



# **THE ASPIRE ACADEMY**

## **SCHOOL CAREERS STRATEGY AND ACTION PLAN**

**SEPTEMBER 2023  
to  
AUGUST 2024**

Signed: 	Signed: 
Chair of Governors: 15/09/23	Headteacher: 18.09.23
Date:	Date:

# Our Ethos

The Aspire Academy is committed to providing:

a safe, containing, caring, good humoured and well-disciplined school where strong nurturing relationships and an understanding of childhood trauma and attachment issues are at the heart of everything; a world class Alternative Provision in which we present an environment where all pupils can thrive, grow, heal and achieve through a relentlessly reasonable approach to personal development; opportunities for pupils to build their social capital, resilience, self-esteem and a portfolio of recognised qualifications in order that they may make a positive next-step; all pupils with the opportunities to achieve a positive destination when they leave the Academy.

**The Aspire Academy is an  
active member of the  
Worcestershire Careers Hub  
and supports the development  
of Worcestershire's Future  
Workforce through the  
Worcestershire  
Enterprise Adviser Network**



# THE ASPIRE ACADEMY CAREERS STRATEGY

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# INTRODUCTION

The Aspire Academy is committed to providing a safe, containing, caring, good humoured and well-disciplined school where strong nurturing relationships and an understanding of childhood trauma and attachment issues are at the heart of everything; a world class Alternative Provision in which we present an environment where all pupils can thrive, grow, heal and achieve through a relentlessly reasonable approach to personal development; opportunities for pupils to build their social capital, resilience, self-esteem and a portfolio of recognised qualifications in order that they may make a positive next-step; all pupils with the opportunities to achieve a positive destination when they leave the Academy.

At The Aspire Academy, Careers Education Information Advice and Guidance (CEIAG) is an important aspect of the pupil learning experience. We prepare our pupils to make decisions where they can reach their optimum potential in their education and in their future professional life in the world of work. CEIAG significantly contributes to the school's commitment to delivering world-class provision, where all pupils can thrive, grow, heal and achieve, build their social capital, develop resilience and improve their self-esteem.

We have a vital role to play in preparing our pupils for the next stage of their education or training and beyond and with our alternative choices of education and training, our aim is to prepare pupils for these ever-changing opportunities, responsibilities, and experiences and to equip them with the skills to manage the choices, changes and transitions ahead of them.

Our careers programme throughout the year supports our careers education curriculum and is integrated into every area of the school.

# THE ASPIRE ACADEMY CAREERS STRATEGY

## Purpose and aims

The Aspire Academy is fully committed to ensuring that all of our pupils acquire the skills, knowledge and attitudes to manage their learning and career progression.

The Aspire Academy has already established a range of effective careers guidance activities which we hope will guide support our pupils to achieve positive destinations such as A 'levels, Higher Education, Apprenticeships, Technical routes or Employment.

This careers strategy sets out The Aspire Academy's key approaches internally and externally to enhance the current careers guidance activities and participation opportunities already available to our pupils. The aim is to ensure that pupils are fully prepared for and informed effectively about their next steps and can therefore aspire to achieve their full potential. We want to ensure that our pupils have both the aptitude and interpersonal skills to effectively communicate and add value within the workplace.

The school will collaborate throughout this strategy with a range of external agencies to help us ensure we will meet all of the mandatory requirements contained within the Department for Education's careers strategy (July 2021). These partnerships will include working alongside The Careers and Enterprise Company (CEC), The Worcestershire Local Enterprise Partnership (WLEP), Worcestershire County Council (WCC), Further Education (FE) and Higher Education (HE) providers, Worcestershire Apprenticeships (WA) and a wide range of local employers.

High quality careers guidance is a crucial part of improving social mobility. Young people make choices based on what they know and what they think is available to them. If our young people are made fully aware of the career pathways and opportunities available to them, they will be more able to make informed choices about which qualifications and career pathways which will enable them to achieve their goals.

This strategy outlines our whole school approach to delivering careers guidance to all of our pupils throughout their journey through education. Careers activity will therefore take place across years 7 through to year 11 as part of the mandatory requirements set by the Department for Education and contained within the Gatsby Benchmarks.

### **Strategic Careers Leader**

As set out within the Department for Education's Careers Strategy, The Aspire Academy is required to have a designated member of our Senior Leadership Team named as our schools Strategic Careers Lead.

