

KHCA Careers Guidance Statement

This statement sets out the place of careers guidance within KHCA's provision for pupils across key stages 3, 4 and 5.

Introduction

KHCA serves a broad range of pupils with an equally broad range of interests and aspirations. We endeavour to instil a sense of purpose in every pupil. For some, this takes the form of a definite career plan that follows a well-established pathway through education and training, and subsequently into employment. However, there are just as many pupils who are less certain about their ultimate employment aspirations. For this reason, we encourage students to explore as varied an array of options as possible.

Information, advice and guidance regarding careers is an integral part of this provision. All curriculum areas endeavour to identify and explain the links between their subjects and the world of work. These links form part of our options processes that support pupils through the transitions from key stage 3 to 4, and from key stage 4 to 5.

In addition to these links between the taught 'academic' curriculum and the world of work, pupils also enjoy a full 'learning for life' programme and a daily 'consolidation' time. A significant proportion of which is devoted to nurturing pupils' future aspirations, and equipping them with the knowledge and skills to successfully pursue those aspirations.

Work Hard, Be Kind

Every element of KHCA's provision for pupils is built upon the foundations of our ethos of hard work and kindness. From the moment pupils join KHCA, they are challenged to make the most of their potential in every subject, and to reflect on the connection between their effort and their progress. These expectations play an important part in teaching pupils how to plan for their futures by developing pupils' capacity to:

- Plan for change
- Make informed decisions and choices
- Develop their own capacity for success

IAG programme

KHCA's information, advice and guidance programme includes all of those activities intended to provide pupils with impartial, accurate and useful information, advice and guidance regarding their future opportunities and employment. These activities are delivered in a range of different forums:

Consolidation time and assemblies: During assemblies, pupils are seen in year groups. This allows us to tailor information, advice and guidance to the position of each cohort in relation to their journey through the secondary phase of their education. Assemblies provide opportunities for KHCA staff and external visitors to address whole year groups. External visitors may represent other education or training institutions, or they may provide meaningful interactions with employers and employees. Each form will have an allocated tutor who will progress with pupils throughout their time at KHCA. Subsequently developing a detailed understanding of every pupil's interests and aspirations, and providing a consistent source of mentorship.

Every year, KHCA's Year 11 pupils use some of their consolidation time to plan three potential post 16 pathways that we refer simply as their 'Plan a, b and c'. In this way we help pupils to understand the impact of their academic achievement on their future options, and the importance of establishing contingency plans.

Learning for life lessons / Careers days: The majority of the learning for life programme, with the inclusion of careers days is delivered in form groups. This allows pupils to develop their understanding of the range of pathways that are open to them and additionally, to their peers. At other times pupils may be taught in more focussed groups, learning about pathways in which they have a particular interest, or for which they show a particular capacity. These focused sessions include engagement with the outreach programmes offered by those universities local to KHCA and visits to local educational establishments and/ or training employers.

From September 2018, KHCA pupils will continue to benefit from access to the JED online careers programme, both within school and at home. This software provides career information and access routes to a variety of post 16 options. Later this year, we will also be introducing another online IAG tool, UNIFROG. This will help every pupil to make an earlier start to the development of their own personal career plan.

Personal careers interviews: Pupils in all key stages are given the option of a one-to-one interview about their progress in school and their aspirations for the future. In addition to this, all pupils in Years 11, 12 and 13 will be interviewed to ensure their personal career plan is both adequate and informed. These interviews are conducted by tutors, pastoral leaders and senior leaders.

Parents' evenings: Pupils and their parent(s)/carer(s) are expected to attend a subject-based parent's evening during the course of every academic year, with additional evenings dedicated to the options process and achievements. These evenings offer opportunities for both KHCA staff and external organisations to talk to pupils and their families about their future choices and plans. Additionally, the presence of a careers advisor at all key stage 4 and 5 parent(s)/ carer(s) evenings provides a further avenue for guidance and the opportunity to address any queries.

Work experience: All KHCA's pupils complete a one-week work experience in Year 10. This work experience forms an important part of our key stage 4 IAG provision, and is linked to learning activities in school in the weeks before it takes place. Year 12 students also undertake a week's work experience which is aimed at deepening their understanding of and readiness for their future career. This is especially important for those pupils whose intended pathway includes work experience in a particular field as a factor in selection.

Partnership work

KHCA works proactively with local colleges, training providers and business organisations in order to provide the best possible support for our pupils. These links include; Bilborough College, NUA, Nottingham College, DANCOP, Joseph Wright Centre, Broomfield College, 3AAA and Derbyshire County Council .

Requesting access

We are committed to developing our network of partner organisations and institutions. Should you wish to contact us to request an opportunity to attend a school event, or to talk directly to some of our pupils about the opportunities you can offer, in the first instance please e-mail our careers leader:

Miss M Williams

Assistant Headteacher / IAG Coordinator

mwilliams@kirkhallamacademy.co.uk

Premises and facilities

We will make available an appropriate location for either group or individual activities, including AV equipment to support presentations. These arrangements will be discussed and agreed prior to any visit taking place.

Providers are also welcome to leave prospectuses and relevant course literature with our reception team, who will ensure its appropriate distribution and display.

Date of publication: 1.9.18

Date of review: 9/12/2019