



Careers IAG Policy

Reviewed by:	Andrew Patterson, Compliance Manager
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Introduction

This policy and practice document will set out the service to our young people and the commitment to ensure the quality and effectiveness of the provision. It takes account of the DfE statutory guidance:

- Section 42A of the Education Act 1997– Governing bodies ensure that all registered pupils are provided with independent careers guidance from year 8.
- Section 42B of the Education Act 1997 – Ensure there is an opportunity for a range of education and training providers to access all pupils from year 8 to inform them of technical qualifications or apprenticeships.
- Careers guidance and inspiration in schools: Statutory guidance for governing bodies, school leaders and school staff: 2015 (Updated April 2017) and the non-statutory departmental advice.
- Careers Strategy: making the most of everyone's skills and talents December 2017.
- Careers Guidance and access for Education and training providers: July 2021.
- The school operates within the Gatsby framework and areas of identified weakness drive School Improvement Plans.

This policy should be read in conjunction with the following documentation:

- Equal Opportunities Policy
- GDPR Policy
- Curriculum Policy
- Safeguarding and Child Protection Policy
- British Values Policy

Rationale

Young leavers from alternative education with additional social, emotional, learning, and mental health support needs can find that their transition to adulthood is often far more challenging than that of their peers. It is therefore extremely important that we support a positive transition by ensuring that our young people have the best quality Information advice and guidance (IAG) to help them navigate their future path.

The Orchard has a set pathway (please see Appendix 1) to ensure that learners access high quality guidance and support at appropriate times within their school journey.

Aims

Fundamental to The Orchard is that our young people are supported in developing aspirations and identifying ways to make such aspirations a reality. At The Orchard we commit:

- To offer independent careers advice and guidance from Year 7 to Year 11.
- To inspire young people to reach their full potential.
- To create strong links with local employers, training providers, colleges, and apprenticeship providers.
To provide clear, impartial, up to date Information Advice and Guidance for all abilities.
- To offer the opportunity to develop entrepreneurial and enterprise skills.
- To work with placement authorities to identify vulnerable young people.
- To maintain accurate and up to date records of advice and support provided (please see appendices 2 and 3.)
- To expose our learners to multiple employers through our social academic reward programme across NE Lincolnshire, Hull, and East Yorkshire with the aim of giving them an insight into potential career opportunities.

Principles of Careers IAG Delivery

Impartiality and Confidentiality

Fundamental to information, advice and guidance is that it remains impartial and confidential. This is secured by:

- Tutors identifying external sources of careers guidance.
- All information being securely stored.
- Sourcing specialist independent careers advice from the local authority.
- Tutors being aware of the 'The Orchard Progression Pathway.'
- The Orchard "careers champions" working across both key stages.
- Tutors adhering to the school's GDPR policy and legislative guidelines.

Whole Team Responsibilities

All staff have a responsibility to support young people by offering information, advice, and guidance. The roles of adults are defined as follows:

School Principal and the Assistant Principal of Education and Curriculum)

Have overall responsibility for policy, procedure, and development planning to ensure the quality of IAG across our provision meets the standard required by legislation. They are responsible for developing and evolving the curriculum to ensure that IAG meets the standard required by the guidance for schools. They also monitor the quality of the curriculum provision and manage budgets to ensure resources are used wisely. The Assistant Principal of Education and Curriculum will also ensure the professional development of the staff team is implemented.

Tutors

All tutors will plan learning opportunities to inform, advise and guide our young people that will be motivational and suited to the progression of each individual. The opportunities will have strong links to British Values, encouraging all young people to engage positively within the community.

Careers Champions

Our Careers Champions will assist and guide staff to ensure that class teams are facilitating and capturing evidence of their learners' career/next step interests, explorations, and progress, and that all learners receive advice and guidance tailored to their needs and interests.

All learners have a careers passport that logs their journey, activity, and progress during each academic year, updated by class tutors who are mentored by a careers champion.

- KS3 – to support class teams to approach career exploration at an early stage initially exploring interests and potential next step aspirations. Careers passports log the activity covered through curriculum areas that support improving skills or acquisition of knowledge relating to vocational aspects.
- KS4 arranges external speakers based on learner's areas of interest, liaises with external agencies to track all learners are working productively towards next step, arranging & accompanying visits to next step providers, oversees work experience programme including initial meetings with Care Plus, linking learners to opportunities of interest, facilitating managers interviews, co-ordinates placement start dates, times, and schedule, supports class tutors to facilitate opportunities.

