



THE **BOURNE** ACADEMY

AN INNOVATIVE CAREERS STRATEGY FIT FOR THE FUTURE



**CAREERS POLICY
&
Provider Access Legislation Policy
2022-24**

OVERVIEW

This policy sets out how we deliver our careers education, advice and guidance to all students. In partnership with our stakeholders, we achieve all eight Gatsby benchmarks and maintain the impartial Quality in Careers Standard award which is every three years and due for reassessment 14th July 2023. As the lead School for Dorset Careers Hub, we are committed to delivering a robust and innovative careers programme and developing best practice for all.

VISION

Our vision is to develop literate, numerate global citizens who ASPIRE:

Ambitious, **S**elf-confident, **P**hysically Literate, **I**ndependent Learners, **R**esilient, **E**motionally Literate.



STRATEGIC OBJECTIVES

Develop independent learners responsible for their own career journey and learning

- All students use Unifrog Careers Platform to log & track careers progress
- All Y11 & 6th form students to receive impartial level 6 careers guidance and all TBA students can be referred for this through pastoral support
- All Y10 & Y12 placed in meaningful WEX placements

Further Embed careers across all curriculum areas

- Subject Leaders acting as careers ambassadors, and we disseminate regular updates
- Staff to use and receive regular CPD on Unifrog & careers
- Re energising staff employer contacts post covid

Create a strong employer network of partners to support our careers provision

- Developing a database of employer contacts and relaunch Bourne Ambassadors scheme
- Compliance with the Baker Clause to increase variety of FE/HE contacts & meet requirements
- Use Unifrog to track destination data & develop Alumni

COMMUNITY LINKS & STAKEHOLDERS:

We work with a variety of local and national services, providers and employers to ensure our students have innovative and inspirational opportunities to explore their learning and work options. This ensures we continue to meet Gatsby benchmark 3 to meet the needs of every student.

CURRENT PROVISION:

YEAR GROUP ACTIVITIES

This is a sample of activities delivered 2022-23 As the careers programme is flexible, there are always new workshops and events that occur.

Year Group:	Activities
Year 7	<ul style="list-style-type: none"> • Careers research task -Unifrog-ASPIRE 1 • Introduction to HE • Spring 2 careers focused tutor time activity • STEM Activity ASPIRE 2 – The Big Bang • Employer encounter ASPIRE 2 • Introduction to progress routes <p>Targeted activities</p> <ul style="list-style-type: none"> • RNLI trip Bourne Scholars • WORK with US Southampton University workshop • Bourne Scholars
Year 8	<ul style="list-style-type: none"> • Year group assembly with GCSE options advice • Buzz Quiz • Enact Solutions performance on option choices (Jan 2023) • Options support sessions • All About Uni University talk • Employer Encounter ASPIRE 2 • Spring 2 careers focused tutor time activity • Unifrog Research session ASPIRE 1 <p>Targeted Activities</p> <ul style="list-style-type: none"> • Bourne Scholars • WORK with US Southampton University visit • Independent careers advice 1 to 1 offered to support option choices
Year 9:	<ul style="list-style-type: none"> • Bournemouth University Campus Tour and Arts University Bournemouth tour and Intro to HE session • ASPIRE 2 Employer Encounter

	<ul style="list-style-type: none"> • Introduction to vocational education and apprenticeships – ask apprenticeships • Unifrog Access • Spring 2 careers focus tutor time • National Careers Challenge <p>Targeted Activities</p> <ul style="list-style-type: none"> • X2 residentials/ day trips to stretch and challenge students • Southampton University visit • Marginal Gains (BU) • Canford Book club/debate • Bourne scholars planning – 1 to 1 interviews
Year 10:	<ul style="list-style-type: none"> • Work Experience (1 week) preparation and reflection • Spring 2 careers focus • Employer Encounter ASPIRE 1 • National Careers Challenge <p>Targeted Activities</p> <ul style="list-style-type: none"> • Winchester College visits x 3 • Oxford/Cambridge visit • Canford Application support • Stock Market Challenge at Southampton University
Year 11:	<ul style="list-style-type: none"> • One to one guidance appointments • College and apprenticeship presentation – Post 16 options • Apprenticeship Application presentation and support • Interview skills and preparation ASPIRE 1 • Jobs of the future session ASPIRE 1 • Employer Encounter ASPIRE 2 • Alumni Panel ASPIRE 2 • Alumni recruitment for future opportunities • Vocational & Apprenticeship encounter <p>Targeted Activities</p> <ul style="list-style-type: none"> • Canford Interview practice and preparation • Promote National Citizens Service
Year 12	<ul style="list-style-type: none"> • Bourne Ambassadors scheme: Networking event and business breakfast • UCAS and student finance assemblies • Unifrog – comprehensively embedded in tutor time • Personal statement writing and application support

