





## BRADFIELDS ACADEMY

### Careers Policy

This policy will be reviewed on at least an annual basis and whenever significant changes to the systems and arrangements take place.

Where any changes, amendments or additions are made, the revision number will change.

Reviews that result in no changes at all will maintain the same revision number.

Approved by the Principal:		Date: 22-2-22
Approved by the Chair of Trustees		Date 22-2-22
Last reviewed on:	November 2019	
Next review due by:	November 2022	

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# Bradfields Academy



## Careers Policy

Version 3

THE CAREERS &  
ENTERPRISE  
COMPANY



## **Vision and Values**

Bradfields Academy is committed to providing high quality Careers Education, Information, Advice and Guidance (CEIAG) to all students. Through CEIAG work Bradfields Academy utilises a nurturing approach to raise aspirations. We promote equality of opportunity to ensure that every student gains the confidence, self-belief, skills, knowledge and experience needed to be able to manage their own career pathway.

## **Aims and Purpose**

- Prepare students for the transition to life after Bradfields.
- Support students in making informed decisions, which are appropriate for them.
- Provide students with experience and knowledge to assist in this decision making.
- To develop a student's employability skills so they can make the most of opportunities that are presented to them.
- Inspire and motivate students to develop themselves as individuals and live as independently as possible.
- Raise student's aspirations for their own future goals.

## **Student Entitlement**

Students will be able to:

- Try out different work opportunities.
- Gain an insight into the Labour Market.
- Recognise their personal skills and qualities and how these are transferable to different settings.
- Understand employability skills and how to utilise these in an application/interview situation.
- Have access to a range of resources, including online resources to assist in their career exploration.
- Have access to impartial Careers information and options Post 16 and Post 18 and beyond.
- Understand that there are a range of employment opportunities open to them in the future.

## Statutory Requirements and Expectations

The careers provision at Bradfields Academy is in line with the statutory guidance developed by Department for Education which refers to Section 42A and 45A of the education act 1997 and Section 72 of the Education and Skills Act 2008.

This states that all school and colleges must:

- Ensure that students are provided with independent careers guidance from Year 7 to Year 13.
- Provide an opportunity for a range of education and training providers to access all students Year 8 to Year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships.
- Publish a policy statement setting out their arrangements for provider access and ensure that it is followed.
- Meet the Gatsby Benchmarks by the end of 2020.
- Provide every student from Year 7 to Year 13 with at least one employer engagement opportunity each year.
- Appoint a named person to the role of Careers Lead to lead the careers programme.
- Publish details of their careers programme for young people and their parents.

Taken from Careers guidance and access for education and training providers; Statutory guidance for governing bodies, school leaders and school staff (October 2018).

[https://www.thecdi.net/write/Careers\\_guidance\\_and\\_access\\_for\\_education\\_and\\_training\\_providers\\_-\\_Statutory\\_guidance\\_for\\_governing\\_bodies,\\_school\\_leaders\\_and\\_school\\_staff.pdf](https://www.thecdi.net/write/Careers_guidance_and_access_for_education_and_training_providers_-_Statutory_guidance_for_governing_bodies,_school_leaders_and_school_staff.pdf)

Students are entitled to receive impartial and high quality careers education, information, advice and guidance from the beginning of Key Stage 3 through to the end of Key Stage 5. At Bradfields Academy we have made the decision to extend this to start from Early Years and up to Year 14.

Given the range of needs of the students at Bradfields, the CEIAG will be presented and experienced in different ways for different groups of learners in line with the academy's ethos of personalised learning to meet the individual needs and preferences of each student.

For students with multiple and complex needs, the CEIAG will focus on ensuring students have an opportunity to be included in working life, supporting ongoing communication and cognition development to enable these students to have a positive impact and be valued, as well as supporting the formation of supportive relationships and friendships. The framework which each community will follow is highlighted in the Careers Provision Map (Appendix A)

### **Management and delivery**

We recognise the importance of putting in place effective arrangements for the management and delivery of the careers programme. Each department and community has an allocated careers representative under the leadership of the Careers Leader who is member of the Senior Leadership Team. The Employer Engagement Officer, the Transition Co-ordinator and an independent Career Adviser, also supports them. Bradfields academy is also a member of the Kent and Medway Enterprise Hub and as such has support from the Kent and Medway network or enterprise advisors and co-ordinators.

### **Careers Provision Map**

The Careers Provision Map will map the CEIAG provision across the academy from Primary to KS5. It provides an overview of the academy's Careers Programme and shows how the programme meets each of the 8 Gatsby Benchmarks. The Careers Provision Map will be reviewed and updated annually. The current Careers Provision Map can be found at Appendix A.

### **Education and Training Providers**

Schools and academies are required to ensure that there is an opportunity for a range of education and training providers to access students in Years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Details of the range of opportunities for education and training providers to access all students can be found at Appendix B along with the details of how providers can gain access.

