



**The Hyndburn Academy**  
The best in everyone™  
Part of United Learning

**The Hyndburn  
Academy Careers,  
Information,  
Advice and  
Guidance Policy**

## Our Vision and Ethos

We are proud to be part of the United Learning family of schools and share a common ambition to achieve 'The best in everyone'. At the Hyndburn Academy, we are committed to ensuring we achieve this vision by:

Providing equal opportunities for all students;

Encouraging all students to achieve their full potential;

Promoting tolerance, sensitivity and understanding

We aim to achieve this by enabling each member of the school community to develop and flourish within a caring, safe and supportive environment.

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make 14-16 choices that are right for them and to be able to manage their careers throughout their lives.

The Hyndburn Academy is committed to providing a planned programme of careers education for all students covering information, advice and guidance (IAG).

The school is focused on developing a careers programme to meet The Gatsby Benchmarks in partnership with Lancashire County Council and other relevant guidance from the DfE and Ofsted.

The Gatsby Benchmarks

- 1. A stable career programme**
- 2. Learning from career and labour market information.**
- 3. Addressing the needs of each student.**
- 4. Linking curriculum learning to careers.**
- 5. Encounters with employers and employees.**
- 6. Experience of workplaces.**
- 7. Encounters with further and higher education.**
- 8. Personal guidance.**

The policy was developed and will be reviewed annually through discussions with the Senior Leadership team, teaching staff, the school's Careers Leader, students, parents and governors.

It supports and is underpinned by key school policies including those for teaching and learning, assessment, recording and reporting achievement, citizenship, Learn to Learn, work related learning and enterprise, equality and diversity, health and safety, gifted and talented and special educational needs.

The careers programme is designed to meet the needs of students at this school. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

A provision is made for careers education information, advice and guidance that meets professional standards of practice and is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme will promote equality of opportunity and inclusion. There are particular groups who have to have a one to one guidance interview with the Careers Leader, for instance - special needs, gifted and talented or vulnerable students. However, all students will have the opportunity to meet with the Career Leader for advice through drop-in sessions and CEIAG interviews.

At The Hyndburn Academy School, the Careers Leader manages the careers programme and is responsible to the Head teacher.

All staff contribute to the careers education provision through their roles as form tutors and subject teachers. The careers programme is planned, monitored and evaluated.

The careers programme includes careers education sessions, career guidance activities (group work and individual reviews), information and research activities work related learning, and individual learning in Lifelong Learning through PSHE activities. Embedding Careers is part of the school's Personal Development programme.

Other focused events, e.g. Careers fairs, FE Taster Days, University visits, employer visits days are planned on an annual basis. Information on college, sixth form and training providers will be available on the schools Careers notice board and pupils will be made aware during form times and assemblies.

The annual Careers Plan and Service Level Agreement is available on the school website and reviewed at the end of every academic year.

### Monitoring, Review and Evaluation

Termly review meetings are held by key members of the guidance community within school. The Careers Leader attends meetings with CEIAG staff from local schools with a view to developing good practice. The CEIAG programme is reviewed annually using the local quality standards for CEG to identify areas for improvement. A report is submitted to the senior leadership team and governors. Action research evaluation of different aspects of CEIAG is undertaken regularly.

## Links to Other Policies

The policy for CEIAG supports and is itself underpinned by the school's other policies, processes and procedures

Review

Details of the school's careers programme in Annex A and published on the school's website.

This policy was developed and is reviewed annually in discussion with teaching staff, pupils, parents, governors and advisory staff.

The next policy review will be in January 2023.

Signed by Head Teacher:



Date: February 2022

Ratified by Governors: February 2022

# Careers Programme Overview 2021/2022



## Vision Statement

To build a careers pathway through the students' life, learning and experiences throughout their time at HYA. Students will have relevant encounters with FE, HE and employers to build their knowledge and skills needed for an ever changing industries in the world of work. Careers is embedded into the curriculum, through experiences and CEIAG support to help them make an informed decision for post 16.

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## Milestones and Learning Outcomes

### Year 11

To feel well equipped and knowledgeable about all the FE options available to me and how these options lead to progress onto HE.

To understand the application process and interview process for FE and apprenticeships.

To understand the labour market in the local area and how this can affect future employment.

To participate in careers activities during National Careers Week.

### Year 10

To develop a better understand of FE and participated in a taster day at college.

To start to make a plan about post 16.

To demonstrate skills and knowledge during a mock interview with an employer.

To participate in careers activities during National Careers Week.

### Year 9

To demonstrate that understanding of the different subject areas available for options and how this is linked to GCSE grades and FE subjects.

To recognize their skills and qualities and how these are linked to certain careers.

To recognize rights and responsibilities are and how these relate to school and employment.

To participate in careers activities during National Careers Week.

### Year 8

To be familiar with how organizations work and the different job roles within it including how the organization works through employer encounters.

To participate in a University visit to raise aspirations, identify degree subjects and understanding the application process and expectations of studying at University.

To participate in careers activities during National Careers Week.

### Year 7

To promote thoughts regarding their futures and aspirations

To recognize the support and plan throughout school linked to careers.

To demonstrate their skills and develop through team work on PDD's and enrichment activities.

To participate in careers activities during National Careers Week

## Key Events and Experiences

### Year 11

Careers Education, Advice and Guidance Interviews  
 Open Event: information shared with students and parents  
 Futures Event  
 Manchester Airport Company visit – Students studying digital  
 PDD – Workshops – Understanding the college application process,  
 Preparation for FE, CV workshop and FE guest speakers  
 FE / HE Encounters  
 Meetings with employers reading apprentices.  
 T Levels Assembly  
 Labour Market Information  
 Introduction to Linked in

### Year 10

Mock Interviews with Employers  
 College taster day  
 Ambition Assembly – Where do you want to go  
 Careers Week  
 Preparation for CEIAG interviews for Yr 11  
 National Careers Week activities  
 Duke of Edinburgh  
 University Campus tour  
 NHS Workshop  
 PDD -Financial decision making -Lifeskills Barclays Bank

### Year 9

Options Week  
 Burnley College – Options & Lifestyles session  
 Ambition Assembly – Where do you want to go  
 PDD – Lessons – Intro to Careers Leader / Digital footprint /  
 Rights & Responsibilities / Skills for Employment  
 Science trip – Linked to STEM Careers  
 National Careers Week activities  
 Duke of Edinburgh  
 Labour Market Information

### Year 8

Ambition Assembly – Where do you want to go  
 Dyson Engineering workshop  
 Company tour at Emerson & Renwick  
 University visit  
 National Careers Week activities  
 Enrichment Duke of Edinburgh

### Year 7

Aspirations booklet during Summer school  
 Meet the Careers Leader  
 PDD - Developing skills and aspirations – Careers,  
 teamwork, enterprise skills and raising aspirations.  
 Dragons Den – University Enterprise Day  
 Ambition Assembly – Where do you want to go  
 National Careers Week activities  
 Enrichment Duke of Edinburgh

Inspiring and preparing young people for the world of work.

