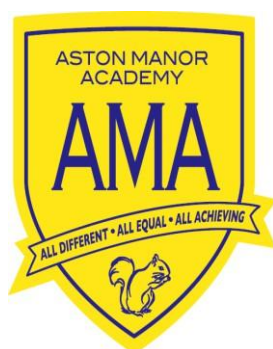


ASTON MANOR ACADEMY



CAREERS POLICY

Review Date: January 2025

To be Reviewed: January 2026

Agreed: Equitas Leadership Team

Policy Lead: Headteacher

Contents

| | |
|-------------------------------|---|
| 1. Aims | 2 |
| 2. Statutory requirements | 2 |
| 3. Roles and responsibilities | 3 |
| 4. Our careers programme | 4 |
| Key Stage 3 | 5 |
| Key Stage 4 | 5 |
| Key Stage 5 | 5 |
| 5. Links to other policies | 6 |
| 6. Monitoring and review | 6 |
| 7. Appendix A | 6 |

1. Aims

This policy aims to set out our school's provision of impartial and informed careers guidance for our pupils. This includes the ways in which pupils, parents, teachers and employers can access information about our careers programme.

High-quality careers guidance is important for our pupils' futures, and our provision aims to:

- Help pupils prepare for the workplace, by building self-development and career management skills

- Provide experience and a clear understanding of the working world

- Develop pupils' awareness of the variety of education, training and careers opportunities available to them

- Help pupils to understand routes to careers that they're interested in, and to make informed choices about their next step in education or training

- Promote a culture of high aspirations and equality of opportunity

2. Statutory requirements

This policy is based on the Department for Education's (DfE's) statutory [Careers guidance and access for education and training providers](#).

This guidance refers to:

- The Education Act 1997

- The Education and Skills Act 2008

- The School Information (*England) Regulations 2008

This policy is also in line with the more recent [Skills and Post-16 Act 2022](#), which came into force on **1 January 2023**. It explains that our school must provide a minimum of **6 encounters** with technical education or training providers to all pupils in years 8 to 13. For more detail on these encounters, see our provider access policy statement, which you can find [Microsoft Word - AMA - Provider Access Policy](#)

This policy is also in line with the Education (Careers Guidance in Schools) Act 2022. This came into force on 1 September 2022, and amended the existing duty in The Education Act 1997, so that:

Our school secures independent careers guidance from year 7

As an academy in England, we're now required to provide and publish careers guidance, and this can be found on our school website. We also publish a full calendar of events for careers advice and guidance for each year group, demonstrating how we meet the Gatsby Benchmarks.

This policy complies with our funding agreement and articles of association.

We also act in line with our statutory duty under the 'Baker Clause', to be impartial and not show bias towards any route, be that academic or technical. This policy should be read in conjunction with our provider access policy statement, which sets out how our school meets this duty, and can be found [Microsoft Word - AMA - Provider Access Policy](#), this is available on our school website.

3. Roles and responsibilities

3.1 Careers leader

Our careers leader is Eileen Hughes, and they can be contacted by phoning 0121-359-8108 or emailing ehughes@astonmanoracademy.com. Our careers leader works closely with Lyn Ajabade, Careers Co-ordinator for KS3 and work experience co-ordinator, lajibade@astonmanoracademy.com the senior leadership team member for line management of Careers is Jas Kular, jkular@astonmanoracademy.com. Together our careers team:

Take responsibility for developing, running and reporting on the school's career programme

Plan and manage careers activities

Manage the budget for the careers programme

Support teachers to build careers education and guidance into subjects across the curriculum

Establish and develop links with employers, education and training providers, and careers organisations

Work closely with relevant staff, including our special educational needs co-ordinator (SENCO) and careers adviser, to identify the guidance needs of all of our pupils with special educational needs and/or disabilities (SEND) and put in place personalised support and transition plans

Work with our school's designated teacher for looked-after children (LAC) and previously LAC to:

- Make sure they know which pupils are in care or are care leavers
- Understand their additional support needs
- Make sure that, for LAC, their personal education plan can help inform careers advice