The Strategic Careers Lead has the responsibility to make sure that we as a school meet our mandatory requirements and continue to work towards achieving all eight of the Gatsby Benchmark.

Lewis Thomas has agreed to undertake this role.

Lewis Thomas will provide both the Head Teacher and the board of governors with regular updates on our progress and will work closely with the Worcestershire LEP delivery team, our assigned Enterprise Adviser and local employers to ensure we deliver this strategy.

### **Our Careers Team**

Lewis Thomas will lead our team which will include the following staff members:

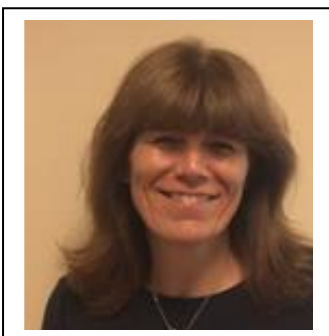
Richard Rainbird-Hitchins, Designated Safeguarding Lead.  
Jo Weston, Head of Year 11.

### **Our Enterprise Adviser/s**

Through the Worcestershire LEPs Enterprise Adviser Network, The Aspire Academy are delighted to have been assigned our own designated enterprise adviser.

Linda Gittings will be supporting our careers team to assist us to facilitate careers related activity which will help us achieve Gatsby Benchmarks 5 and 6.

May we introduce our assigned Enterprise Adviser.....



Linda Gittings

Apprenticeship and Qualifications Manager  
Platform Housing Group

Linda has a belief that Housing is a fantastic sector to work in. She is passionate about Apprenticeships how they offer great opportunities and thinks that it is important that we all, in these current times, support young people who are at the start of their careers in a very uncertain world.

### **Current position at The Aspire Academy**

Pupils are currently receiving the following careers related support or participating within the activities listed below during their journey through school:

#### **Year 7/8**

- Careers education units in PSHE to cover 'managing transition and new surroundings', 'relationships with self and others', 'healthy friendships and relationships' and 'spending and saving'.
- Assemblies and tutor group discussions to introduce the concept of higher education.
- Curriculum based career opportunities via the KS3 Alternative Provision timetabled options on Wednesday's and Thursday's.

#### **Year 9**

- Careers education units in PSHE to cover 'managing money' and 'focusing on careers and future options' where choices will tie in with their KS4 GCSE and Alternative Provision options.
- Assemblies and tutor group discussions to support KS4 curriculum choices, linking them to identified career pathways.
- Curriculum based career opportunities via the KS3 Alternative Provision timetabled options on Wednesday's and Thursday's.

#### **Year 10**

- Careers education units in PSHE to cover 'Diversity in the UK' and 'Work Experience'.
- Curriculum based career opportunities via our KS4 Alternative Provision timetabled options on Wednesday's, Thursday's and Friday, to include accredited vocational options and work experience.
- Assemblies and tutor group discussions about the range of post16 progression routes available.

#### **Year 11**

- Careers education units in PSHE to cover 'Preparing for Adult Life and 'Exam Preparation'.
- Curriculum based career opportunities via our KS4 Alternative Provision timetabled options on Wednesday's, Thursday's and Friday, to include accredited vocational options and work experience.
- Assemblies and presentations with a continued focus on post16 pathways.
- Whole year group visits to the Worcestershire Skills Show and the regional Skills Show @ The NEC, Birmingham.
- College/Training Provider visits



- NCS presentations
- Workplace Visits to local businesses – SouthCo, Worcester Bosch, Worcester Warriors.
- Mock Interviews with employer contacts – SouthCo, Platform Housing.
- Qualified Careers IAG from ‘home school’, local college Careers Advisers and from Sarah Froggatt, Careers and Employment Advisor, Worcestershire County Council.
- Tutor and college admissions team support for the completion of online application process and with attending interviews.

### **Teaching staff contribute to the delivery of careers guidance through:**

Timetabled PSHE and Personal Development and lessons.  
Assemblies and Tutor group discussions.  
Curriculum based Alternative Provision and work experience sessions.  
Employer visits during classroom lessons.

### **Local Employers contribute to the delivery of careers guidance through:**

Workplace visits / work experience / assemblies / careers fairs / preparation for interviews / mock interviews.