### **Employer Engagement Opportunities**

Employer engagement opportunities occur throughout the year and can take the form of formal trips and visits to different places of work, guest speakers coming in to speak to groups of students, webinars, and assemblies or through activities on career focus days or STEM week. These opportunities will be co-ordinated by the Careers Leader.

## **Careers Leader**

The dedicated Careers Leader for Bradfields Academy is Elizabeth Halton, who is part of the Senior Leadership Team, and has responsibility for developing and co-ordinating the academy's CEIAG provision and strategy. Elizabeth has completed the level 6 careers Leaders training and is a member of the Career Development Institute.

## Appendix A

### Bradfields Academy – Careers Provision Map

#### Benchmark1 – A stable careers programme

As an academy, we have developed a pathway for students whose curriculum outcome is to develop skills in self-management of behaviours, anxieties, emotion regulation and sensory needs in order to engage in their wider community as a valued citizen who will make a contribution, be that in a social care setting, supported employment or voluntary work.

	Primary	Birch	Oak	Pine	Maple	Ash	6 <sup>th</sup> Form
<p><b>All students regardless of community will access three specialized career focus days throughout the year. Content on those days will depend on which framework is being followed. Each framework can also be aligned to the 8 Gatsby Benchmarks</b></p>							
<b>Framework</b>	Skills Builder	CDI	CDI	Skills Builder	Skills Builder	CDI	CDI
<b>Benchmark 3 – Addressing the needs of each student</b>	<p>All students will access three specialized career focus days throughout the academic year that will cover career and labour market information throughout the year.</p> <p>External providers are invited to Option evenings for students in year 9, 11 and 13</p> <p>Future study options and labour market information is discussed in detail at EHCP reviews from Year 9 onwards</p> <p>At least one independent careers interviews with qualified careers advisor for students in year 11 - 14</p> <p>Full time transition co-ordinator accessible to all students and involved in <b>ALL</b> EHCP reviews</p> <p>Activities during career focus days will challenge stereotypical thinking and raise aspirations</p> <p>Celebration events such as Achievement Assemblies, Awards evening and visiting employers will raise aspiration of students</p> <p>Think Forward Project for identified students in years 11 - 14</p>						
<b>Benchmark 4 – Linking curriculum learning to</b>	<p>Each department area has an appointed Careers Representative. Primary, Pine and Maple also have a career representative who has oversight of the career work in those communities to ensure that it is individualised and appropriate to needs of student.</p>						



careers

Each department will annually review its career provision across all subjects and key stages

STEM activities for all year groups during STEM week

6th form students in b and c groups follow a curriculum with 2 days of work experience built in. Additional subjects at 6<sup>th</sup> form that support careers include Duke of Edinburgh, Prince's Trust, Community Volunteering and Travel Training

Each department has mapped its subject area against the CDI framework

**Benchmark 5  
– Encounters with  
Employers  
and  
Employees**

Benchmark 5 – Encounters with Employers and Employees delivered by either subject departments, career assemblies or on focus days

**Benchmark 6  
– Experience  
of workplaces**

**All Year Groups** - career assemblies across the academic year to include visitors and speakers from different work places linked to career of the week

**Year 10 and 11** Work experience week

**Year 12 and 13** - B and C groups have 2 days extended work placement. A group will complete work experience during transition fortnight

**Year 14** - 2 days a week extended placement for the year

**Benchmark 7  
– Encounters with further  
and higher  
education**

Full time transition co-ordinator accessible to all students and involved in **ALL** EHCP reviews

Details of provision for encounters with further and higher education providers can be found in the Provider Access Policy (Appendix B)

**Benchmark 8  
– Personal  
Guidance**

Independent careers interviews for students year 11 – 14

## **Appendix B**

### **Provider Access**

#### **Bradfields Academy: Provider Access Policy**

##### **Introduction**

##### **Aims**

This policy statement aims to set out our academy's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer.

It sets out:

- Procedures in relation to requests for access
- The grounds for granting requests for access
- Details of premises or facilities to be provided to a person who is given access

##### **Statutory requirements**

Schools and academies are required to ensure that there is an opportunity for a range of education and training providers to access students in Years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools and academies must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](#).

This policy shows how our academy complies with these requirements.

##### **Student entitlement**

Students in Years 8-13 are entitled:

- To find out about supported internships, technical education qualifications and appropriate apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.

- To hear from a range of appropriate local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies, group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

## Management of provider access requests

### Procedure

A provider wishing to request access should contact Elizabeth Halton, Vice Principal and Careers Leader

Telephone: 01634 683990 Email: elizabeth.halton@fortitrust.co.uk

### Opportunities for access

A number of events, integrated into the academy curriculum and careers programme, will offer providers an opportunity to come into the academy to speak to students and/or their parents/carers. We would also welcome industry professionals to support with the planning / delivery of our many different employability based curriculums running across our academy.

