careers Leader

As set out within the Department for Education's Careers Strategy Arrow Vale Academy is required to have a designated member of our Senior Leadership Team named as our schools Strategic Careers Lead.

The Strategic Careers Lead will have the responsibility to make sure that we as a school meet our mandatory requirements and work towards achieving all eight of the Gatsby Benchmarks by August 2022.

Tamara Patterson has agreed to undertake this role.
Joyce Chamberlain is the Link Governor.

Tamara Patterson will provide both the Head Teacher and the board of governors with regular updates on our progress and will work closely with the Worcestershire LEP delivery team, our assigned Enterprise Adviser and local employers to ensure we deliver this strategy.

Our Careers Team

Tamara Patterson will lead our team which will include the following staff members:

Francesca Stanley (Assistant Principal and Trust Director of Personal Development – Secondary)

Angela Timothy (Achievement Assistant with responsibility for Post-16 SEND destinations)



Our Enterprise Advisers

Through the Worcestershire LEAs Enterprise Adviser Network Arrow Vale Academy are currently awaiting a new Enterprise Adviser.

Current Position at Arrow Vale Academy

Students are currently receiving the following careers related support or participating within the activities listed below during their journey through school:

Year 9

Year 9 CEIAG tutor sessions 1.Links between school and the WBS 2.What's next?

3.LMI

4.KASE Audit

5. Unifrog

6 Unifrog

7. Future plans

Year 9 CEIAG lessons

1. Adulthood

2. Skills and qualities audit

3. My personal brand

4. Work place behaviours

5. Work place jargon

6. Options

7. End of topic evaluation

Options Evening

3 CEIAG assemblies – presentation by Career Lead and Apprenticeship provider

KASE Day (employability day) focused on developing soft skills and financial capability

The £5 challenge

Career Fayre – exposure to employers, post-16 providers, apprenticeship providers and employers



Careers Fortnights – every subject will make explicit links between learning and employment and focus on potential careers within their field during the designated career fortnights

A myriad of virtual CEIAG opportunities emailed out via EDULINK

Year 10

Year 10 lessons SPRING 2

1. Oracy in the workplace
2. Adulting
3. Links between school and the WBS
4. Rights and responsibilities in the workplace
5. Workplace behaviour and conduct
6. Work experience
7. Marketing yourself and end of topic review

Year 10 CEIAG tutor sessions

1. Application letters
2. CVs
3. Application forms
4. Unifrog
5. Unifrog
6. Future plans

Virtual work experience week

In-person work experience for target students

3 CEIAG assemblies – presentation by Career Lead and Apprenticeship provider

Sixth Form Open Evening

KASE Day (employability day) focused on developing soft skills and financial capability

Sixth Form Taster Day

Career Fayre – exposure to employers, post-16 providers, apprenticeship providers and employers

Careers Fortnights – every subject will make explicit links between learning and employment and focus on potential careers within their field during the designated career fortnights

Lunch time career drop-in



University Visit

A myriad of virtual CEIAG opportunities emailed out via EDULINK

Year 11

YEAR 11 CEIAG LESSONS

What next?

2. Application forms
3. Application letters
4. Work place behaviour
5. College interviews
6. Apprenticeships
7. Sixth Form
8. Volunteering
9. LMI
10. Marketing yourself

No tutor sessions due to academic interventions – additional L4L slots provided.

Lunch time career drop-in

3 CEIAG assemblies – presentation by Career Lead and Apprenticeship provider

KASE Day (employability day) focused on developing soft skills and financial capability

Career Fayre – exposure to employers, post-16 providers, apprenticeship providers and employers

Careers Fortnights – every subject will make explicit links between learning and employment and focus on potential careers within their field during the designated career fortnights

1-to-1 Career Guidance session

Year 12

An extensive introduction to university / apprenticeship / career options during form time



UCAS Personal Statement workshops

Form tutor time spent having talks from different university and course providers as well as apprenticeship and work experience providers

Personal statement and job application support during form time. Pupils also have sessions dedicated for researching and attending university open days and courses.