### **Parents contribute to the delivery of careers guidance through:**

Support to arrange work experience / work experience opportunities / travel to and from work experience / support in attending college, training & careers events / support in attending interviews and inductions

### **Partnership Arrangements and Employer Contacts**

The Aspire Academy has strong links with:

- Worcestershire Careers Hub.
- Worcestershire Local Enterprise Partnership
- Further Education providers
- The local business community
- Alumni and Parents

### **Objectives for 2023 to 2024**

1. To ensure that pupils fully understand and consider the different routes available at post-16 and post-18, particularly apprenticeship and other vocational routes.
2. To further raise the profile of careers across the whole school.
3. To continue to strive towards meeting the eight Gatsby Benchmarks for good career guidance as recommended by the Department of Education Careers Strategy 2018.
4. To raise aspirations by ensuring all pupils have knowledge of routes into further education, higher education and apprenticeships (of all levels).
5. To ensure every pupil is offered careers personal guidance to meet their needs at the different stages through their school journey. This will reflect the school's equality and diversity policy to ensure that every pupil is treated fairly.
6. To make available Labour Market Information and Intelligence to ensure pupils (and parents) are aware of local and national opportunities as well as trends, to ensure they are informed to make the best decisions.
7. To ensure all staff at the school have an awareness of linking curriculum learning to careers and are able to demonstrate the relevance of subjects to pupils when considering a future career. Particularly relevant is that STEM subject staff should highlight the increasing need for STEM subjects to access a wide range of future career paths, making sure the information does not stereotype in any way.
8. To ensure all pupils are aware that the attainment of English and Maths GCSEs are crucial elements of any future study programme they may undertake and an expectation from all employers.
9. To continuously strive to improve NEET (Not in Education Employment or Training) figures by providing an effective careers programme.

### **Gatsby Benchmarks**

In line with the Department for Education's careers strategy, The Aspire Academy aims to fulfil the eight expectations set out within the 'Gatsby Benchmarks' which provide a framework to ensure that the school has formed a careers programme which falls in line with legal requirements. The following eight benchmarks are at the core of good careers and enterprise provision:

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

## Careers Learning Journey Years 7 to 11

### Vision Statement

The Aspire Academy is committed to providing a safe, containing, caring, good humoured and well-disciplined school where strong nurturing relationships and an understanding of childhood trauma and attachment issues are at the heart of everything; a world class Alternative Provision in which we present an environment where all pupils can thrive, grow, heal and achieve through a relentlessly reasonable approach to personal development; opportunities for pupils to build their social capital, resilience, self-esteem and a portfolio of recognised qualifications in order that they may make a positive next-step; all pupils with the opportunities to achieve a positive destination when they leave the Academy.

**Contact:** Lewis Thomas, Director of Lifelong Learning

**Email:** [lthomas@theaspireacademy.org.uk](mailto:lthomas@theaspireacademy.org.uk)

**Telephone:** 01905 455422

### Milestones and Learning Outcomes

### Key Events and Experiences

#### Year 11

- Careers education units in PSHE to cover 'Preparing for Adult Life and 'Exam Preparation'.
- Curriculum based career opportunities via our KS4 Vocational Provision timetabled options on Wednesday's, Thursday's and Friday, to include accredited vocational options and work experience.
- Assemblies and presentations with a continued focus on post16 pathways.

#### Year 10

- Careers education units in PSHE to cover 'Diversity in the UK' and 'Work Experience'.
- Curriculum based career opportunities via our KS4 Vocational Provision timetabled options on Wednesday's, Thursday's and Friday, to include accredited vocational options and work experience.
- Assemblies and tutor group discussions about the range of post16 progression routes available.

#### Year 9

- Careers education units in PSHE to cover 'managing money' and 'focusing on careers and future options' where choices will tie in with their KS4 GCSE and Vocational Provision options.
- Assemblies and tutor group discussions to support KS4 curriculum choices, linking them to identified career pathways.
- Curriculum based career opportunities via the KS3 Vocational Provision timetabled options on Wednesday's and Thursday's

#### Year 8

- Careers education units in PSHE to cover 'managing transition and new surroundings', 'relationships with self and others', 'healthy friendships and relationships' and 'spending and saving'.
- Assemblies and tutor group discussions to introduce the concept of higher education.
- Curriculum based career opportunities via the KS3 Vocational Provision timetabled options on Wednesday's and Thursday's