Review our school's provider access policy statement at least annually, in agreement with our governing board

3.2 Senior leadership team (SLT)

Our SLT will:

Support the careers programme

Support the careers leader in developing their strategic careers plan

Make sure our school's careers leader is allocated sufficient time, and has the appropriate training, to perform their duties to a high standard

Allow training providers access to talk to pupils in years 8 to 13 about technical education qualifications and apprenticeships, and set out arrangements for this in our school's provider access policy statement

Network with employers, education and training providers, and other careers organisations

3.3 The trust board

The trust board will:

Provide clear advice and guidance on which the school can base a strategic careers plan which meets legal and contractual requirements

Appoint a member of the governing board who will take a strategic interest in careers education and encourage employer engagement

Make sure independent careers guidance is provided to all pupils throughout their secondary education (11 to 18 year-olds) and that the information is presented impartially, includes a range of educational or training options and promotes the best interests of pupils

Make sure that a range of education and training providers can access pupils in years 8 to 13 to inform them of approved technical education qualifications and apprenticeships

Make sure that details of our school's careers programme and the name of the careers leader are published on the school's website

Make sure that arrangements are in place for the school to meet the legal requirements of the 'Baker Clause', including that the school has published a provider access policy statement

4. Our careers programme

Our school has an embedded careers programme that aims to inform and encourage pupils to consider their career options and take steps to understand their choices and pathways. We provide statutory independent careers guidance to pupils from year 7 onwards.

Our programme has been developed to meet the expectations outlined in the **Gatsby Benchmarks**:

1. A stable careers programme with a careers leader
2. Learning from career and labour market information
3. Addressing the needs of each pupil
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

Our programme doesn't show bias towards any particular career path, and promotes a full range of technical and academic options for pupils.

It is structured in a way that builds upon previous years, and the overarching aim is divided between the Key Stages so that pupils are encouraged to think appropriately about their future. We provide aims, objectives and activities for each year group.

Our careers programme is delivered through a number of methods, including:

Through the PSHE programme and through lessons across the curriculum, through enrichment experiences both within and outside of the planned curriculum. Through guest speakers, trips and visits. Through use of Unifrog in tutor time.

Key Stage 3

Our Key Stage 3 careers programme will support pupils in their planning and choices of GCSE subjects. This includes:

Introduction to Unifrog – platform to assist student identifying skills for different career paths

STEM project undertaken externally with employers

Science project undertaken at Birmingham University

PSHE lessons

Visiting speakers and workshops

Key Stage 4

Our Key Stage 4 careers programme aims to help pupils research and understand their choices and routes into education and training. This includes:

Work experience placement

Visiting speakers

One to one impartial careers advice

Careers Fair, workshops and assemblies, introduction to apprenticeships

Encounters with employers and employees

Writing CV's and mock interview day

External providers present at parents evenings

Key Stage 5

Our Key Stage 5 careers programme supports pupils in planning for their future, including university and alternative pathways. This includes:

University visits

Comprehensive work experience programme/volunteering for enrichment

NHS project work

Apprenticeship support workshops

Assemblies, visiting speakers, exposure to employers

4.1 Pupils with special educational needs or disabilities (SEND)

We expect that the majority of pupils with SEND will follow the same careers programme that meets the Gatsby Benchmarks as their classmates, with adjustments and additional support as needed.

Our careers leader will work with teachers and, where appropriate, professionals from relevant organisations, to identify the needs of our pupils with SEND and put in place personalised support and transition plans. This may include meetings with pupils and their families to discuss education, training and employment opportunities, supported internships and transition plans into higher education. Our careers lead will also support students at KS4 to find appropriate placements into KS5 and support preparatory visits.

No information will be given to pupils without SEND that is not also offered to our pupils with SEND.

4.2 Access to our careers programme information

A summary of our school's careers programme is published on our school website, including details of how pupils, parents, teachers and employers can access information about the careers programme.