	<ul style="list-style-type: none"> • One to one guidance • Higher Education residential visit Bristol/Bath/Cardiff • 1 Week Work experience • Community outreach <p>Targeted Activities</p> <ul style="list-style-type: none"> • UCAS conference – 18 April • Canford Careers Symposium • Canford Academic Symposium • Sutton Trust • Goldman Sachs residential
<p>Year 13:</p>	<ul style="list-style-type: none"> • Higher Apprenticeship talks from specific firms • Support with job hunting • Bourne Ambassadors networking • Opportunity talk from employers • Self-employment workshop • College post 18 options talk • 1 to 1 guidance • UCAs applications • Alumni Panel • Alumni recruitment



APPENDIX

In 2013 Sir John Holman was commissioned by the Gatsby Charitable foundation to undertake research into good careers guidance. He established there were eight benchmarks required to ensure students make well-informed good careers decisions.

The Bourne Academy scores 100% for all benchmarks on the Gatsby self-evaluative Compass tool that is completed every term. The Gatsby benchmarks are:

No.	Gatsby Benchmark
1	A stable careers programme
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	Experiences of workplaces
7	Encounters with further and higher education
8	Personal Guidance

Our careers programme is based around creatively delivering all of the Gatsby benchmarks for careers best practice. The addition of our quality careers mark “Investors In Careers” ensures our careers provision is outstanding and externally verified and quality controlled.

At The Bourne Academy we will continue to develop and invest in our creative careers provision. We want to remain at the cutting edge of careers guidance and continue to develop our programme to remain as a beacon of outstanding practice across the UK and globally. We see a holistic approach to careers that is embedded across subject areas and year groups as essential to achieving this goal. We also feel it is important to create a team approach to careers to ensure all teachers, staff, parents and students are confident with their future career choices.

FUTURE DEVELOPMENTS & PRIORITIES

The next phase of the Careers developments in The Bourne Academy aims to consolidate our existing position to further enhance the careers provision across all year groups and fully embed careers across all subject areas (Gatsby benchmark 4). This will ensure we are able to share our resources and strategies across other schools in the UK whilst also ensuring our own students have the very best careers education and guidance.

The Bourne Academy strives for academic excellence and works hard to ensure all students achieve their full potential both in their time with us and into their life and work choices as they progress forward on their chosen career paths.

Careers has always been an integral part of The Bourne Academy and has featured on the academy development plan since its inception in 2010.

KEY INDIVIDUALS

- Senior Leadership backing from the Governors, the Principal and ASJ Vice- Principal
- CF Governor with specific focus on careers and business
- CG Business Director
- VW Head of Careers and Aspirations & careers leader
- ARW Assistant careers Lead
- DTA Head of Sixth form
- BW Wider & Work Related Learning Co-ordinator
- TM/HB SEND Co-ordinators
- Career Champions (designated member of staff from each subject area that meet every half term)
- Bourne Ambassadors (our employer stakeholders)
- Careers Champions (students)

GATSBY OVERVIEW

A STABLE CAREERS PROGRAMME (Benchmark 1):

We have had an established careers programme since 2010 and have quality careers and employability provision that is valued by governors, senior leadership team and staff. We have a well-resourced and staffed careers programme with qualified and trained staff and are able to deliver a comprehensive programme.