#### Year 7

- Careers education units in PSHE to cover 'managing transition and new surroundings', 'relationships with self and others', 'healthy friendships and relationships' and 'spending and saving'.
- Assemblies and tutor group discussions to introduce the concept of higher education.
- Curriculum based career opportunities via the KS3 Vocational Provision timetabled options on Wednesday's and Thursday's

#### Year 11

**Autumn Term**  
Interview Guidance  
Practice Interviews  
Careers Interviews  
Employer 1:2:1 Workshops  
Life Beyond School Event

**Spring Term**  
Application Guidance  
Post16 Application Support  
Educational Encounters  
Skills Show  
Careers Interviews

**Summer Term**  
Careers Interviews  
Educational Encounters  
Post16 visits  
Traineeship & Apprenticeship applications

#### Year 10

**Autumn Term**  
Employer Encounter  
Educational Encounter  
Life Beyond School Event

**Spring Term**  
Employer Encounter  
Educational Encounters  
Work Experience Opportunities  
Careers Guidance

**Summer Term**  
Careers Guidance  
FE Talk  
Apprenticeship Talk  
Traineeship Talk

#### Year 9

**Autumn Term**  
Employer Encounter  
Life Beyond School Event  
KS3 Vocational Provision

**Spring Term**  
Educational Encounters  
KS3 Vocational Provision  
Careers Guidance Access

**Summer Term**  
RSPCA Animal Welfare  
KS3 Vocational Provision  
KS4 AP options process

#### Year 8

**Autumn Term**  
Employer Encounter  
Life Beyond School Event  
KS3 Vocational Provision

**Spring Term**  
Educational Encounters  
RSPCA Animal Welfare  
KS3 Vocational Provision

**Summer Term**  
KS3 Vocational Provision  
Careers Guidance Access

#### Year 7

**Autumn Term**  
Employer Encounter  
Life Beyond School Event  
KS3 Vocational Provision

**Spring Term**  
Educational Encounter  
KS3 Vocational Provision

**Summer Term**  
KS3 Vocational Provision  
Careers Guidance Access

**Inspiring and preparing young people for the world of work.**

## **1. A Stable Careers Programme**

- To ensure the careers programme is delivered by individuals with the right skills and experience. The school will, wherever possible, use qualified careers professionals to offer advice and guidance to all or the overwhelming majority of pupils.
- To enable pupils to have an understanding of the full range of opportunities available to them, the skills that are valued within the workplace and to have first-hand experience of a work environment.
- To develop and publish a careers programme that will raise the aspirations of all pupils regardless of academic ability and is tailored to meet their individual needs wherever possible.
- Ensure our Careers Strategy is fully supported by the Senior Leaderships team within schools and is approved by the board of governors
- To ensure there is a clear focus on the activities which support enterprise, employability skills, workplace experiences and qualifications which employers' value.
- Regularly evaluate our careers strategy to determine the impact of our careers related activity based on the feedback provided to us by pupils, teachers, employers and where appropriate parents.
- To maintain high quality careers provision endorsed by the Careers and Enterprise Company and to review the improvement of our programme by using the Compass evaluation and Tracker tools.

## **2. Learning from Career and Labour Market Information**

- To encourage and increase the use of online careers tools and packages across all year groups. Working with our own careers team, key partners, stakeholders, local and national professional bodies.
- To utilise and then support the development of labour market information to ensure staff and pupils are informed in their decisions and the advice being given. Work with the Worcestershire LEP and the Careers and Enterprise Company to help establish key priority areas which need to be developed.
- To promote the values of labour market information to parents /carers (where appropriate) to access and understand this information. To investigate careers and opportunities in learning, work ad apprenticeships and how these meet the local and national priorities.

## **3. Addressing the Needs of the Pupil**

- To develop mechanisms to report, track and monitor compliance in relation to the Careers Strategy objectives.
- To develop accurate tracking systems to ensure pupils are able to keep track of their own journey, record and access the advice they have received and monitor the agreed actions and next steps
- Ensure that a programme of activity takes place which raises the aspirations of all pupils and challenges stereotypical thinking in terms of equality and gender.



- To ensure that pupils with particular vulnerabilities and those who are at risk are appropriately supported and identified through close working relationships with the full range of educational and support agencies.
- To ensure that careers guidance for learners with special educational needs and disabilities (SEND) is differentiated, where appropriate, and based on high aspirations and a personalised approach. Careers guidance for learners with SEND should be based on the pupils own aspirations, abilities and needs.