Partnerships

The Orchard has a well-developed portfolio of contacts and positive links within the different sectors and wider national networks, with whom partnerships can be developed and used to provide high quality experiences for young people. These positive relationships enable the sharing of good practice as well as an increase in opportunities for young people.

The Orchard has a positive and productive working partnership with YPSS who visit the school regularly to deliver group IAG and 1:1 sessions, in addition to attendance at key stage 4 EHCP annual reviews.

Orchard works in partnership with Care Plus to offer work experience for learners with prospective employers in fields such as care, animal care, catering, administration, hair and beauty, construction, and motor vehicle maintenance. Bespoke opportunities are identified to meet the needs, interests, and aspirations of individual learners through personalised interviews and career exploration interviews.

Implementation

The IAG facilitator will be responsible for ensuring that young people are offered high quality advice and guidance around opportunities both in the present and in the future. At The Orchard the nominated Careers Pathway Lead is Joanne Royston who co-ordinates, monitors, and evaluates The Orchard's IAG careers guidance, initiatives, and provision.

Information, advice, and guidance will be delivered thorough a range of carefully planned means:

- Bespoke timetabled sessions with young people.
- Development of a personalised annual overview for each young person in relation to IAG.
- External Careers based group and individual advice and guidance (For example Young Persons Support Service, external employer visits and attendance at careers events).
- IAG about health and wellbeing is provided through a School Nurse "drop in" regularly hosted at the school.
- KS4 work experience programme in conjunction with local stakeholders.

Development of Careers IAG and Staff Development

Staff follow a mandatory training programme which includes identification of CPD which The Orchard funds and supports to develop the staff team appropriately. Training is regularly undertaken by all staff to ensure they are skilled at providing timely and appropriate information, advice, and guidance.

Careers IAG and the Wider Curriculum

Information, advice, and guidance is embedded within all aspects of the curriculum delivery, particularly those topics such as PSHE, RSE, and ICT.

- IAG encourages young people to understand the social issues that they may encounter and how they can have positive effects within the communities they live in.
- IAG encourages young people to discuss social issues in an open honest and non-judgmental way.
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It supports development of spiritual, moral, social, and cultural understanding and that of fundamental British Values to foster tolerance and respect, characteristics necessary to flourish within society.

Personal Learning Programme

All learners at The Orchard access a personal learning programme which takes a "pick and mix approach" to support exploration of key skills and interests to support their next step into adulthood and further education or employment. These include competencies such as:

Cookery, domestic housekeeping, parenthood, animal care, use of public transport, extended physical education, creative arts, music, technology, horticulture, hairdressing, enterprise, and drama.

Links to the Curriculum

Curriculum content supports our aim to enable learners to explore different areas of interest and make well informed decisions about their next step.

Specific examples of curriculum coverage are:

KS3

- Health and social care – retail skills, travel, and tourism.
- English – formal and informal communication i.e., letters.
- ICT – formal and informal e-communication e.g., email and other digital communication
- ICT use and purpose of Microsoft office applications (Word, PowerPoint, Excel).
- PSHE – skills for work (communication, teamwork, problem solving, career exploration), financial wellbeing and capabilities (budgeting from earned and other income), enterprise skills.
- Talkabout (social skills).
- PLP – hairdressing, creative arts, animal care, sports, life skills.

KS4

- Developing employability skills (job descriptions, specifications, and advertisements, speaking and listening (interview skills, completing application forms, writing CVS, online job searches, completing online forms).
- Science – horticulture, cooking, food hygiene.
- Health and social care – retail skills, travel and tourism, health, and safety in the workplace.
- ICT – formal and informal e-communication e.g., email and other digital communication.
- ICT - use and purpose of Microsoft office applications (Word, PowerPoint, Excel).
- PSHE - dealing with problems, managing own money, working towards goals.
- Talkabout (social skills).
- PLP – hairdressing, creative arts, animal care, sports, life skills.

Enrichment Opportunities

- The Orchard makes the most of local events and opportunities such as attendance at careers information events, fayres, open days, and workplaces.
- We have an annually planned programme of guest speakers from diverse sectors of the employment community.

- Our team supports next step applications and assessments.
- Our staff transport and accompany learners on college visits, supporting SEMH & SEND needs.
- We fund a high quality, externally delivered work experience programme for every year 11 learner to provide them with real life experiences of interview, work and expectations.

