

Digitech Studio School: Careers Education, Information, Advice & Guidance Policy

Date Implemented: January 2023

Review Date: January 2024

Introduction

Digitech Studio School values the importance of teaching our students about career pathways as well as the importance of skills that are linked to employability and enterprise. These are developed throughout a student's time at the school and is supportive of their aspirations, strengths and skills.

Aims and purpose

- Prepare students for the transition to life beyond Year 11 and Year 13
- Support students to make well informed decisions which are suitable and aspirational for them
- Provide students with interaction with employers and examples of different work environments
- Empower students to seek out work related learning experiences (for example, employer led projects, job shadowing, volunteering, employer visits).
- Develop skills and personal qualities to enable students to progress into their chosen career and educational pathways
- Inspire and motivate students to develop their aspirations and to link these to their personal skills and preferences
- 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 coach and an action plan summary
- Timetabled careers and employability lessons – Digitech Plus
- Whole school events such as careers fairs, mock interviews and employer talks
- Visits to career fairs and university
- Bespoke employability projects (for example the Envision raising aspirations programme)
- Support with FE / HE applications including University, Apprenticeships, colleges and 6th form

Careers Coach

At Digitech 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 enrichment work takes place across year groups during tutor time and through timetabled Digitech Plus. All staff support Careers Education, Information, Advice and Guidance (CEIAG) by promoting their subject, 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 challenging stereotypes and raising aspirations. Lessons about stereotypes in employment are taught and we monitor careers resources regularly to ensure that they encourage all students to consider a wide range of careers. The destinations of our leavers are closely monitored and visiting speakers reflect a diversity of backgrounds.

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 have Digitech Plus lessons centered on citizenship, careers and employability skills.
- Students experience a range of trips and visits to develop their understanding of a range of subjects and pathways.
- Students work on employer led projects both within and beyond the curriculum.
- Students learn from regular guest employer and provider talks.
- Students use a range of online resources to research and widen their vocational knowledge.
- Students register on the Career Pilot website and create an online careers & employability passport.
- 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 12 and 13. Students are given a written record of their appointment, which includes signposting to resources and action points.
- All students have Post 16 tutor time centered on citizenship, careers and employability skills.
- Students experience a range 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.
- Students register on the Career Pilot website and create an online careers & employability passport.
- 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 coach 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 coach and personalized support will be given to these students. 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. Follow-up information, which serves to monitor dropout rates from destinations, is also collated by post 16 providers and 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 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