

# Tudor Grange Academy Careers Plan 2023-2024

TUDOR GRANGE ACADEMY CAREERS PLAN 2023-2024





Here at Tudor Grange Academy, we provide our students with a full Information and Advice Programme on Careers Education to ensure they are prepared for the future and have received the skills, information, and opportunities to help them make informative choices for future study or work. We support our students, so they make the right choices for progression by providing them with access to differentiated, impartial and independent information and guidance about the range of options available to them including academic, vocational and apprenticeships to help them achieve their ambitions.

Our students will be independent and flexible and able to adapt to the challenging world ahead of them whether that be Higher Education or employment. At Tudor Grange Academy every year group from 7 upwards can engage with business through industry days, mentoring, work experience, careers fairs, cadet programs and classroom workshops. Tudor Grange Academy favours strongly alumni students who are invited back to discuss their routes as well as those who attended the Sixth Form can end up appearing on the Sixth Form Alumni wall of fame, for all students and visitors to read.

Our Careers Programme focuses on a particular area for every year group from Year 7 to Year 13 and we are proud to involve our Business Partnership in our student's journey by helping them at crucial stages, informing and introducing them to the world of work, we aim to prepare them whichever pathway they choose.

We are aware that our students need help to make their choices and to manage transition with ease, that is why we have a dedicated careers team who promote a Careers Programme that provides our students with the knowledge, inspiration, and ability to take ownership of their own career action plans starting from Year 7 until they leave us.

The Academy provides independent advice and guidance to ensure our students receive the impartial advice they need. The Baker Clause Policy sets out the Academy's arrangements for managing the access of providers to students for the purpose of giving them information on the wide range of options, open to them, throughout the year students have various liaisons with external providers. The Provider Access Legislation (Jan 2023) specifies that we provide at least six encounters from organisations that offer approved technical education or their representative for all our students:

2 encounters for pupils in year 8 or 9 mandatory for all pupils to attend

2 encounters for pupils in year 10 or 11 mandatory for all pupils to attend

2 encounters for pupils in year 12 or 13 mandatory for school to offer but optional for pupils to attend

## **TUDOR GRANGE ACADEMY CAREERS PLAN 2023-2024**



## CDI Framework

The Academy's careers provision is based on the CDI Framework for Careers, Employability and Enterprise Education 7—19 (2018). A formal Careers Programme is in place indicating the importance of employability, careers, and enterprise education as part of the overall Academy policy and a clear understanding of national and regional drivers. The Careers Programme is clearly linked to the Academy Development Plan and there is a clear vision for employability and enterprise education.

The Academy's Careers Plan is based on the DfE Careers guidance and access for education and training providers (Jan 2018) and the Gatsby Benchmarks.

## Aims

- Every teacher is a teacher of careers and is clear about the role they play to inspire future generations
- Careers education is embedded across the curriculum with all staff being aware of their role in taking an active part in career guidance
- Ensure all students can explore and encounter the workplace including local, national and international employers, further and higher education settings and training providers
- Provide good advice and guidance which is individual to the students' needs
- Provide good quality independent and impartial careers advice to students
- Contribute to raising achievements, encouraging students to aim high, think outside the box and step out of their comfort zone
- Provide opportunities for students to work with our Business Partners, training providers, further and higher education establishments
- Develop employability and enterprise skills
- Challenge stereotyping, promote equality of opportunity and support inclusion



## Careers Education Information Advice and Guidance at Tudor Grange Academy has four elements.

**Careers Education** - planned programmes in the curriculum giving students knowledge and skills to help them to plan/manage their own career pathways.

**Careers Information** - labour market information, (LMI), job sectors, progression routes and pathways.

**Careers Advice & Guidance** - independent and impartial careers advice and guidance provided by a L6 qualified careers advisor (in-house).

**Employment Related Learning** - in and out of the classroom, educating students about economic well-being, careers and enterprise, employability skills, branding themselves.