Visit to Gloucester University

Visit to 'What University? What Career?' Event

The £5 challenge

Lunch time career drop-in

3 CEIAG assemblies – presentation by Career Lead and Apprenticeship provider

Career Fayre – exposure to employers, post-16 providers, apprenticeship providers and employers

Careers Fortnights – every subject will make explicit links between learning and employment and focus on potential careers within their field during the designated career fortnights

1-to-1 Career Guidance session

Year 13

UCAS Personal Statement workshops

Form tutor time spent having talks from different university and course providers as well as apprenticeship and work experience providers

Personal statement and job application support during form time. Pupils also have sessions dedicated for researching and attending university open days and courses.

Visit to 'What University? What Career?' Event

The £5 challenge

Lunch time career drop-in



3 CEIAG assemblies – presentation by Career Lead and Apprenticeship provider

Career Fayre – exposure to employers, post-16 providers, apprenticeship providers and employers

Careers Fortnights – every subject will make explicit links between learning and employment and focus on potential careers within their field during the designated career fortnights

1-to-1 Career Guidance session

Student Finance Assistance and Finance tutor sessions

Dedicated and extensive support with university/apprenticeship applications through Sixth Form team

Teaching staff contribute to the delivery of careers guidance through:

- Employer visits during classroom lessons.
- Supervising visits which are linked to their curriculum specialism.
- English team support CV and application letter writing.
- Each department has a fortnight CEIAG focus on careers and jobs linked to their subject (see below) .

Local Employers contribute to the delivery of careers guidance through:

workplace visits / work experience / assemblies / careers fairs

Parents contribute to the delivery of careers guidance through:

Support to arrange work experience / parents employer participation

Our Objectives for 2022 to 2025

1. A Stable Careers Programme

- To ensure the careers programme is delivered by individuals with the right skills and experience. The school will, wherever possible, use qualified careers professionals to offer advice and guidance to all or the overwhelming majority of students.



- To enable students to have an understanding of the full range of opportunities available to them, the skills that are valued within the workplace and to have firsthand experience of a work environment.
- To develop and publish a careers programme that will raise the aspirations of all students regardless of academic ability and is tailored to meet their individual needs wherever possible.
- To ensure our Careers Strategy is fully supported by the Senior Leadership team within school and is approved by the board of governors
- To ensure there is a clear focus on the activities which support enterprise, employability skills, workplace experiences and qualifications which employers' value.
- To regularly evaluate our careers strategy to determine the impact of our careers related activity based on the feedback provided to us by students, teachers, employers and where appropriate parents.
- To maintain high quality careers provision endorsed by the Careers and Enterprise Company and to review the improvement of our programme by using the Compass evaluation and Compass Careers Dashboard tools.

2. Learning from Career and Labour Market Information

- To encourage and increase the use of online careers tools and packages across all year groups. Working with our own careers team, key partners, stakeholders, local and national professional bodies.
- To utilise and then support the development of labour market information to ensure staff and students are informed in their decisions and the advice being given. Work with the Worcestershire LEP and the Careers and Enterprise Company to help establish key priority areas which need to be developed.
- To promote the values of labour market information to parents /carers (where appropriate) to access and understand this information. To investigate careers and opportunities in learning, work and apprenticeships and how these meet the local and national priorities.

3. Addressing the Needs of the Pupil

- To develop mechanisms to report, track and monitor compliance in relation to the Careers Strategy objectives.
- To develop accurate tracking systems to ensure students are able to keep track of their own journey, record and access the advice they have received and monitor the agreed actions and next steps
- To ensure that a programme of activity takes place which raises the aspirations of all students and challenges stereotypical thinking in terms of equality and gender.
- To ensure that students with particular vulnerabilities and those who are at risk are appropriately supported and identified through close working relationships with the full range of educational and support agencies.



