

# East Midlands Academy Trust

## Career Guidance Policy 2023/2024

**'Every child deserves to be the best they can be'**

Scope: East Midlands Academy Trust & Academies within the Trust	
<b>Version: V4</b>	<b>Filename:</b> EMAT Career Guidance Policy
<b>Approval: Sept 2023</b>	<b>Next Review: September 2024</b> <i>This Policy will be reviewed by the LAB of each school and ratified by the Trust Board (S&amp;P) annually</i>
<b>Owner:</b> Head of Education on behalf of East Midlands Academy Trust Board of Trustees	<b>Union Status:</b> Not Applicable

Policy type:	
Statutory	Replaces Academy's current policy

### Revision History

Revision Date	Revisor	Description of Revision
Sept 2023 – V4	J Lawson	
June 2022 – V3	M Juan	Policy review – NO CHANGES
July 2021 – V2	M Juan	Policy updated to reflect new DfE Careers guidance, governance responsibilities, information links and NIA section changes
May 2020 – V1	M Juan	New EMAT Career Guidance Policy issued

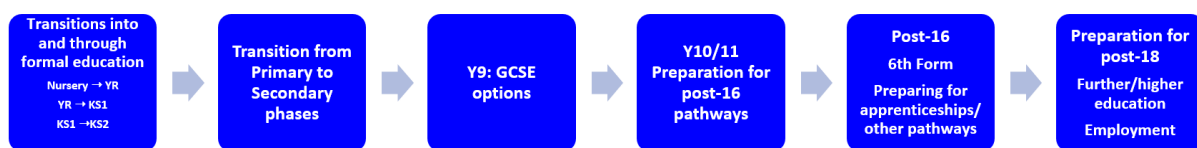
## EMAT Career Guidance Policy

EMAT believes our young people are capable of achieving anything they set their minds to. We support our pupils to be collaborative, responsible, respectful and aspirational members of society who demonstrate care, excellence and aspiration throughout their school experience and beyond. These values inform our careers programmes. We provide all pupils with a planned programme of learning and activities to help them choose the pathways that are right for them and enable them to enter successful careers, sustain employability and achieve personal and economic wellbeing throughout their lives.

We strive to foster a passion for learning and nurture and raise pupils' aspirations. We aim to enrich pupils' learning experiences and ensure that all, from Reception to Year 13, benefit from the best possible information, guidance and experiences so they can progress successfully to further or higher education, vocational training, apprenticeships or employment.

Our schools' motivational and robust careers programmes, alongside curriculum subjects aim to inspire our pupils. As pupils move through our schools, we ensure they understand how their school-based learning is part of a bigger picture that is linked to their aspirations. We strive to ensure our pupils take pride in themselves and their futures, increase their resilience and become part of an aspirational generation of young adults in our local and wider communities.

Our careers education programme begins when pupils join our school in Reception through our PSHE curriculum and continues to the quality Careers Education, Information, Advice and Guidance (CEIAG) we provide to all pupils from Years 7-13, educating them about future opportunities and potential career paths based on their individual needs. For some, this may be a more academic pathway and for others it may be more vocational. We encourage our pupils to recognise and embrace their own distinct set of talents, skills and knowledge to make informed career choices. We provide impartial guidance and advice on further education, training or employment across KS3 and KS4 and involve many outside agencies such as employers and education providers.



EMAT has currently two secondary schools, NIA and PWS. This policy statement sets out the schools' arrangements for managing the access of providers to students at each school for the purpose of giving them information about the provider's education or training offer. This complies with schools' legal obligations under Section 42B of the Education Act 1997.

### Roles & Responsibilities

Trustees and Governors should provide clear advice and guidance on which the school leaders can base a strategic careers plan which meets the legal or contractual requirements of each school. Every school should have a member of their local advisory board taking a strategic interest in careers education and guidance and encouraging employer engagement. The LAB must make sure that independent careers guidance is provided to all 12- to- 18-year-olds and students aged up to 25

with an Education, Health and Care Plan.

### Aims

The careers education programmes of both NIA and PWS are published on each school's website. The aims of the programmes are to help students to:

- understand themselves, their interests, likes and dislikes, strengths and weaknesses, what they are good at and how this affects their career choices;
- find out about different careers, what qualifications and potential job opportunities;
- develop the skills they need for working life;
- make realistic but ambitious choices about courses and jobs;
- develop and implement a plan of action;
- understand the different routes after Year 11, including training, further and higher education, apprenticeships and jobs;
- be able to make effective applications for jobs, training, apprenticeships, further and higher education;
- be able to write job applications, prepare a CV and learn interview skills.

### Monitoring Review and Evaluation

The Local Advisory Board is responsible for the effective implementation, monitoring and reviewing of this policy. This Policy will be ratified by the Trust Board annually.

We also self-evaluate our careers education programme against the **Gatsby benchmarks** using the Compass online evaluation tool. The Gatsby career benchmarks are the recommended elements of good practice in career guidance and provide us with a framework review and where necessary, develop our careers programme.

### Further links

- [Careers guidance and access for education and training providers](#)
- [The eight Gatsby benchmarks](#)
- [National Careers Service](#)
- [Skills for jobs: lifelong learning for opportunity and growth](#)