



ST IVO ACADEMY

Careers Plan 2023/24



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Introduction

At St Ivo Academy we want students to make well informed and realistic decisions about their choices at school and beyond through our Careers Programme.

1. Raise aspirations
2. Develop a broader understanding of the world of work
3. Develop their self and opportunity awareness to make decisions, review plans and cope with change.

We focus on self development, career exploration and career management.

We have a comprehensive and varied Careers Programme which every student is entitled to access.

Support

The Careers Lead works with the Personal Development Lead and Head of Sixth Form to ensure a synergistic and holistic programme across the academy.

The Work Experience Co-ordinator manages the year 10 work experience programme.

Careers Lead:

linda.bartlett@astreastivo.org

Work Experience Co-ordinator:

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External Careers Advisers work on a one-to-one basis with years 11 and 12. Students are provided with a Careers Action Plan.

Parents and Carers are also welcomed to join in aspects of the programme in order to support their child's decision making. There is access for year 11 and 12 to impartial professionally registered Careers Advisers. We believe it is important that students develop essential skills to navigate through life.

Across the year groups there are dedicated Careers slots in tutor time. The Personal Development Programme includes Careers elements appropriate to each year group. In addition, there are enrichment events at key times in all key stages. Students in year 9 to 11 with Education, Health and Care plans will be offered extra support and guidance from an external Careers Adviser employed by Cambridgeshire.

Resources

The Careers Library is now mainly IT based through the digital Careers platform - Morrisby. Students can access a huge database of careers information and there are links to employment, apprenticeships, further and higher education. In addition, local information and websites will be added which are relevant to the local area. Students can access Morrisby at school in the Resource Centre. In addition, students can access Morrisby at home on personal computers, laptops, tablets and mobile phones.

Student Summary of Entitlement

Year 7 Summary of Programme

It is important for Year 7 students to reflect on the skills that they are using in order to make a successful transition to secondary school. We aim to develop this self awareness by identifying and justifying positive skills and qualities within PSHE. There are additional enrichment activities linked to Careers. Many of these come up as opportunities through the year and will be recorded on the Morrisby Careers platform accordingly.

Within all subjects students learn how what is covered by the curriculum relates to the Labour Market. Useful skills are highlighted. Students participate in a research project finding out about a career and interviewing adults in the job market.

Year 8 Summary of Programme

Year 8 focuses on developing knowledge of the Labour Market through the Enterprise activity held in the Summer term. In addition, LMI is covered in the PSHCE programme. The Enterprise activity is also up to date with the international environmental agenda.

Year 7 Entitlement Statement

- Students are encouraged to identify strengths and skills in order to develop confidence and have high expectations of themselves. This is across all school provision. In the PSHCE curriculum students are introduced to careers resources and labour market information.
- Every student will have a personal Morrisby account where they can record achievements, reflect on growth and explore careers information.
- There will be a link to Careers in every curriculum subject studied.

Year 8 Entitlement Statement

- All students are introduced to employability skills through the Enterprise Day and the PSHCE programme.
- There will be a link to Careers in every curriculum subject studied.
- Students explore lifestyle, budgeting and a good work/life balance whilst developing economic awareness.
- Students are encouraged to reassess personal strengths with a focus on transferable skills and CV writing.

Student Summary of Entitlement (Continued)

Year 9 Summary of Programme

Year 9 focuses on decision making as students prepare for making decisions around their Key Stage 4 option choices. They continue to focus on essential skills development and labour market information in form time. Year 9 are also involved in the World of Work event held annually in January.

Year 9 students create a CV with the help of a local employer. This CV is set up ready for year 10 work experience.

Year 9 Entitlement Statement

- Students are encouraged to challenge stereotypes within the world of work and traditional job roles through the World of Work and PSHCE programme.
- Students should begin to think about GCSE options in terms of career pathways and plan their future within the school. They will be made aware of places of study from the ages of 16 and 18 as well as other qualification routes.
- There will be a Careers link in every subject that is studied.
- External targeted guidance support for students with Education Health Care Plans through SEND.
- All students will have access to our employer networking event, the World of Work, held to widen opportunity awareness around the local and wider job market.
- At the World of Work event students can visit post 16 stands to find out about apprenticeships and T levels.
- There will be opportunities in PSHCE and tutor time to learn about Labour Market information and other aspects of careers. In addition LMI is addressed at the World of Work event.

