

# **Digitex Studio School: Careers Education, Information, Advice & Guidance Policy**

Date Implemented: May 2024

Review Date: May 2025

## Introduction

Digitech Studio School values the importance of giving all students the opportunity to learn about and grow in skills and knowledge linked to employability and enterprise. All students will have wide access to information and resources to make an informed decision about their post 16 / 18 pathways. All students will be fully supported throughout their time at school to achieve their aspirations and reach their full potential.

## Aims

- Prepare students for the transition to life beyond Year 11 and Year 13
- Support students to make well informed decisions which are both suitable and aspirational for them.
- Provide students with opportunities to interact with FE and HE establishments.
- Provide students with opportunities to interact with employers both within school and in the workplace.
- Inspire students to aim higher through industry professional talks, HE visits, Apprenticeship workshops and involvement from outside partners such as Envision.
- Provide students with work experience opportunities.
- Develop skills and personal qualities to enable students to progress into their chosen career and educational pathways.
- Link student learning to industry and employability so they can see the value of what they are learning now on their future career.
- All Careers provision within school will link to the 8 Gatsby benchmarks.
  - A stable careers programme.
  - Learning from career and labour market information.
  - Addressing the needs of each pupil.
  - Linking curriculum learning to careers.
  - Encounters with employers and employees.
  - Experiences of workplaces.
  - Encounters with further and higher education.
  - Personal guidance.

## Careers Provision at Digitech Studio School

All students have access to the following:

- 1-2-1 meetings with the professionally qualified Careers Advisor and an action plan summary
- Timetabled careers and employability lessons through Digitech Plus
- Whole school events such as careers fairs, Enterprise week, employer talks and apprenticeship workshops
- Visits to careers / apprenticeship fairs and university
- Skills builder programmes such as Envision.
- Support with FE / HE applications including University, Apprenticeships, colleges and 6<sup>th</sup> form

### **Careers Coach**

At Digitex Studio School, we employ a Professionally Qualified Careers Advisor who holds a Post Graduate Diploma in Careers Guidance and adheres to the Career Development Institute's Code of Ethics. All guidance offered is impartial.

### **Curriculum Based Guidance**

Careers and employability input takes place across year groups during tutor time and through timetabled Digitex Plus. All staff support Careers Education, Information, Advice and Guidance (CEIAG) through careers and employability input in their subject lessons, engaging with employers in their specialist area, sharing different pathways to future careers and raising students' aspirations.

### **Equal opportunities**

We are keen to promote equal opportunities as well as challenge stereotypes. Lessons about stereotypes in employment are taught and careers resources are monitored regularly to ensure that they encourage all students to consider a wide range of careers. The destinations of our leavers are closely monitored, and the data is used to inform the content of our Careers programme.

### **Student Entitlement**

#### **Key Stage 4**

- All students have 1-1 sessions with the Careers Advisor in Year 11. Students are given a written record of their appointment, which includes signposting to resources and action points.
- All students are offered help with college / apprenticeship applications and interviews.
- All students have Digitex Plus lessons centered on citizenship, Careers and Employability.
- Students experience a variety of trips and visits to develop their understanding of a range of subjects and pathways.
- Students learn from guest employer and provider talks.
- All students take part in 'Enterprise week' during Year 10
- Students use a range of online resources to research and widen their vocational knowledge.
- All students in year 10 will have the opportunity and are encouraged to engage in Work Experience with an employer.

#### **Key Stage 5**

- All students have 1-1 sessions with the Careers Advisor in Year 13 and if required Year 12. Students are given a written record of their appointment, which includes signposting to resources and action points.
- All students are offered help with university, apprenticeship, job applications and interviews.
- All students have Post 16 tutor time centered on citizenship, Careers and Employability.
- Students experience a variety of trips and visits to develop their understanding of a range of subjects and pathways.
- Students benefit from workshops and talks from a range of employers and providers.
- All students take part in 'Futures week' in Year 12
- All students in year 12 will have the opportunity and are encouraged to engage in work experience with an employer.

### **Students with Special Educational Needs or Disabilities (SEND):**

- All students with SEND have a 1-1 with the Careers Advisor to assist with transition planning. All students receive a written summary of their appointment including action points and resources for

further research.

- Our careers coach attends review meetings when appropriate.

#### **Students in receipt of Pupil Premium funding:**

Students in receipt of pupil premium are a key focus group for the Careers Advisor and personalized support will be given to these students. Programmes such as Envision are aimed heavily at students in receipt of pupil premium funding. This is also the case for students who receive a bursary in Year 12 and 13. All students receive a written summary of their appointment including action points and resources for further research.

#### **Monitoring and evaluation**

- Year 11 progression data — Intended destination data is used to monitor the number of students who have applied for various post-16 opportunities. Data drops throughout the year help to track and monitor students' achievement towards their goals. This helps to identify those students who may need further support. Destination data information is used to inform and evaluate the Careers programme.
- Year 13 progression data — Intended destination data is used to monitor the number of students who have applied for various post-18 opportunities. This information is used to inform and evaluate the Careers programme.
- A range of evaluation strategies will be used including questionnaires, focus groups and observations with staff, academy councilors, parents/carers and students, partner agencies. These factors are taken into consideration when reviewing the programme annually.
- Year 13 progression data — Intended destination data is used to monitor the number of students who have applied for various post-18 opportunities.
- A range of evaluation strategies will be used including questionnaires, focus groups and observations with staff, academy Councillors, parents/carers and students

Appendix 1