Evaluation of Careers IAG

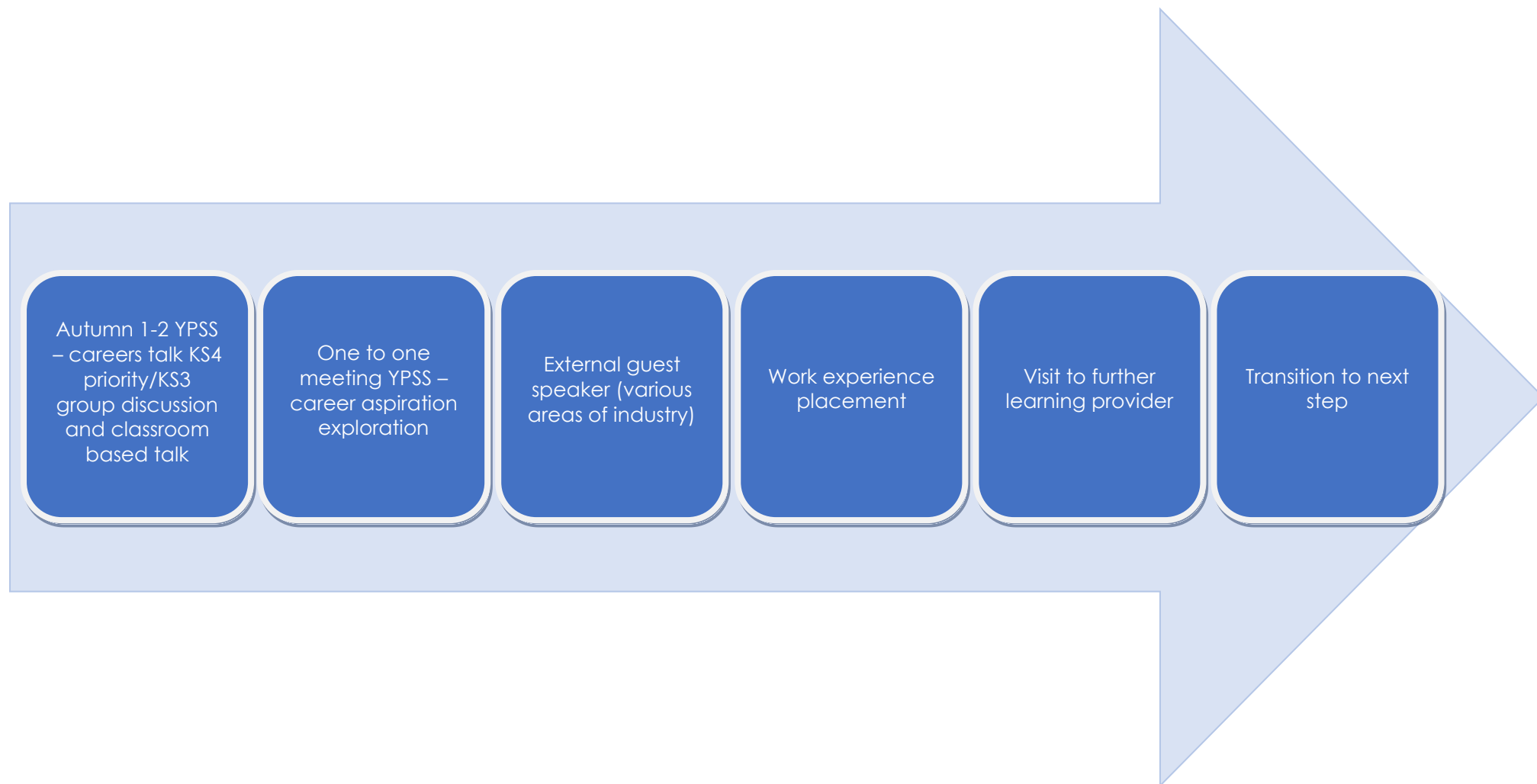
The Orchard ensures that all transitions as young people move on are carefully planned, managed, and monitored through a robust reporting system, which explores the outcomes attained by young people.

The outcome and value for young people receiving high quality, impartial information, advice, and guidance is that they feel supported in exploring and developing their aspirations for the future.