Student Summary of Entitlement (Continued)

Year 10 Summary of Programme

Year 10 have access to one week work experience within the Cambridge and St Ives environs.

They learn about and take part in a recruitment process from applying for a job to the outcome at interview. In addition, students will then 'join' a company where they are mentored by employers and undertake tasks for the company.

Year 11 Summary of Programme

Year 11 is a sharp focus on post 16 and 18 options. Students have the opportunity to liaise with post 16 providers here at school as well as alumni and post 18 providers. Every student will be offered at least one personal guidance meeting with a qualified and registered Careers Adviser.

Year 10 Entitlement Statement

- There will be a Careers link in every subject that is studied.
- External targeted guidance support for students with Education Health Care Plans.
- Students undergo a recruitment process including applications, interviews and dealing with setbacks.
- All students to take part in one week's work experience.
- There will be opportunities in PSHCE and tutor time to learn about Labour Market Information and other aspects of careers.
- In maths all students receive a LMI experience and lesson.

Year 11 Entitlement Statement

- Students use the Cambridgeshire My Choice 16 program to apply for post 16 study. (6th form in school, local colleges and apprenticeships including technical opportunities.)
- Students to use personal guidance meetings to help understand different career pathways and entry requirements and encouraged to make contingency plans should results be better/worse than expected and set personal targets for development.
- Students are encouraged to attend careers talks, fayres, college open days and taster days with employers.

Student Summary of Entitlement (Continued)

- Students are kept up to date with post 16 deadlines via the pastoral team.
- Students to have a guidance interview with a registered Careers Adviser. They are also encouraged to use careers resources available and informed where to find out more about specific courses/ careers.
- Intended destinations are tracked during year 11 and confirmed when results are received.
- External targeted guidance for SEND students with Education Health Care Plans.
- Students can attend the open evenings for post 16.
- Careers is linked to every curriculum subject that is studied.
- Students have a Higher Education/ apprenticeship experience at the World of Work.
- Students have the opportunity to speak to employers about the local Labour Market at the World of Work.

Gatsby Benchmarks

The entire Careers Programme is shaped by the framework from the Careers Development Institute.

The academy is adhering to the 2022 guidance set out by the Department for Education on careers provision in schools. Please contact Mrs Bartlett to discuss any aspect of the Careers Programme further.

The eight Gatsby Benchmarks of good Careers 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 EXPERIENCES OF WORKPLACES	7 ENCOUNTERS WITH FURTHER AND HIGHER EDUCATION	8 PERSONAL GUIDANCE

Summary of Core Programme

	Autumn	Spring	Summer
Year 7	Poster and careers interview competition.		Careers in PD time 1, 2, 3, 4. Digital literacy - Online safety, digital literacy, media reliability, safer gaming and gambling hooks. Self-Awareness - Job families, skills, qualities and working as part of a team.
Year 8		Labour Market Information - Professional behaviour, health and safety, LMI, action planning.	Environmental enterprise and LMI activity. Financial Decision Making - Budgeting, saving and borrowing and making financial choices.
Year 9		Opportunity Awareness - Decision-making, work motivation and challenging stereotypes. Careers in tutor time, 1, 2, 3, 4. World of work, apprenticeships, T Levels, HE at the World of Work event, 5, 7.	Employability Skills - Rights and responsibilities, first impressions, managing your online presence. CV writing in English lessons.
Year 10	Securing a Job - Applying for a job in PSHCE lessons (1,2,3,4), interview techniques, action planning for the future. PSHCE lesson 1, 2,3,4.		Interview techniques. Work Experience, 5, 6. Health and Safety and the workplace.
Year 11	Post 16 Options Evening 1, 2,3. Post 16 Transitions - Writing CVs, different types of employment and apprenticeships.	World of Work, LMI, apprenticeships, T Levels, HE, 1, 2, 3, 5, 7. Intended destinations and applications to HE. My Choice 16, 3. Careers guidance interviews, 8.	
6th Form	Year 12 Future Pathways, 1, 2, 3, 5, 7. Personal Statements for year 8, 13.	World of Work, apprenticeships, T Levels, HE - all 6th Form. UCAS Applications. Apprenticeships and T Levels. Destination forms.	Work shadowing in year 12, 2, 3, 5, 6. Careers guidance interviews in year 12, 8.