We have excellent partnerships locally and nationally to deliver a diverse and creative careers programme of activities. Our outstanding links with local and national employers through our comprehensive work experience programme and business mentoring schemes enable us to offer a variety of trips, workplace visits and inspirational activities. Our sixth form opened in 2013 and our Sixth form students are successfully entering Higher Education.

CAREER CHAMPIONS (Benchmark 2 & 4):

Each subject area has a designated teacher careers ambassadors working towards a designated career student ambassadors. The role includes:

- Attending a termly careers meeting and giving feedback to subject teams
- To be the main conduit for careers information and opportunities for their subject area

- To support the formal embedding of careers and employability skills in lesson plans and areas of learning development plans and the wider careers TBA strategy
- To be aware of labour Market information (LMI) related to their subject area. Tutors also deliver LMI information in tutor time and for national careers week.
- To consider a careers related performance management aim and an employer visit on the community outreach day (if applicable and appropriate for job role)
- To support subject specific careers visits, employer links and university outreach opportunities where possible.
- Developing student career ambassadors to support careers progression.

VULNERABLE & SEND STUDENTS (Benchmark 3):

- Pupil premium used as risk of NEET Indicators and students in this group to be prioritised for NEET reduction projects
- ARW to see all year 11 in Autumn term for one to one guidance (priority groups first)
- Young people in Year 9 identified as potential NEET's to be referred to youth service project or other appropriate provision for preventative work
- Year 11 cohort of 28 students working with Dorset Marvels to reduce NEET and offer a smooth transition
- VW/ARW to provide additional support to students whose attendance in below 85% or are accessing alternative curriculum in Year 11 such as at TLC or home visit where necessary
- Most able students receive additional mentoring and support offered by VW
- Most able students visit Canford and engage in programme of inspiring activities such as Oxbridge and Imperial University visits
- Information provided on first generation to go to HE and post codes to Uniconnect
- LAC young people seen as a priority
- SEN young people seen as a priority and attendance at relevant transition reviews where appropriate
- Timely and accurate destination data provided to LA
- Appropriate referrals for any sixth form leavers made to ensure successful transitions

WORK RELATED LEARNING (Benchmark 5 & 6):

- The Bourne Academy is committed to developing ambitious students who are work ready when they leave the academy. As part of this strategy we offer a variety of work related learning opportunities to ensure our students have the necessary confidence and skills to make good career choices.

Work Experience year 10:

- A compulsory week of work experience provided to all year 10 students. Parents/carers are involved in this process and we are using Careers South West and Unifrog to facilitate this.

- All students are given a placement and are either visited/phone call made to employers to check in progress. Students are required to complete the Barclay Life skills work experience booklet.
- The Bourne Academy maintains all work experience records for 7 years and archives these accordingly.

Work Experience year 12:

- The Bourne Academy Sixth form adopts a more mature approach to work experience in the sixth form with students sourcing their own placements. Compulsory work experience takes place in April for year 12. Students are supported in tutor time and supervised study to research employers and contact them directly by phone or email. Where students have not successfully found a placement, they will be allocated one locally and expected to attend.
- Year 12 will be using Unifrog to select and approve their placements

Bourne Ambassadors:

- Sixth form students are all eligible to receive mentoring from a businessmen or women. These enthusiastic volunteers are called Bourne Ambassadors and agree to mentor a student 5 times a year within their workplace. We have our own network of local and national businesspeople who are happy to mentor a student. All Bourne Ambassadors are DBS checked and will either be referred by an existing ambassador or a separate character reference will be undertaken. All first sessions take place in the academy and thereafter in the workplace. The majority of sessions take place in an office environment or public area, any high-risk sites such as building sites will be separately risk assessed.
- Academy staff are cc'd into any email exchanges and parental consent is sought before mentoring begins. Any additional activities i.e. attendance at trade fairs, meetings etc is agreed on a case by case basis with teacher and parent agreement.
- The Academy hosts three events a year the Bourne Business Networking Event in November, a training and development session for mentors in February and a Business Breakfast in June. These are designed to ensure mentors are confident in their role and that students have opportunities to develop their networking skills and business contacts.