#### **4. Linking Curriculum Learning to Careers**

- To ensure that subject teachers across the whole school support the delivery of careers education and guidance and are able to link the content of curriculum with careers, even in lessons which are not specifically occupation led. Subject specialist staff can be powerful role models to attract pupils towards their field and the careers that flow from it.
- To integrate national initiatives and project opportunities within the curriculum to enhance that range of careers related activity taking place within school. E.g. Young Enterprise, Code Clubs.
- To ensure that careers related activity are built in throughout the school year and not just towards the end of any given topic / subject being delivered.
- Specific focus will initially be placed on linking curriculum to careers in English, Maths, Sciences and PHSE lessons.

#### **5. Encounters with Employers and Employees**

- To ensure that pupils receive at least ONE meaningful encounter with an employer during every year they are at school.
- Increase the number of activities which are conducted within school with the support of local employers.
- To ensure that pupils have the opportunity to improve employability skills and their understanding of and awareness of entrepreneurship
- To enable learners to gain the confidence to compete in the labour market by providing opportunities to gain the practical know-how and attributes that are relevant to gaining employment.
- Develop marketing materials for employers which will help them easily understand the impact of their involvement, the breadth of options available to them and the ways in which they can show they meet their corporate social responsibility.
- Create mechanisms where parents and alumni can express their interest to actively support employer related activity taking place within the school.
- The school will also encourage pupils and parents to attend careers events such as the Worcestershire Skills Show held annually in March and the Worcestershire Apprenticeship show held annually in October.

## **6. Experiences of the Workplace**

- To ensure that pupils receive at least ONE meaningful experience of the workplace by the end of year 11
- To increase the number of employer workplace visits which will take place to enable pupils to gain more of an understanding of the wide range of employment opportunities available within specific industry sectors based in Worcestershire.
- To strengthen our links with local employers and support our Enterprise Adviser to facilitate careers related activity within school

## **7. Encounters with Further and Higher Education**

- Ensure all / overwhelming majority of pupils receives at least ONE meaningful encounter with Sixth Form Colleges and FE Colleges.
- Ensure all / overwhelming majority of pupils has been provided with information about the full range of apprenticeships including higher level apprenticeships through the Worcestershire Apprenticeships activity offer.
- Ensure all / overwhelming majority of pupils have experienced meaningful encounters with universities.

## **8. Personal Guidance**

- Ensure all / overwhelming majority of pupils have had an interview with a professional and impartial careers adviser by the end of year 11
- Ensure all / overwhelming majority of pupils receive the necessary support and guidance to complete their post16 applications

### **Promotion of Careers related activities**

The Aspire Academy will encourage the promotion of ALL careers related activity which takes place within the school through the creation of case studies and will share this activity through our school Twitter account and other social media channels.

This careers strategy document along with any case studies documents that are created will be placed on the school's website. These will also be shared with the Worcestershire LEP to be used to promote best practice across ALL careers hub member schools.

This promotion will enable us, and our partner organisations, to be able to capture the evidence we are required to provide both OFSTED and the Careers and Enterprise Company (and demonstrate that the activity taking place within our school) meets the requirements set out within the Department of Education's Careers strategy.

### Action plan 2023/24

Autumn Term 2023				
Year Group	Activity Description	Date	Covering Benchmark	RAG Status
7,8,9	KS3 Employer Encounters (off-site via KS3 AP, Wed & Thu)	Sept-Dec	5	G
11	Yr11 RtL (JW): Post16 thoughts/aspirations, 'My Career Action Plan'	w/c Mon 18 <sup>th</sup> Sept 23	5 & 8	G
All	Careers Advice Assembly	27 <sup>th</sup> Sept 23	8	A
All	Careers Advice Sessions with Sarah Froggatt	27 <sup>th</sup> Sept 23	8	A
All	Future Skills Board Meeting @ County Hall	6 <sup>th</sup> Oct 23	All	A
All	Inclusion CoP Meeting Autumn 2023	10 <sup>th</sup> Oct 23	All	A
9, 10, 11	Life Beyond School Event @ Worcester Warriors	25 <sup>th</sup> Oct 23	5 & 8	A
All	CEC Training Day – Improved Usage of Compass+	16 <sup>th</sup> Nov 23	All	A
11	Yr11 Assembly: Interview Guidance	Nov 23	5 & 8	A
11	Yr11 Practice Interviews	Nov 23	5 & 8	A
11	Yr11 Specialist Careers Guidance (IAG) Interviews with advisers from Home School	Nov & Dec 23	8	A
All	EC Careers Compass submission meeting (MS Teams)	Dec 23	1-8	A

