



**St Matthias**  
ACADEMY



# Careers Programme Policy

**Reviewed: September 2021**

**Reviewed: September 2022**

**We will provide a learning environment that empowers, challenges and encourages individual success and responsibility.**



## Careers Programme

### Introduction

Careers education, information, advice and guidance (CEIAG) is an essential part of the support we offer to students at St Matthias Academy. Effective careers support is a vital part of the curriculum and helps to prepare young people for the opportunities, responsibilities and experiences they will encounter as they prepare for transition from the Academy or their transition to a post-16 destination and beyond. As options for young people become more varied and complex, it is vital that we support our students to develop the knowledge and skills they need to make informed choices for their future. Whilst the structured programme is clearly defined, it is incumbent on all members of staff to take the opportunities, when they arise, to support the delivery of CEIAG provision both within and beyond the taught curriculum.

This programme sets out how career activities are delivered at school.

### Aims and objectives

St Matthias Academy's careers programme aims to:

- encourage students to be ambitious, broaden their horizons and explore their own career aspirations throughout their time at school
- ensure students' readiness to take their next step in their learning or career.

### The objectives for the careers programme are as follows:

- helping students to understand the changing world of work
- facilitating meaningful encounters with employers for all students
- supporting positive transitions to an appropriate post-16 destination
- enabling students to develop the research skills to find out about career opportunities
- to help students to develop the skills, attitudes and qualities needed to make a successful transition into the world of work
- Encouraging participation in continued learning, challenging the young people to identify their route to a future career via traineeships, apprenticeships or further and higher education
- supporting inclusion, challenging stereotyping and promoting equality of opportunity



- contributing to strategies for raising achievement, particularly by increasing motivation.

### **Student entitlement**

All students are entitled to be fully involved in an effective CEIAG programme. Students are encouraged to take an active role in their own career development, so the careers programme emphasises student participation with a focus on personal and social development; learning about careers and the world of work; and developing employability skills.

### **During their time at school, all students can expect:**

- the support they need to make the right choices for Key Stage 4 and beyond into their post-16 destination
- access to up-to-date and unbiased information on future learning and training, careers and labour market information
- support to develop the self-awareness and career management skills needed for their future
- formal CEIAG sessions covering employability skills, post-16 options, the world of work, the job market and the skills needed for the future
- a meaningful encounter with a representative from the world of work each school year; this could be through work experience, Careers Week activities, assemblies, careers talks (in or outside lessons), projects and visits
- to hear from a range of education and training providers, including colleges, universities and apprenticeship organisations (where appropriate); this could include visits and taster days, as well as assemblies, talks and meetings at school
- to keep parents/carers informed of their progress and provide parents/carers with information to support students' career planning and decision-making
- access to one-to-one guidance with a trained, impartial careers adviser.

### **Parental involvement**

Young people do not make career decisions in isolation and parents/carers can have a substantial impact, as well as a clear interest in the right outcomes for their young person. The school is keen to foster parental involvement in the careers programme, wherever possible.



Parents/carers are kept up to date with career-related events and activities affecting their son/daughter via communication with careers advisor & tutor. With the student's agreement, a copy of the action plan from one-to-one careers meetings will be sent home. Parents/carers will be encouraged to make contact with school / careers advisor, should they have any questions or concerns.

### **Our programme**

All young people admitted to St Matthias Academy have had significant difficulties in mainstream school. Our school aims to balance the teaching of academic subjects with other work to support young people in their personal, social and emotional development. Our curriculum seeks to offer flexibility to young people to enable them to tailor their learning to their need and aptitudes, allowing them to develop at a pace consistent with their abilities. Our aim is to help young people in St Matthias to fulfil their potential and to support them to prepare for the next steps in their education.

#### **Year 7 & 8**

Exploring Work – Pupils explore the world of work gaining a greater understanding of employers expectations, employability skills and the labour market. Pupils will have an experience of work which will include a visit to a work place or professional visiting them in school.

#### **Year 9**

They learn more about how to make decisions wisely, understand more about the range and structure of their choices. Again, pupils will have an experience of work which will include a visit to a work place or professionals visiting them in school.

#### **Year 10 & 11**

**Preparation for work** - Pupils undergo a programme of education, information and guidance to help them make the vital decisions about their future. A series of Prep for work lessons teaches them about effective decision making, explores their options and gives support in making their applications. It covers the full range of routes into their future including sixth form, FE College, apprenticeships and school leaver programmes. This is supported by a 1:1 careers interview, with an independent careers advisor. Over a series of prep for work lessons, pupils will learn how to write an effective CV, develop the skills required for successful interview and then will have a mock interview with an employer.



# St Matthias

## ACADEMY



**College Visit** - All pupils will be invited to visit local colleges and further education

establishments to become familiar with the sites, courses and staff.

Again, pupils will have an experience of work which will include a visit to a work place or professionals visiting them in school. This may also an individual work experience programme in the community or within the school.

All pupils have a leaving plan and will be supported to enter further education.

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