UNIVERSITY OUTREACH (Benchmark 7)

- We begin our introduction to university in Year 7 with an "All About Uni" talk and in year 9 all students attend a taster day at Bournemouth University. As part of our partnership with Southampton University, we host workshops and run several trips to their campus. We have excellent partnerships with many universities and all students will visit multiple universities throughout their time with us.

PERSONAL GUIDANCE (Benchmark 8)

We have two qualified level 6 advisers VW and ARW both are registered careers development practitioners with the CDI and sign up their code of ethics and CPD requirements. ARW is completing the Teach First Level 7 program which will create a more detailed vision and strategy for careers.

EVALUATION:

The Bourne Academy evaluates all careers activities that we run informally through student discussions and verbal feedback. There are also more formal channels in place to evaluate the careers programme. These include an annual year 11 questionnaire (Easter time), Survey monkey online questionnaires to staff and students following year group careers events or ASPIRE days and also a formal whole Academy survey is sent out to all students, staff and parent/carers at the end of the academic year annually.

The Bourne Academy: Provider Access Policy Statement

(To include The Department of Education, July 2021: “Baker Clause” and the Provider Access Legislation, January 2023)

Date updated: January 2023

Rationale

High quality careers education and guidance in school or college is critical to young people’s futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications.

Commitment

The Bourne Academy is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. The Bourne Academy is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

The Bourne Academy endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: “Baker Clause”: supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

Aims

The Bourne Academy policy for Access to other education and training providers has the following aims:

To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships.

To support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options.

To reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).

Student Entitlement

The Bourne Academy fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships. The school will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships. This will be done in assemblies throughout the academic year and through our three ASPIRE days, in addition to providers attending careers events at school and externally.

Development

This policy has been developed and is reviewed annually by Vicky Woodings, Careers Leader and Line Manager Ashley St John, Vice Principal based on current good practice guidelines by the Department for Education.

Links with other policies

It supports and is underpinned by key school policies including those for Careers, Child Protection, Equality and Diversity, and SEND.

Equality and Diversity

Access to other providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. The Bourne Academy is committed to encouraging all students to make decisions about their future based on impartial information.

Requests for access

Requests for access should be directed to Vicky Woodings, Careers Leader. Vicky Woodings may be contacted by telephone or email, Vicky.woodings@thebourneacademy.com Tel 01202 528554.

Grounds for granting requests for access

Access will be given for providers to attend during school assemblies, timetabled Careers and Careers or Raising Aspirations events that The Bourne Academy is arranging.

Details of premises or facilities to be provided to a person who is given access

The Bourne Academy will provide an appropriate room or assembly hall to be agreed. All rooms have computers, projectors and screens provided. Computer rooms can also be arranged. The Careers Leader or Careers Adviser will organise this, working closely with the provider to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the Careers Team who will facilitate.

Live/Virtual encounters

The Bourne Academy will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school assembly hall. Technology checks in advance will be required to ensure compatibility of systems.

Parents and Carers

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers.

Management

The Careers Leader coordinates all provider requests and is responsible to his/her senior management line manager.

Complaints Procedure

Any complaints about this policy should be raised to Ashley St-John, email: Ashley.st-john@thebourneacademy.com Vice Principal at The Bourne Academy

Ashley St John will raise the complaint to Mark Avoth, Principal of The Bourne Academy

Monitoring review and evaluation

The Policy is monitored and evaluated annually via the Senior Leadership Team and Governing body.

Policy Coordinator: Vicky Woodings

Policy Reviewed: March 2023

Appendix

Providers who have been invited into The Bourne Academy to date include:

Bournemouth and Poole College

ASK Apprenticeships

Kingston Maurwood College

Brockenhurst College

ASPIRE Training

Paragon Training

Ferndown Upper School

Destinations of previous pupils from The Bourne Academy include:

Bournemouth and Poole College

Kingston Maurwood College

Brockenhurst College

Paragon Training