Pupils, parents, teachers and employers can request any additional information about the careers programme by contacting Eileen Hughes at ehughes@astonmanoracademy.com

4.3 Assessing the impact on pupils

Our career programme is designed so pupils can give feedback, and their progress measured as they move through the Key Stages. We measure and assess the impact of the programme's initiatives by:

Audit of careers provision in relation to the Gatsby Benchmarks

Enrichment feedback from staff and students

Evaluations from teachers, employers and students

Focus groups

Future skills questionnaire for all year groups

Use of the Compass tool to assess provision and compare against national data

5. Links to other policies

This policy links to the following policies:

Provider access policy statement

Child protection policy

Curriculum policy

Send policy

6. Monitoring and review

This policy, the information included, and its implementation will be monitored by the Raising Standards Committee, and reviewed annually.

The next review date is: January 2026

Aston Manor Academy

Provider Access Policy 2024-2025

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

All pupils in years 8 to 13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events.
- to understand how to make applications for the full range of academic and technical courses.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers.
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)

- answer questions from pupils.

Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the [Making it meaningful checklist](#).

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

Previous providers

In previous terms/years we have invited the following providers from the local area to speak to our pupils:

- Barclay's Life Skills
- Royal Navy
- Lendlease
- ARUP
- The Talent Foundry
- PWC
- Ahead Partnership
- British Telecom
- NextGen
- Speakers Trust
- Tomorrows Engineers
- Willmott Dixon
- Severn Trent
- HSBC
- Ernest & Young
- NHS
- IGD
- BPP
- Pinsent Masons
- Goldman Sachs
- Unifrog
- ASK Apprenticeships
- BBC Radio
- Sport4Life
- Think Fest

Destinations of our pupils

Last year our year 11 pupils moved to range of providers across Birmingham:

- Aston Manor Academy Sixth Form
- Cadbury College
- University College Birmingham
- Sandwell College
- South & City College
- Birmingham Metropolitan College
- Access Creative College

Last year our year 13 pupils moved to range of HE providers:

AECC University College St George University

Aston University Keele University

Birmingham City University King's College London

Birmingham Metropolitan Leicester University

NCS Aston Villa Foundation Newcastle University

Coventry University Staffordshire University

Oxford Brooke University Stoke City College

The University of Law UCFB

University of Birmingham University of Essex

University of Lincoln University of South Wales

University of Wolverhampton University of Warwick Worcester University

Management of provider access requests

Procedure

A provider wishing to request access should contact. Aston Manor Academy

School reception on; 0121 359 8108 Or email:

Eileen Hughes – Careers Lead ehughes@astonmanoracademy.com

Lyn Ajibade – KS3 Careers & Work Experience Co-Ordinator ljibade@astonmanoracademy.com

Jas Kular SLT Careers Lead jkular@astonmanoracademy.com

Opportunities for access

The school offers the six provider encounters required by law and a number of additional events integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

Please speak to our Careers Team to identify the most suitable opportunity for you.

| | Autumn Term | Spring Term | Summer Term |
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| Year 8 | <p>Unifrog launch and form time sessions</p> <p>HS2 STEM/Engineering workshop</p> <p>STEAM House – working in cyber security and technology inc women’s careers in cyber tech</p> | <p>Careers Fair – March/NCW Employer event for pupils, providing the opportunity to meet and interact with employers from local, regional and national organisations.</p> <p>KS4 Options events for Year 9 choices.</p> <p>Aston University</p> <p>Keith Bradshaw Introduction to Healthcare.</p> <p>NHS Dr Andrea Jester/Amy McClean. Skills for Careers including hand surgery</p> <p>Assembly with Lendlease. Day at Severn Trent Head office</p> <p>BT Bootcamp</p> <p>The Talent Foundry - Skills required for the workplace/Skill Builder</p> <p>Barclay’s Life Skills Programme</p> <p>Unifrog programme during form time</p> | <p>Technical/vocational tasters at local college/s, training providers</p> <p>STEAM Opportunities</p> |