Spring Term 2024				
Year Group	Activity Description	Date	Covering Benchmark	RAG Status
All	EA planning meeting (with Platform Housing via MS Teams)	Jan 24	5 & 6	R
7,8,9	KS3 Employer Encounters (off-site via KS3 AP, Wed)	Jan-April	5	G
11	Yr11 Assembly: HoW College Application Process	Jan 24	7 & 8	R
All	Careers Advice Sessions with Sarah Froggatt	Jan 24	8	R
10,11	HoW College visit (off-site) – tour	Jan/Feb 24	7	R
11	Yr11 Assembly: Worcestershire Apprenticeships with Kerry Davies	Jan 24	7	R
11	Careers Fair @ the Three Counties Showground	18 <sup>th</sup> Jan 24	5 & 7	A
All	Inclusion CoP Meeting Spring 2024	6 <sup>th</sup> Feb 24	All	A
All	Future Skills Board Meeting @ County Hall	9 <sup>th</sup> Feb 24	All	A
11	Yr11 Assembly: Nova Training	Feb 24	5 & 8	R
11	Yr11 Assembly: Young Adult Learning – Traineeships with Kelly Champion	Feb 24	7	R
All	SEND CoP Meeting Spring 2024	7 <sup>th</sup> Mar 24	All	A
11	Worcestershire Skills Show @ Worcester Warriors	Mar 24	5 & 7	R
All	EA planning meeting (on-site with Platform Housing)	Mar 24	5 & 6	R
11	Yr11 Specialist Careers Guidance (IAG) Interviews with advisers from Home School	Jan - Apr 24	8	R
11	Yr11 Young Adult Learning Traineeship visits	Apr 24	7	R



Summer Term 2024				
Year Group	Activity Description	Date	Covering Benchmark	RAG Status
All	Careers Advice Sessions and online applications with Sarah Froggatt	Apr 24	7 & 8	R
All	Summer Term Careers planning meeting (with HS & LG, Platform Housing, via MS Teams)	April 24	5 & 6	R
7,8,9	KS3 Employer Encounters (off-site via KS3 AP, Wed)	May-July 23	5	G
9	Yr9, KS4 AP options process	May-July 24	5	R
All	Inclusion CoP Meeting Summer 2024	7 <sup>th</sup> May 24	All	A
11	Yr11 Specialist Careers Guidance (IAG) Interviews with advisers from Home School	May – Jun 24	8	R
All	Future Skills Board Meeting @ County Hall	7 <sup>th</sup> Jun 24	All	A
All	SEND CoP Meeting Summer 2024	27 <sup>th</sup> June 24	All	A
All	EA planning meeting (on-site with Platform Housing)	Jun 24	5 & 6	R
11	Worcestershire Apprenticeship Yr11 sign up meetings with Kerry Davies	Jun/July 24	5 & 8	R

## **Careers Programme and Provider Access Policy**

### **Introduction**

This policy statement sets out the arrangements for managing the access of providers to pupils at 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.

**The Aspire Academy** is committed to providing a personalised education package for all our pupils, and this is reflected by our careers programme. Pupils will access different elements of the programme at different stages of their education whilst the focus will always be on preparing them for their future pathways, considering their own preferences. Our Careers Action Plan outlines our generic careers offer from **Year 7 to Year 11**. For some pupils, a more personalised offer will be in place. Our focus links directly to the requirements of the '*Gatsby Good Career Guidance*' report (2014) which became the basis for the statutory '*Career's guidance and access for education and training providers*' (2018).

### **Pupil entitlement**

The statutory guidance is relevant to 'all pupils in years 7-13' and we will also consider young people's developmental ages when preparing appropriate careers activities at **The Aspire Academy** ensuring that our pupils receive a careers programme which offers them opportunities to:

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

### **School's Careers Leader**

Parents, teachers and employers may gain further information about our careers programme by contacting:

**Lewis Thomas,**  
**Director of Lifelong Learning and Operations**  
**01905 455422, extension 204,**  
[\*\*lthomas@theaspireacademy.org.uk\*\*](mailto:lthomas@theaspireacademy.org.uk)

## **Measuring and Assessment of the impact of the careers programme on pupils.**

Evaluation of our careers programme is designed to enable us to examine what we do, consider how we can improve it and provide stakeholders with a summary of this. This will include gathering information from the pupils about how they feel about their experiences in relation to the careers programme.

