**A picture containing graphical user interface

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**AN INNOVATIVE CAREERS STRATEGY FIT FOR THE FUTURE**

A group of children in uniform

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**CAREERS POLICY**

**&**

**Provider Access Legislation Policy**

**2024-26**

**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 we were last assessed 19th September 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:

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

**A child and child sitting at a table in a classroom

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**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, Skillsbuilder & careers
* Departmental plans now include careers inputs in each year group

**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
* Careers Advisory Panel of key industry leaders develop strategic careers plans

**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 2023-24 As the careers programme is flexible, there are always new workshops and events that occur.

|  |  |
| --- | --- |
| **Year Group:** | **Activities** |
| **Year 7** | * 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 * Skillsbuilder Challenge Days * STEM roadshow   **Targeted activities**   * RNLI trip Bourne Scholars * WORK with US Southampton University workshop * Bourne Scholars |
| **Year 8** | * Year group assembly with GCSE options advice * Buzz Quiz * Enact Solutions performance on option choices (Jan) * Options support sessions * All About Uni University talk * Employer Encounter ASPIRE 2 * Spring 2 careers focused tutor time activity * Unifrog Research session ASPIRE 1 * Skillsbuilder Challenge Days * STEM roadshow   **Targeted Activities**   * Bourne Scholars * WORK with US Southampton University visit * Independent careers advice to tutor groups and 1 to 1 delivered to support option choices * Parliament and museum trip |
| **Year 9:** | * Bournemouth University Campus Tour and Arts University Bournemouth tour and Intro to HE session * ASPIRE 2 Employer Encounter * Introduction to vocational education and apprenticeships – ask apprenticeships * Unifrog Access * Spring 2 careers focus tutor time * Skillsbuilder Challenge Days   **Targeted Activities**   * X2 residentials/day trips to stretch and challenge students (RSPB Cameron’s Cottage & City of London) * Southampton University visit * Marginal Gains (BU) * Big Bang Challenge and trip to Birmingham NEC * Canford Book club/debate * Bourne scholars planning – 1 to 1 interviews * Parliament and museum trip * Young Carers and Vulnerable student group programme |
| **Year 10:** | * Work Experience (1 week) preparation and reflection * Spring 2 careers focus * Employer Encounter ASPIRE 1 * Careers and Apprenticeship Show BICC   **Targeted Activities**   * Winchester College visits x 3 * Oxford/Cambridge visit * Canford Application support * Stock Market Challenge at Southampton University * Speak About * Young Carers and Vulnerable student group programme * SEND hybrid WEX programme |
| **Year 11:** | * One to one guidance appointments * College and apprenticeship presentation – Post 16 options * Apprenticeship Application presentation and support * Interview skills and preparation ASPIRE 2 * Jobs of the future session ASPIRE 1 * Employer Encounter ASPIRE 2 * Self-employment and Post-16 panels ASPIRE 2 * Alumni recruitment for future opportunities * Vocational & Apprenticeship encounter   **Targeted Activities**   * Canford Interview practice and preparation * Promote National Citizens Service |
| **Year 12** | * Bourne Ambassadors scheme: Networking event and business breakfast * UCAS, Apprenticeships and student finance assemblies * Unifrog – comprehensively embedded in tutor time * Personal statement writing, CV and application support * One to one guidance * Higher Education residential visit Bristol/Bath/Cardiff * Parliament and LSE trip * UCAS Discovery Fair BU * Talent Foundry – Personal Finance workshops * 1 Week Work experience * Community outreach   **Targeted Activities**   * Elephant Group top third most able programme * Canford Careers Symposium * Canford Academic Symposium * Sutton Trust - Medicine summer camp, Nuffield and other placements * Mentoring training for younger students |
| **Year 13:** | * Higher Apprenticeship talks from specific firms * Support with job hunting * Bourne Ambassadors networking * Self-employment workshop * Post 18 options talks including College, university and apprenticeships/employment * 1 to 1 guidance * UCAS applications * GAP year guidance   **Targeted Activities**   * Elephant Group top third most able programme * Oxbridge and interview prep |

A group of people posing for a photo in front of a building

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**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
* MBWider & Work Related Learning Co-ordinator & Trainee Careers Advisor
* TM SEND Co-ordinator
* Career Champions (DOLs and subject leads or member of staff from each subject area)
* Bourne Ambassadors (our employer stakeholders)
* Student Council (reviewed careers strategy and plans)
* Careers Advisory Panel

**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.

**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 selected students working with BCP 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 online meeting 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 Unifrog and Springpod 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 June 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 businessman or woman. These enthusiastic volunteers are called Bourne Ambassadors and agree to mentor a student 5 times a year. We are building our own network of local and national businesspeople who are happy to mentor a student.
* The Academy hosts events each year as Bourne Business Networking Events. These are designed to ensure 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 has completed the Teach First Level 7 program and created a more detailed vision and strategy for careers.

**EVALUATION:**

We conduct these online and informally through student and staff discussions and verbal feedback. The formal channels to evaluate the careers programme include an annual questionnaire (on all students and staff), online questionnaires to staff and students following year group careers events, ASPIRE days and guidance interviews.

**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: September 2024**

**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](mailto: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: September 2024***

**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**

**Poole High**

**Rockley Academy**

**Destinations of previous pupils from The Bourne Academy include:**

**Bournemouth and Poole College**

**Kingston Maurwood College**

**Brockenhurst College**

**Paragon Training**