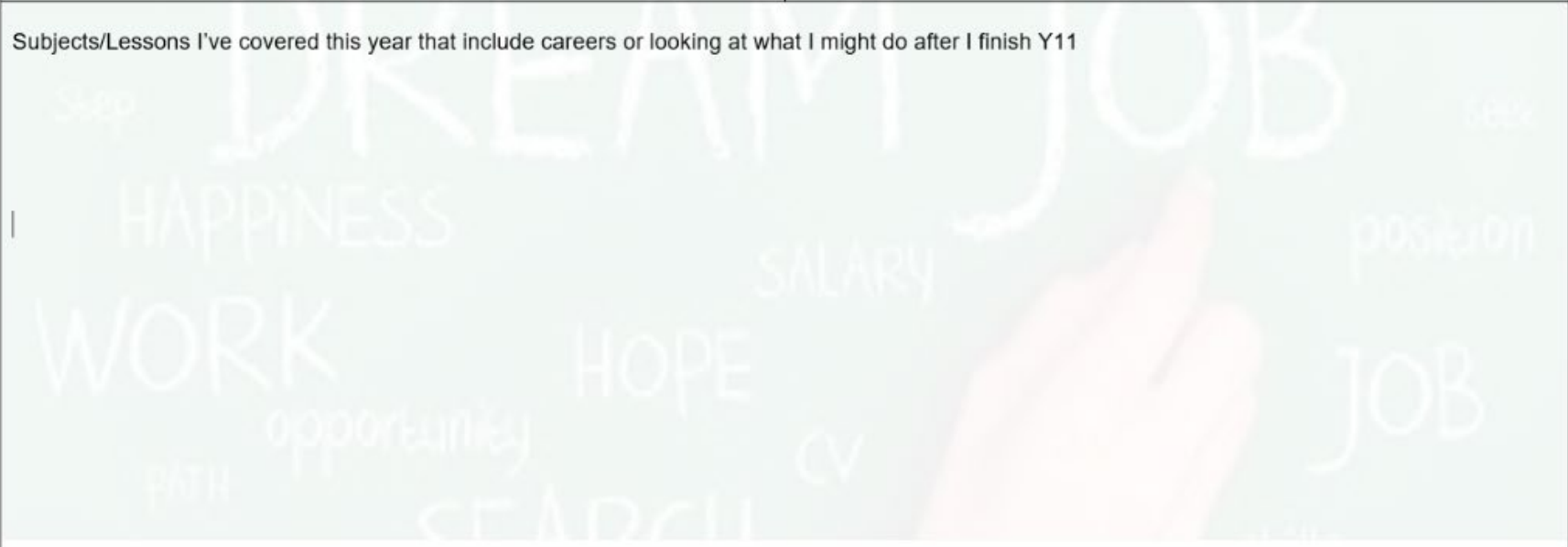
Information, advice, and guidance can be monitored through:

- The statutory review process where professionals linked to the learner discuss their progression and development.
- Senior management conduct regular detailed observations of interactions with young people across all schools.
- The Orchard data dashboard.
- Partnership agreements.
- Tracking of IAG activity linked to careers and next step through personalised "careers trackers".
- Destination data of leavers (The Orchard has a partnership with Northeast Lincs for tracking and reporting of 3-year destination data).

Appendix 1 – The Orchard Careers Pathway



Appendix 2 – Key Stage 3 Careers Passport

 orchard Education	KS3 Careers Passport		<i>Orchard Independent School – “Ensuring all young people have the tools and opportunities they need to fulfil their potential regardless of background or life circumstances”</i>
Name:	Year: 7 / 8 / 9	Tutor:	
I'm interested in a career in: (Top 3 choices)			
I've attended a group careers session with YPSS <input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____		We learned:	
Subjects/Lessons I've covered this year that include careers or looking at what I might do after I finish Y11 <div>  </div>			

Appendix 3 - Key Stage 4 Careers Passport

 KS4 Careers Passport		<i>Orchard Independent School – “Ensuring all young people have the tools and opportunities they need to fulfil their potential regardless of background or life circumstances”</i>	
Name:		Year: 10 / 11	Tutor:
I'm interested in a career in: (Top 3 choices)			
I've attended a group careers session with YPSS <input type="checkbox"/> Yes Date: _____ <input type="checkbox"/> No		I've attended a 1-1 advice session with YPSS on: Date: _____ Outcome: _____	
Key areas covered: → Step → →			
I've attended a careers information event /talk by guest speaker delivered by:			Date
WORK HOPE opportunity PATH SEARCH			JOB

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Additional Information

Work experience attended (including part-time jobs)

Organisation:

Role:

Dates:

Overview of work experience:

Visits made to "next step" providers (when/where/outcome)

Destination Outcome



I have applied for:

_____ (name of course)

at _____ (provider)

Date: _____

I have attended an interview at:

_____ (name of provider)

For _____ (course name)

On _____ (Date) Signed: _____
(Provider)

I have accepted a place at:

_____ (name of provider)

To attend _____ (name of course)

Destination Outcome Notes

Date	Activity
September 2023	
October 2023	
November 2023	
December 2023	
January 2024	
February 2024	
March 2024	
April 2024	
May 2024	
June 2024	
July 2024	