



Park Academy West London
an Aspirations Academy

Careers Education and Guidance Policy

Latest version:	September 2023	Review period:	1 year
Date of next review:	September 2024	Owner:	J Maheady Assistant Principal
Type of policy:	Academy	Approval level:	Academy

INTRODUCTION

All schools have a statutory requirement to prepare students for “the opportunities, responsibilities and experiences of adult life”. The 1996 Education Act requires schools to provide a balanced and broadly based curriculum which prepares students for the opportunities, responsibilities and experiences of adult life. Whilst ensuring students gain qualifications, skills and attitudes necessary to prepare them for employment, through Careers Education and Guidance, students are provided with a range of experiences to develop the future skills that they need to be successful in their lives.

GENERAL PRINCIPLES

Careers Education at Park Academy West London aims:

1. To ensure that all students enjoy equal opportunities and access to education and training leading to recognised qualifications which meet their needs and aspirations.
2. To ensure that all students’ spiritual, moral, social and cultural development prepares them for the opportunities, responsibilities and experiences of life.
3. To promote the development of future skills.
4. To promote self-development whereby students learn how to understand themselves and develop their capabilities.
5. To encourage students to investigate careers and opportunities
6. To provide students with opportunities for meaningful experiences with further and higher education providers and employers.
7. To ensure that students learn how to implement their career roadmaps and plans.

1. CURRICULUM DELIVERY

Careers Education is delivered through Personal, Social, Health and Citizenship Education (PSHCE) and through each department. Decisions about learning and work have implications for other life roles so Careers, PSHE and Citizenship are closely related. It follows that all teachers contribute to Careers Education, Information, Advice and Guidance (CEIAG). Lessons are organised to meet the needs of all students and include a variety of teaching and learning styles.

The Careers Pathway for Success highlights opportunities that students will have and skills they are able to develop at each stage of their journey.

2. KEY STAGE 3

Students at Key Stage 3 have the opportunity to visit universities and colleges, either virtually or in person as well as exploring industries in the local area. In addition, students hear regularly from external speakers as well as those from further and higher education. Students also have the opportunity to develop a range of employability skills and log these on Unifrog.

Students receive information from members of staff and our Careers Lead on Key Stage 4 pathways and where they can lead. Year 9 Options Evening is held as part of Parent Consultation Evening and targeted at students ahead of choosing Year 9 options.

3. KEY STAGE 4

Students experience regular speakers from a range of industries, and these are targeted to the interests of our students where possible. Our Careers Lead and SLT conduct Futures Interviews with students on Post 16 choices to ensure students are able to make informed choices about their future.

All students in Year 10 have the opportunity to participate in the Work Experience programme to enable them to gain experience of the world of work. All Key Stage 4 students have the opportunity to attend our Annual Careers Fair and speak to representatives from a range of employers and education providers. By the end of Year 11, all students would have met with an independent Careers Advisor.

4. SIXTH FORM

Each student will be given information and guidance on Post 18 choices through Aim Higher Days, visits to a range of universities and through guest speakers. The Sixth Form Team, along with the Careers Lead, prepare students for university applications, courses and future careers. All Year 12 students have the opportunity to participate in the Work Experience programme. By the end of Year 12, all students would have met with an independent Careers Advisor.

5. RESOURCES

The Careers area in the library is kept stocked with up-to-date reference material for students, including a comprehensive stock of prospectuses for Further and Higher education.

All students are able to request a meeting with the Careers Lead or an independent Careers Advisor to discuss their future options and pathways.

Unifrog is the careers platform the Academy has implemented. Unifrog aims to support progression through the Post 14, 16 and Post 18 pathway. It also provides labour market information and links this to academic subject areas. Information on a wide range of universities, apprenticeships and careers can be accessed through a variety of tools.

Unifrog is incorporated into PSHCE lessons and can be accessed by students in their own time for researching options for further education and careers. Skills and activities are recorded in student profiles to help with UCAS and other applications and aid CV writing. Careers activities and discussions with the Careers Lead are also recorded on the students' profiles. Students have access to Unifrog until they are 25. All students and staff members will have a username and password for Unifrog. Parents are also able to create an account for themselves to support their child.

In addition, information regarding local employment market is available to all students and their families to raise awareness and aspirations.

6. MONITORING AND EVALUATION

Reporting is available to students and their parents/carers should they request the information. The Assistant Principal and Careers Lead regularly monitor the Careers Education programme and will use both data and student need/demand to drive the provision within the Academy.