- To ensure that careers guidance for learners with special educational needs and disabilities (SEND) is differentiated, where appropriate, and based on high aspirations and a personalised approach. Careers guidance for learners with SEND should be based on the students own aspirations, abilities and needs.

4. Linking Curriculum Learning to Careers

- To ensure that subject teachers across the whole school support the delivery of careers education and guidance and are able to link the content of curriculum with careers, even in lessons which are not specifically occupation led. Subject specialist staff can be powerful role models to attract students towards their field and the careers that flow from it.
- To integrate national initiatives and project opportunities within the curriculum to enhance that range of careers related activity taking place within school. e.g. Young Enterprise and Code Clubs.
- To ensure that careers related activities are built in throughout the school year and not just towards the end of any given topic / subject being delivered.
- Specific focus will initially be placed on linking curriculum to careers in English, Maths, Sciences and PHSE lessons.

5. Encounters with Employers and Employees

- To ensure that students receive at least ONE meaningful encounter with an employer during every year they are at school.
- To increase the number of activities which are conducted within school with the support of local employers.
- To ensure that students have the opportunity to improve employability skills and their understanding of and awareness of entrepreneurship
- To enable learners to gain the confidence to compete in the labour market by providing opportunities to gain the practical know-how and attributes that are relevant to gaining employment.
- To develop marketing materials for employers which will help them easily understand the impact of their involvement, the breadth of options available to them and the ways in which they can show they meet their corporate social responsibility.
- To create mechanisms where parents and alumni can express their interest to actively support employer related activity taking place within the school.
- The school will also encourage students and parents to attend careers events such as the Worcestershire Skills Show held annually in March and the Worcestershire Apprenticeship show held annually in October.

6. Experiences of the Workplace

- To ensure that students receive at least ONE meaningful experience of the workplace by the end of year 11



- To ensure that students receive at least ONE further meaningful experience of the workplace during years 12 and 13.
- To increase the number of employer workplace visits which will take place to enable students to gain more of an understanding of the wide range of employment opportunities available within specific industry sectors based in Worcestershire.
- To strengthen our links with local employers and support our Enterprise Adviser to facilitate careers related activity within school

7. Encounters with Further and Higher Education

- To ensure all / overwhelming majority of students receives at least ONE meaningful encounter with Sixth Form Colleges and FE Colleges.
- To ensure all / overwhelming majority of students has been provided with information about the full range of apprenticeships including higher level apprenticeships through the Worcestershire Apprenticeships activity offer.
- To ensure all / overwhelming majority of students have experienced meaningful encounters with universities.

8. Personal Guidance

- Ensure all / overwhelming majority of students have had an interview with a professional and impartial careers adviser by the end of year 11
- Ensure all / overwhelming majority of students has had at least TWO interviews with a professional career's adviser by the end of year 13.

Promotion of Careers related activities

Arrow Vale Academy will encourage the promotion of ALL careers related activity which takes place within the school through the creation of case studies and will share this activity through our school Twitter account and other social media channels.

This careers strategy document along with any case studies documents that are created will be placed on the school's website. These will also be shared with the Worcestershire LEP to be used to promote best practice across ALL career's hub member schools.

This promotion will enable us, and our partner organisations, to be able to capture the evidence we are required to provide both OFSTED and the Careers and Enterprise Company (and demonstrate that the activity taking place within our school) meets the requirements set out within the Department of Education's Careers strategy.



Action Plan 2021 / 2022

- Identify a named person from the SMT to become our Strategic Careers Lead by the end of September 2022 – Tamara Patterson (middle leader)
- Create a whole school Careers Strategy which is to be published on the school website and has gained approval from the schools Senior Management Team and the Board of Governors by the end of September 2022 – August 2025
- Raise awareness of the Careers Strategy with key staff within the school to enable them to contribute towards the need to link careers to the curriculum within school by August 2022.
- Inform parents of the creation of the school's new careers strategy and inform them of its location on the school website by August 2023.
- Complete the Compass Evaluation Tool and the Tracker tool on a regular basis as per the terms of our agreement in joining the Worcestershire Careers Hub.