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| Year 9 | Unifrog launch and form time sessions | <p>Careers Fair – March/NCW Employer event for pupils, providing the opportunity to meet and interact with employers from local, regional and national organisations.</p> <p>Apprenticeship Week activities/speakers</p> <p>Aston University</p> <p>Keith Bradshaw Introduction to Healthcare.</p> <p>NHS workshop</p> | <p>Lendlease – Construction Careers</p> <p>Unifrog during form time</p> |
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| | | <p>Royal Navy workshops</p> <p>IGD Subjects to Jobs. Digital speed networking.</p> <p>Assembly with Lendlease. Assembly with ARUP.</p> <p>UNIFROG programme during form time (fortnightly)</p> | |
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| Year 10 | <p>Post 16 technical/vocational education options assembly with General Further Education Colleges</p> <p>Careers enrichment day</p> <p>RSHE Careers curriculum SOW</p> | <p>Careers Fair – March/NCW Employer event for pupils, providing the opportunity to meet and interact with employers from local, regional and national organisations.</p> <p>Technical/vocational tasters at</p> | <p>Technical/vocational college visits/tasters</p> <p>Mock interview Day with external providers</p> <p>Work experience placement week (July)</p> <p>UNIFROG programme during form time (fortnightly)</p> |
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| | <p>ASK</p> <p>Apprenticeship workshop /assemblies</p> | <p>local college/s, apprenticeship information and training providers</p> <p>Apprenticeship week activities</p> <p>Aimhigher Mentoring Aston University.</p> | <p>Confirmation of post-16 education and training destinations for all pupils</p> <p>Introduction to apprenticeship assembly</p> |
| | | <p>UCB HAG Taster sessions (FOOD)</p> <p>ARUP Assemblies</p> <p>Life Skills – work experience preparation sessions (CV Interviews, resources and technique's)</p> <p>Severn Trent CV & interview techniques.</p> <p>Aston University</p> <p>Keith Bradshaw Introduction to Healthcare.</p> <p>College & University visits</p> | |

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| | | UNIFROG programme during form time (fortnightly) | |
| Year 11 | Post 16 provider | Post-16 interviews | |
| | open evenings | Apprenticeship week activities Feb | |
| | Post 16 Careers Enrichment Day Oct | Careers Fair – March/NCW Employer event for pupils, providing the opportunity to meet and interact with employers from local, regional and national organisations | |
| | Careers Advisor whole year session one to one advice & guidance interviews | Raising Achievement evening (March) | |
| | ASK | ASK Apprenticeship sessions/applicants & workshops | |
| | Apprenticeship sessions/assemblies/workshops | UNIFROG programme during form time (fortnightly) | |
| | RSHE Careers curriculum SOW | | |

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| | Options at age 16 – signposting assembly | | |
| | Meetings with careers adviser Post 16 applications | | |
| Year 12 | Higher Education fair for a variety of HE providers including local Further Education colleges | Small group sessions: future education, training and employment options Advice & Guidance with careers adviser On going work experience every Wednesday through Enrichment University visits/open events | Technical/vocational tasters at local college/s, training providers Work Experience placement |
| | | Apprenticeship week activities Feb | On going work |

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| | | Careers Fair – March/NCW Employer event for pupils, providing the opportunity to meet and interact with employers from local, regional and national organisations. ASK Apprenticeship sessions/ application workshops and interview prep UNIFROG programme during form time (fortnightly) | experience every Wednesday through Enrichment |
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| | Autumn Term | Spring Term | Summer Term |
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| Year 13 | <p>Post 18 assembly – with higher and degree apprenticeship providers</p> <p>Workshops – HE and higher apprenticeship Applications</p> <p>On going work experience every Wednesday through Enrichment</p> | <p>One to one advice & guidance meetings with careers adviser Careers Fayre- March</p> <p>Apprenticeship week activities Feb</p> <p>ASK Apprenticeship sessions/assemblies and parental workshop</p> <p>On going work experience every Wednesday through Enrichment</p> <p>UNIFROG programme during form time fortnightly</p> | <p>Confirmation of post-18 education and training destinations for all pupils</p> <p>On going work experience every Wednesday through Enrichment</p> <p>Confirmation of post-18 education and training destinations for all pupils</p> |

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all pupils at lunch and break times.

Complaints:

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

Approval and review

Approved 9/1/25 by the Equitas Leadership Team

Next review: January 2026