Pupil progress in Careers lessons will be evaluated each term as part of our ongoing Pupil Tracking process.

It is our aim to provide pupils with both experiences of the workplace and / or encounters with employers. These encounters and experiences will take place as part of curriculum lessons / workplace visits / assemblies / attending Careers Fairs and Events.

## **Application for Provider Access**

### **Introduction**

This document sets out the school's arrangements for managing the access of providers to pupils at 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 7-13 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.

## **Management of provider access requests**

A provider wishing to request access should contact Lewis Thomas

Telephone: 01905 455422, extension 204

Email: [lthomas@theaspireacademy.org.uk](mailto:lthomas@theaspireacademy.org.uk)

## **Opportunities for access**

The school offers a comprehensive Careers Education, Information, Advice and Guidance programme and an overview of this programme can be seen in the School's Careers Charter which can be seen on the school website.

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

The school will make a suitable space available for discussions between the provider and students, as appropriate to the activity. The school will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Lead or a member of their team.

All requests will be given due consideration by **The Aspire Academy** and Senior Leadership and requests will be refused if:

- They impinge on pupils' preparation for public or internal exams
- They clash with other school events such as visits, other speakers, well-being days, school photographs, sports days, public or internal exams, parents' communication events etc.
- The school is unable to provide staff to support the presentation or talk due to previous commitments
- Rooming for the talk or event is unable to be found due to timetabling clashes

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Advisor so that they can be displayed in the Careers Section of the school library.

## **Feedback**

**The Aspire Academy** welcomes parental and employer participation within our careers related activities and gathers feedback from pupils, parents and employers each term and/or by intervention. Feedback is gathered in a range of formats, to include formal written feedback sheets, online MS Forms, via email and is also recorded on an ad-hoc basis.

During our weekly in-house careers meetings (and also within our SLT meetings) we then review the feedback and utilise it to impact the upcoming careers curriculum, adapting, adding or removing any activities.

Should you wish to support our activity or provide feedback on our Careers Strategy then please contact our Strategic Careers lead directly.

## **Evidence Tracking**

**The Aspire Academy** tracks and records all careers activity evidence in a number of formats – pupils work, certificates and qualifications, MS Excel tracking databases, emails, photographs/videos, social media feeds – and all of this evidence is then uploaded into Compass+.

Using our MS Excel tracking database, we record all pupils progress as they work towards and achieve BM5 Employer Encounters, BM6 Work Experience, BM7 Educational Encounters, BM8 Careers Advice, Yr11 Post16 Destinations and Yr11 Benchmark Completion progress.

Within each tracking spreadsheet we can easily monitor the BM percentage completion progress and also see which pupils have achieved the BM – these figures are really helpful when sharing the careers information with Heads of Year, SLT, in Governors reports and also when completing the end of term Compass+ submission.

Our Yr11 Post16 Destinations tracking provides details on the course(s) the pupils have applied for, application date and reference number, dates of planned interviews, details/notes relating to progress and then the monitoring of outcomes. This then provides us with further completion progress highlighting pupils with secure destinations, pupils with applications in progress and pupils who have identified destination routes but not yet applied.

Our published careers information can be found on the school website - <https://www.theaspireacademy.org.uk/info-menu/careers/> - and from the start of 2023-24 we will be updating the website with our headline BM completion percentages.