<b>Opportunities to support during events:</b>			
<b>Please note that under Covid restrictions some of these events may be cancelled, limited capacity or virtual</b>			
	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<b>Year 8</b>	<ul style="list-style-type: none"> <li>• Assemblies</li> <li>• Afternoon Tea/Coffee Mornings</li> <li>• Focus Day</li> <li>• Pastoral Review Day</li> </ul>	<ul style="list-style-type: none"> <li>• Assemblies</li> <li>• Afternoon Tea/Coffee Mornings</li> <li>• Focus Day</li> <li>• Curriculum Review Days</li> </ul>	<ul style="list-style-type: none"> <li>• Assemblies</li> <li>• Afternoon Tea/Coffee Mornings</li> <li>• Focus Day</li> </ul>
<b>Year 9</b>	<ul style="list-style-type: none"> <li>• Assemblies</li> <li>• Afternoon Tea/Coffee Mornings</li> <li>• Focus Day</li> <li>• Pastoral review day</li> </ul>	<ul style="list-style-type: none"> <li>• Assemblies</li> <li>• Afternoon Tea/Coffee Mornings</li> <li>• Focus Day</li> <li>• Curriculum Review Days.</li> </ul>	<ul style="list-style-type: none"> <li>• Assemblies</li> <li>• Afternoon Tea/Coffee Mornings</li> <li>• Focus Day</li> <li>• Transition</li> </ul>

		<ul style="list-style-type: none"> <li>Options Evening</li> </ul>	
<b>Year 10</b>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Afternoon Tea/Coffee Mornings</li> <li>Focus Day</li> <li>Pastoral Review</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Afternoon Tea/Coffee Mornings</li> <li>Focus Day</li> <li>Curriculum Review Days.</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Afternoon Tea/Coffee Mornings</li> <li>Focus Day</li> <li>Transition</li> </ul>
<b>Year 11</b>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Afternoon Tea/Coffee Mornings</li> <li>Focus Day</li> <li>Pastoral Review Day</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Afternoon Tea/Coffee Mornings</li> <li>Focus Day</li> <li>Options Evening</li> <li>Curriculum Review Days</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Afternoon Tea/Coffee Mornings</li> <li>Focus Day</li> <li>Transition</li> </ul>
<b>Year 12</b>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Afternoon Tea/Coffee Mornings</li> <li>Work Experience</li> <li>Focus Day</li> <li>Pastoral Review Day</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Afternoon Tea/Coffee Mornings</li> <li>Work Experience</li> <li>Focus Day</li> <li>Curriculum Review Days.</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Afternoon Tea/Coffee Mornings</li> <li>Work Experience</li> <li>Focus Day</li> <li>Transition</li> </ul>
<b>Year 13</b>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Afternoon Tea/Coffee Mornings</li> <li>Work Experience</li> <li>Focus Day</li> <li>Pastoral Review Day</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Afternoon Tea/Coffee Mornings</li> <li>Work Experience</li> <li>Focus Day</li> <li>Curriculum Review Days.</li> <li>Options Evening</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Afternoon Tea/Coffee Mornings</li> <li>Work Experience</li> <li>Focus Day</li> <li>Transition</li> </ul>
<b>Year 14</b>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Afternoon Tea/Coffee Mornings</li> <li>Work Experience</li> <li>Focus Day</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Afternoon Tea/Coffee Mornings</li> <li>Work Experience</li> <li>Focus Day</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Afternoon Tea/Coffee Mornings</li> <li>Work Experience</li> <li>Focus Day</li> </ul>

	<ul style="list-style-type: none"> <li>• Pastoral Review Day</li> </ul>	<ul style="list-style-type: none"> <li>• Curriculum Review Days.</li> <li>• Options Evening</li> </ul>	<ul style="list-style-type: none"> <li>• Transition</li> </ul>
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We encourage providers who are interested in coming into the academy to contact: Liz Halton to identify the most suitable opportunity.

The academy policy on safeguarding sets out the academy's approach to allowing providers into academy as visitors to talk to our students. Education and training providers will be expected to adhere to this policy.

Please also refer to the following policies that can be found on the website for further guidance

- *Careers Policy*
- *Curriculum Policy*

### **Premises and Facilities**

Once visits have been agreed, the academy will provide appropriate facilities to facilitate the visit, along with any equipment requested by the provider, where it is available. Sessions can be held in different venues according to the number of students and the requirements of the provider. Visits can be in the main hall and delivered to over 150 students, or sometimes in the classroom with a smaller group. We are happy to work with providers to provide any resources we can that make their visit possible and we are happy to accommodate those that need to bring extra equipment into the academy in order to showcase what they do.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception for the attention of Elizabeth Halton. The literature will be placed in the careers area so it is available to students during the course of the academy day.

