

Bede Academy



Careers Guidance and Inspiration

Last review: August 2019
Approval: August 2019
Next review: September 2020

Careers Guidance and Inspiration

Careers education and guidance programmes at Bede Academy contribute significantly to preparing students for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports students in choosing 14 – 19 pathways that suit their interests and abilities and enable them to follow a career path and sustain employability throughout their working lives.

Bede Academy is committed to providing students as part of the curriculum with a programme of careers education, information, advice and guidance (CEIAG) for all students in years 3 – 13 and as such are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. The Careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work related learning and individual learning activities.

Bede Academy's Careers Guidance and Inspiration policy has the following aims:

1. to encourage and focus students on their future aspirations and recognise their responsibility in preparing for the future and making the most of their individual gifts and talents
2. to inspire students and help them value learning as a lifelong opportunity and foster a desire to prepare for higher education and further education
3. to encourage perseverance and determination with current study and a drive to commit and succeed
4. to contribute to strategies for raising achievement, especially by increasing motivation
5. to develop students' enterprise and employment skills
6. to contribute to the economic development of individuals and communities

Careers Education Information and Guidance (CEIAG) across the Year Groups

All students in Years 7 – 11 receive weekly personal development lectures, which are delivered by staff who have expertise in particular areas or visiting speakers from educational establishments or industry. Careers Education is also delivered to Year 11 students during collapsed timetable sessions throughout the academic year. Students also have the opportunity to participate in various enterprise events, educational visits, tea time talks and lectures during the course of the academic year.

Year 7 and 8

CEIAG is embedded within the personal development lectures programme which are delivered on a weekly basis to each year group as a whole. Year 7 and 8 students also participate in a whole-day event where the timetable is collapsed and students work in groups to help improve different areas within the local community. Students receive lectures from the Army (Year 8) as well as Sea and Air Cadets, and local companies on the various available career paths.

Year 9

In Year 9, students receive a weekly Personal Development lecture. Students are also involved in a series of events including an Options Evening and all Year 11 students receive at least 1 appointment with Careers and Inspiration Coach and one with a Senior Leader to support them in thinking through their aspirations and the selection of their options for KS4. Students receive lecture from a range of employers. All Year 9 students also participate in Engineering Day, which is a whole-day event where the timetable is collapsed and students work in groups with various organisations and employers from the local region to provide a deeper understanding of the world of work and available regional opportunities.

Year 10

In Year 10, students receive a weekly Personal Development lecture. They participate in a whole-day visit to Newcastle University. There is a greater focus on the world of work in Year 10, as students

prepare for and complete Work Experience during this year. There are sessions delivered on writing CVs, job applications and employability skills.

Year 11

Year 11 students continue to receive bespoke careers advice and guidance from Mr Shevlane. Year 11 also have a Sixth Form Open Evening and taster sessions to sample KS5 lessons. Students receive a lecture from the RAF. All Year 11 students receive at least 1 appointment with the AVP-Head of Sixth Form. Identified students are invited to attend the NE Skills Fair which is held annually at the Newcastle Metro Arena. Students receive regular information via the Bede Learning Network informing them of the latest apprenticeship vacancies and open days which are organised by Further Education establishments.

The Individualised Learning department provides personalised support for those students who require additional help and guidance when applying for further education course, apprenticeships, employment etc. This ranges from helping with application forms, making telephone calls and preparing students for interviews.

Post 16

Year 12 students have the opportunity to participate in the Academy Work Experience programme. Work Experience consists of 1 week's unpaid work in a workplace chosen by the student. Students are supported throughout this process by Mrs Richardson, Mr Shevlane, their form tutors and Academy administrative staff.

All Year 12 and 13 students are given an appointment on a 1:1 basis with the Careers Co-ordinator, whilst Year 13 students are given this option if they feel they need further advice. Further CEIAG is delivered through a series of lectures where the timetable is collapsed throughout the year. These sessions are delivered by the Head of Sixth Form and other guest speakers. All Sixth Form students are allocated an Academic Mentor based on the subjects they are currently studying and also their future aspirations. . All Sixth Form students are able to arrange meetings with Careers Coach as required. . There is an extensive programme in place to assist with UCAS applications. All Year 12 students visit a local university (usually Sunderland) for a taster day to experience university life, participate in specially organised sessions with university students and lecturers and appreciate the facilities which are on offer. All Year 12 students participate in a series of mock interviews during Engineering/Environment Day when they receive an interview from a representative of a local further or higher education provider or an alternative academic interviewer and they also receive an interview from a local business person. This helps improve the communication skills of students and prepares them for academic interviews and also interviews for employment. Selected Year 12 students are invited to visit Oxford and/or Cambridge University. Students receive regular information via the Bede Learning Network which informs them of the latest apprenticeship vacancies and open days which are organised by Further and Higher Education establishments. Students are supported in applying for the Durham Supported Progression Scheme, the Newcastle Partners Scheme and the Northumbria University NU Entry Scheme.

Resources

i) Careers libraries

The careers libraries have a wide range of materials and are open throughout the Academy day, situated in the main library and Trinity House for Sixth Form students.

ii) Independent Careers Advice

A Careers Co-ordinator is available to all students for one lunch period per week which is used for individual interviews with all Year 11 students and other targeted students throughout the year.

iii) Extra support where appropriate

Students in Year 9, Year 10, Year 11 and the Sixth Form are targeted for extra help by Individualised Learning Co-ordinator, Form Tutors and the Pastoral team.

iv) IT

A range of software products are available via the Academy network for students to use. These include:

- National Apprenticeships Service
- Unifrog
- Success at School
- BestCourse4Me
- Careers Box
- iCloud
- Open Doors Media
- Your Career Starts Here

Students are introduced to these packages and services in Year 10 during PD lectures.

v) Internal Events

All students participate in a careers event specific to their age range:

- Careers Fair: All Year 6, KS3, KS4 and KS5 students are invited to attend the annual careers fair to find out about their post-16 and post-18 options. All Year 10 students attend the fair as part of the school day whilst Year 9 attend with their parents as part of the Pathways evening. Students can find out about Sixth Form, Universities, Apprenticeships and Employment.
- A Post 16 University Evening is arranged in the Academy to inform parents on the UCAS application process.
- Additionally there are presentations for parents at Curriculum Evenings.

vi) NECOP

Selected students in Years 9-13 who are eligible for additional support are part of the NECOP project.

Staffing 2018-2019

- Mr J Hardie Responsibility for CEIAG and Work experience
- Mrs J Taylor Responsibility for CEIAG and Work Experience
- Mr I Shevlane Careers Guidance and Inspiration Coach

All staff are involved in preparing students for personal and working life. All form tutors take a role in CEIAG, e.g. preparation of UCAS references, support during selection of KS4 and KS5 options.