## Tudor Grange Academy Careers Team Roles and Responsibilities

### **Ashley Roach - College Leader (SLT) / Careers Lead**

- Responsible for overseeing, planning & setting strategic direction
- Strategic leadership of CEIAG across the Academy
- Prepares and implements CEIAG development plan
- Monitors CEIAG provision and take up of careers guidance
- Promote careers across the curriculum
- Lead in house training /CPD staff





### **Karen McStay—Associate Sixth Form Co-Ordinator / Careers Advisor (L6 qualified)**

- Responsible for overseeing, planning career activities
- Collate and track destination data
- Establish, maintain and develop relationships with employers, FE, HE, training and apprenticeship providers
- Liaise with tutors, SLT, SENCO to identify and support students
- Secure students access to personal career guidance
- Report to SLT & Governors on CEIAG
- Prepares and implements CEIAG development plan
- Monitors CEIAG provision and take up of careers guidance
- Promotes careers across the curriculum using Career Champions
- Co-ordinate in house training /CPD staff
- Co-ordinates work experience
- Co-ordinate and analysis enrichment activities
- Research available career resources
- Performs career guidance interviews





### **Charlotte Mackie—Lead Teacher of STEPS**

- Coordinate careers education at Key Stage 3 & 4 through STEPS lessons



### **Rebecca Widdowson—Chair of Governors**

- Monitor provision of CEIAG
- Termly review of CEIAG (Governor's meetings)
- Strategic planning
- Monitoring Business Partnership with the Academy

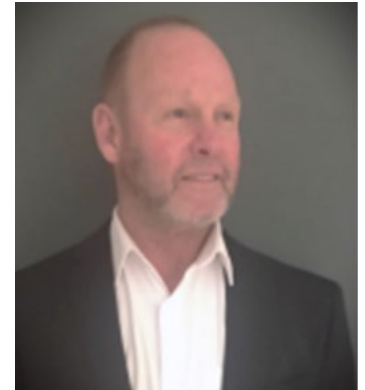






### **Dave Riley—Health & Safety Business Partner at Amey, Careers Enterprise Advisor**

- Support the Academy and leadership team to develop an effective Careers Programme
- Create opportunities for students
- Use industry and professional knowledge to demystify what employers look for in their future talent
- Promoting access to information, advice and networks for every student
- Engaging with local businesses and employers within own network to open a variety of career opportunities



### **Sandra Howell—Enterprise Coordinator**

- Work with strategic leads, career advisor and the Enterprise Advisor to develop a programme of activity which ensures local employers are involved in
- Supporting to achieve the Gatsby Benchmarks





# The Gatsby Benchmarks

The Academy careers plan supports the achievement of the eight Gatsby benchmarks:

## **A stable Careers Programme**

Learning from Career and Labour Market Information

Addressing the Needs of Each Student

Linking Curriculum Learning to Careers

Encounters with Employers and Employees

Experience of Workplaces

Encounters with Further and Higher Education

Personal Guidance



# Careers Programme

## YEAR 7

### *Introduction To the World of Work / Personal Development (Hitting Benchmarks 2, 4, 5, 6)*

- Students are encouraged to identify personal traits, strengths and skills and develop confidence and aim high
- Students are introduced to WISER with an emphasis on Personal Development
- Students are introduced to career resource Unifrog where they log their journey through the Academy starting with logging their personal traits
- Students visit the National Skills Show
- Students have a wide range of opportunities to engage with a range of local businesses, FE, HE and training providers
- Students have access to Careers Advisor
- Students attend in-house careers fair
- Students are introduced to LMI



## **YEAR 8**

### **Personal Development**

- Students build on their personal strengths and link skills to specific careers
- Students continue to use Unifrog logging their competencies and achievements
- Students continue their journey of the world of work through activities with the Business Partnership scheme
- Students have a wide range of opportunities to engage with a range of local businesses, FE, HE and training providers
- Students take part in a Challenge Day
- Students have access to Careers Advisor
- Students attend in-house careers fair
- Students continue to be educated on LMI



## **YEAR 9**

### **Personal Development**

- Students build on their personal strengths and link skills to specific careers
- Students continue their journey of the world of work through the Business Partnership scheme
- Students have a wide range of opportunities to engage with a range of local businesses, FE, HE and training providers
- Students gain experience through a range of specialism subjects in preparation for their GCSE options
- Students have access to careers advisor
- Students continue to be educated on LMI
- Students are challenged about stereotypical jobs
- Students attend in-house career fair
- Students begin to think about GCSE options and link curriculum areas to career pathways to help prepare them for choosing their options



## **YEAR 10**

### **The Journey**

- Students reassess personal strengths with a focus on transferable and employability skills
- Students prepare for mock interviews
- Students have optional access to independent and impartial advice from external sources on employment, FE and apprenticeships
- Students are encouraged to challenge stereotypes within the world of work
- Students continue their journey of the world of work through the Business Partnership scheme
- Students have access to Careers Advisor
- Students continue to be educated on LMI
- Students explore post 16 pathways
- Students are challenged about stereotypical jobs
- Students can access work experience programmes
- Students attend in-house career fair
- Students attend college taster days
- Introduced to exam technique, generating revision timetables, post 16 choices, writing CV's & interview skills
- Students encourage to investigate different jobs, routes into careers and pathways
- Students have dedicated day off timetable for Destinations Day