## **Useful links / Resources**

The Careers Enterprise Company	<a href="https://www.careersandenterprise.co.uk/">https://www.careersandenterprise.co.uk/</a>
The Careers and Enterprise Company Resource Directory	<a href="https://resources.careersandenterprise.co.uk/">https://resources.careersandenterprise.co.uk/</a>
Gatsby Foundation	<a href="http://www.gatsby.org.uk/education/focus-areas/good-career-guidance">http://www.gatsby.org.uk/education/focus-areas/good-career-guidance</a>
Post 16 Skills Plan	<a href="https://www.gov.uk/government/publications/post-16-skills-plan-and-independent-report-on-technical-education">https://www.gov.uk/government/publications/post-16-skills-plan-and-independent-report-on-technical-education</a>
Department of Education Careers Strategy	<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672418/Careers_guidance_and_access_for_education_and_training_providers.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672418/Careers_guidance_and_access_for_education_and_training_providers.pdf</a>
Skills For Worcestershire	<a href="http://www.skills4worcestershire.co.uk/">http://www.skills4worcestershire.co.uk/</a>
Government Careers Strategy December 2017	<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf</a>
Government Careers Guidance and Access for Education and Training Providers, July 2021	<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1002972/Careers_statutory_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1002972/Careers_statutory_guidance.pdf</a>
National Careers Service	<a href="https://nationalcareersservice.direct.gov.uk/">https://nationalcareersservice.direct.gov.uk/</a>
UCAS (Universities and Colleges Admissions Service)	<a href="https://www.ucas.com/">https://www.ucas.com/</a>
Worcestershire Local Enterprise Partnership	<a href="http://www.wlep.co.uk/">http://www.wlep.co.uk/</a>
Worcestershire Apprenticeships	<a href="http://worcsapprenticeships.org.uk/">http://worcsapprenticeships.org.uk/</a>
HOW College	<a href="http://www.howcollege.ac.uk/">http://www.howcollege.ac.uk/</a>
Kidderminster College	<a href="http://kidderminster.ac.uk/">http://kidderminster.ac.uk/</a>
Warwickshire College Group	<a href="https://wcg.ac.uk/page/1/home">https://wcg.ac.uk/page/1/home</a>
Worcester University	<a href="https://www.worcester.ac.uk/">https://www.worcester.ac.uk/</a>

## Appendix 1: My Career Action Plan (September)



### My Career Action Plan (September)

Name	
Form	

What I enjoy doing (playing Sports, Hobbies, etc.):

Where would I like to go when I leave school (e.g. College, Apprenticeship etc.):

How will I achieve this (research Colleges, speak to Parents etc.):

What help will I need (Using a computer, visiting a College, practice interviews):

Please discuss this with your Form Tutor and return to Mr. Thomas.

## Appendix 2: My Career Action Plan (December)



### My Career Action Plan (December)

Name	
Form	

What careers advice have I accessed?

Following the advice that I have received this term have my careers plans changed, and if so, how?

How will I achieve this?

What help will I need to achieve my career goal?

Please discuss this with your Form Tutor and return to Mr. Thomas.



### Appendix 3: WEX Consent Letter to Parents & Carers



01/09/2023

Re: Offsite Education/Work Experience

Dear

Below are the details of Work Experience for **(INSERT PUPIL NAME)** from September 2023.

|

Provider:

Day:

Time:

Address:

Contact Number:

Please note that you are responsible for informing both school and the placement provider if **(INSERT PUPIL NAME)** is unable to attend. The placement is an important part of school and, irrespective of attendance, school are liable for the cost of the provision. Therefore, if 3 sessions are missed, we will need to meet to discuss whether or not the placement can continue.

If you are happy with the above arrangements and do not need to discuss them with me, please complete and sign the attached form, and return this to me at school. If the form is not returned, **(INSERT PUPIL NAME)** will not be able to attend his/her placement.

Yours sincerely,

Mr R. Rainbird-Hitchins

Designated Safeguarding Lead



#### Offsite Education/Work Experience

I have read the information regarding Work Experience.

In the event that **INSERT PUPIL NAME** is unable to attend, I understand I am responsible for informing school and the placement provider.

I understand that 3 missed sessions may lead to the placement being withdrawn.

Pupil Name: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 4: WEX Visit: Feedback Form

### Work Experience Visit: Feedback Form

<b>Pupil Name:</b>	<b>Tutor Group:</b>
<b>Employer Name:</b>	<b>Company:</b>

<b>Is the employer happy with the pupil?</b>
<b>What sort of tasks is the pupil doing?</b>
<b>Is the pupil happy with the placement / finding it useful?</b>
<b>Has the pupil had a health and safety briefing? When?</b>
<b>Do you feel there are any health and safety issues?</b>
<b>Would the employer offer work experience and/or apprenticeship placements in future?</b>
<b>Any other comments:</b>

<b>Signed (employer):</b>	<b>Date:</b>
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<b>Signed (school):</b>	<b>Date:</b>
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