Careers Programme and Provider Access Policy

Introduction

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

ARROW VALE SCHOOL is committed to providing a personalised education package for all our pupils, and this is reflected by our careers programme. Pupils will access different elements of the programme at different stages of their education whilst the focus will always be on preparing them for their future pathways, considering their own preferences. Our Careers Action Plan outlines our generic careers offer from **YEAR 9 TO YEAR 13**. For some pupils, a more personalised offer will be in place. Our focus links directly to the requirements of the '*Gatsby Good Career Guidance*' report (2014) which became the basis for the statutory '*Career's guidance and access for education and training providers*' (2018).

Pupil entitlement

The statutory guidance is relevant to 'all pupils in years 7-13' and we will also consider young people's developmental ages when preparing appropriate careers activities at **ARROW VALE SCHOOL** ensuring that our pupils receive a careers programme which offers them opportunities to:



- find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships.
- understand how to make applications for the full range of academic and technical courses.

School's Careers Leader

Parents, teachers and employers may gain further information about our careers programme by contacting:

CAREERS LEAD NAME: TAMARA PATTERSON CAREERS LEAD POSITION: LEADER OF STUDENT EXPERIENCES CAREERS LEAD TEL NO: 01527 526800 CAREERS LEAD EMAIL ADDRESS: tpatterson@arrowvaleacademy.co.uk

Measuring and Assessment of the impact of the careers programme on pupils.

Evaluation of our careers programme is designed to enable us to examine what we do, consider how we can improve it and provide stakeholders with a summary of this. This will include gathering information from the pupils about how they feel about their experiences in relation to the careers programme.

Pupil progress in Careers lessons will be evaluated each term as part of our ongoing Pupil Tracking process.

It is our aim to provide pupils with both experiences of the workplace and / or encounters with employers. These encounters and experiences will take place as part of curriculum lessons / workplace visits / assemblies / attending Careers Fairs and Events.

Management of provider access requests.

Providers wishing to request access should contact:

ENTER DETAILS OF PERSON RESPONSIBLE FOR ARRANGING PROVIDER ACCESS:

CAREERS LEAD NAME: TAMARA PATTERSON CAREERS LEAD POSITION: LEADER OF STUDENT EXPERIENCES CAREERS LEAD TEL NO: 01527 526800 CAREERS LEAD EMAIL ADDRESS: tpatterson@arrowvaleacademy.co.uk



Opportunities for access

Our curriculum and careers programme include opportunities for providers to come into school to speak to our pupils and/or their parents/carers.

These can be arranged during timetabled Careers lessons or at other suitable times. Please speak to our designated staff member to identify the most suitable opportunity for your organisation.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the designated staff member or a member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature with the designated staff member, who will ensure that these are available for the pupils to have easy access.

Provider Access Requests

All requests will be given due consideration by **ARROW VALE SCHOOL** and Senior Leadership link and requests will be 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 school 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



Feedback

ARROW VALE welcomes parental and employer participation within our careers related activities. Should you wish to support our activity or provide feedback on our Careers Strategy then please contact our Strategic Careers lead directly.

Useful links / Resources

[The Careers Enterprise Company](#)

[Gatsby Foundation](#)

[Post 16 Skills Plan](#)

[Department of Education Careers Strategy](#)

[Skills For Worcestershire](#)

[Government Careers Strategy December 2017](#)

[National Careers Service](#)

[UCAS \(Universities and Colleges Admissions Service\)](#)

[Worcestershire Local Enterprise Partnership](#)

[Worcestershire Apprenticeships](#)

[HOW College](#)

[Kidderminster College](#)

[Warwickshire College Group](#)

[Worcester University](#)