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## **YEAR 11**

### **The Journey**

- Students continually supported with post 16 choices and encouraged to look at all options
- All students have a 1:1 guidance interview with a L6 qualified advisor (in-house)
- Students encourage to investigate different pathways due to entry requirements and their own grades
- Students prepare for college interviews
- Students attend open days to help with their post 16 choices
- Students and parents have access to apprenticeship evening
- Students have optional access to independent and impartial advice from external sources on employment, FE and apprenticeships
- Students continue to be educated on LMI
- Students are challenged about stereotypical jobs
- Students can access work experience programmes
- Students are supported after results days for course changes and further guidance



## **YEAR 12**

- Students continually supported with post 18 choices and encouraged to look at all options through guest speakers
- All students have a 1:1 guidance interview with a L6 qualified advisor (in-house)
- Students encourage to investigate different pathways due to entry requirements and their own grades
- Students prepare for university and apprenticeship interviews
- Students have optional access to independent and impartial advice from external sources on employment, HE and (degree) apprenticeships
- Students continue to be educated on LMI
- Students access work experience programmes
- Students and parents have access to apprenticeship evening
- Students are challenged about stereotypical jobs
- Students visit UCAS exhibition
- Students attend a campus day at a local university
- Students take part in Make Your Move Aimhigher event hosted at University of Birmingham
- Students are introduced to UCAS application
- Student finance meeting takes place





## **YEAR 13**

- Students continually supported with post 18 choices and encouraged to look at all options through external speakers and visits
- All students have access to further 1:1 guidance with a L6 qualified advisor (in-house)
- Students encourage to investigate different pathways due to entry requirements and their own grades
- Students prepare for university and apprenticeship interviews
- Students have optional access to independent and impartial advice from external sources on employment, HE and (degree) apprenticeships
- Students continue to be educated on LMI
- Students and parents have access to apprenticeship evening
- Students access work experience programmes
- Students visit university open days
- Student finance meeting takes place
- Students are supported with their UCAS applications, personal statements, apprenticeship applications and CV's
- Students are supported after results days for course changes, clearing and further guidance



## Key Stage 3 Careers Programme

**Self-Development and awareness —*enabling our students to understand themselves better, make informed choices and relate well to others.***

**Activities:**

SAS—learning different skills and grasping opportunity to try something new. Learning to take ownership, work in teams to develop team building and leadership. Appreciation that everyone has different leadership styles and relying on the whole team to complete tasks and learning to communicate effectively.

STEPS subject lessons— learn about adulthood, healthy relationships, equality, diversity and inclusion and who am I?

Year 9 Options choice meetings.

**Career Exploration—*enabling our students to expand their horizons and allow them to seek opportunities.***

**Activities:**

Year 7 - visit Skills Show and introduction to UNIFROG, access to inhouse careers fair

Year 7, 8 & 9— access to inhouse careers fair, various employer led sessions, importance of employability skills, trips incorporating careers, university and business visits

Year 7, 8 & 9 - subjects link curriculum to careers

Year 7, 8 & 9 Celebrate National Careers Week



## Key Stage 4 Careers Programme

**Self-Development and awareness** —*enabling our students to understand themselves better, make informed choices and relate well to others.*

**Activities:**

Year 10 & 11 STEPS lesson — curriculum covers wider world, money management, staying healthy and relationships

**Career Exploration**—*enabling our students to expand their horizons and allow them to seek opportunities.*

**Activities:**

Year 10 & 11 STEPS subject lessons— continue to use UNIFROG, curriculum covers how to revise for exams, generating revision timetables, post 16 choices, writing a CV & interview skills

Year 10—Destinations Day involving mock interviews, career fair, stereotyping careers, guest speakers, business partnership networking events, work experience, various employer led sessions, and the importance of employability skills

Year 10 & 11—subjects link curriculum to career

Year 10 & 11—celebrate National Careers Week, students meet range of people including alumni

Year 10 & 11—1:1 career guidance interview, career action plans developed

Year 10 —applying for leadership roles within the Academy through college captain positions



## Key Stage 5 Careers Programme

**Self-Development and awareness —*enabling our students to understand themselves better, make informed choices and relate well to others.***

**Activities:**

Year 12 & 13—Life skills program—How to sell yourself, good mental health, healthy relationships, healthy eating & exercise, time management and organisation, managing stress, sleep, safe work environments and budgeting

**Career Exploration—*enabling our students to expand their horizons and allow them to seek opportunities.***

**Activities:**

Year 12 - applying for leadership roles within the Sixth Form Cabinet

Year 12 & 13 – peer mentoring younger students

Year 12 & 13 - work experience

Life Skills Year 12 & 13—alternatives to university, gap years, CV and cover letters, revision guidance, personal statements, business partnership, networking, work experience, Young Enterprise, various employer led sessions, importance of employability skills, students meet range of people including alumni

Year 12 & 13—subjects link curriculum to careers



## Careers Calendar 2023-2024 (work in progress)

YEAR	7	8	9	10	11	12	13
<b>SEPT</b>	Freshers Fair – extra curriculum clubs	Cyber Security Event – Science		Access to 1:1 Career Guidance SEN – The Journey Assembly	Access to 1:1 Career Guidance – The Journey Assembly	University Open Days	Personal Statement Session
<b>OCT</b>	Introduction to Unifrog		Mazak Industry Day Mazak Cadets Launch	Mazak Industry Day Gap Year Talk	Access to 1:1 Career Guidance Interview Open Days	University of Worcester Student Finance meeting Gap Year Talk	University of Worcester Student Finance meeting Gap Year Talk
<b>NOV</b>			BIMA Digital Day DRP Media	Apprenticeship Talks – steps Lesson The Journey Assembly BIMA Digital Day DRP Media Army Careers Presentation	Access to 1:1 Career Guidance Interviews Army Drop In Appointments Creative Arts Festival	Army Drop in Appointments Creative Arts Festival	Army Drop In Appointments Creative Arts Festival
<b>DEC</b>			Parliament Visit	Parliament Visit Apprenticeship Taks Post 16 Choices	Sixth Former Taster Sessions Parliament Visit Access to 1:1 Career Guidance interview		
<b>JAN</b>				CV Writing STEP lesson Finding and preparing for employment, personal development and overcoming challenges Talent Foundry delivered workshops	Access to 1:1 Career Guidance interview Apprenticeship Evening	Grant Thornton Degree Apprenticeship Talk Apprenticeship Evening	Apprenticeship Evening
<b>FEB</b>	National Apprenticeship Week Career Assembly	National Apprenticeship Week Career Assembly	National Apprenticeship Week Career Assembly	National Apprenticeship Week Career Assembly	National Apprenticeship Week Career Assembly HWGT Apprenticeship Visit Access to 1:1 Career Guidance interview	HWGT Apprenticeship Visit	HWGT Apprenticeship Visit
<b>MARCH</b>	National Careers Week, Worcestershire Skills Show	National Careers Week	National Careers Week Careers Assembly, Warwick University Campus Day NHS Industry Day National Museum of Computing Visit	National Careers Week Careers Assembly Warwick University Campus Day NHS Industry Day Drpg Industry Day National Museum of Computing Visit	National Careers Week Careers Assembly Warwick University Campus Day NHS Industry Day Drpg Industry Day Access to 1:1 Career Guidance	National Careers Week Make Your Move Birmingham University UCAS Fair at The University of Worcester Warwick University Campus Day	National Careers Week Sanctuary Housing Visit

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						Sanctuary Housing Visit NHS Industry Day Drpg Industry Day	
<b>APRIL</b>				Post 16 Assembly - STEPS lesson	Access to 1:1 Career Guidance		
<b>MAY</b>		Business Challenge Activity	Alumni Speakers	Alumni - speakers STEPS	Access to 1:1 Career Guidance		
<b>JUNE</b>	Careers Fair	Careers Fair	Careers Fair College Taster Day Big Bang Fair	Destinations Day, Mock Interviews and Careers Fair Big Bang Fair	Careers Fair Access to 1:1 Career Guidance	Careers Fair	Careers Fair
<b>JULY</b>	Geek Week involvement with career opportunities within individual subjects	Geek Week involvement with career opportunities within individual subjects Coventry University Campus Day F1 Williams STEM Visit	Geek Week involvement with career opportunities within individual subjects F1 Williams STEM Visit Kidderminster Harriers Careers in Sport visit	Geek Week involvement with career opportunities within individual subjects Kidderminster Harriers Careers in Sport visit Work Experience	Geek Week involvement with career opportunities within individual subjects Work Experience Access to 1:1 Career Guidance	Geek Week involvement with career opportunities within individual subjects Work Experience	Geek Week involvement with career opportunities within individual subjects Work Experience

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