

Retford Oaks Academy



Careers Education, Information Advice & Guidance (CEIAG) Programme 2021 - 2022

Careers Team: Jane West (SLT Link) Sue Johnson, (Careers Guidance Practitioner/ Adviser & Careers Leader), Tracey Harrop (Careers Advisor & Admin support), Tutors, All staff

Our highly experienced and dedicated careers team is on hand to provide specialist careers advice and guidance to students throughout the year.



We organise a number of career directed events each year where students will have the opportunity to: attend workshops, receive one-to-one advice, participate in seminars from a variety of academics, universities and employers, visits to careers fairs and exhibitions and secure work experience placements.

Our on-site impartial Careers Adviser is Level 6 Qualified and an active member of the Career Development Institute.

“Being a career development professional and helping people to maximise their human and social capital and make the most of the transitions throughout their working lives is a privilege. To be able to do this effectively requires professional training and the ongoing maintenance and development of skills and knowledge throughout the career development professional’s career. This complex role requires specialist skills and knowledge.”



At ROA we help students plan their career to obtain the most out of their working life, whatever their aspirations, the Careers Team helps students to fulfil ambitions and achieve their goals. We work with students to:

- Identify their existing strengths and skills
- Explore potential progression pathways
- Identify, develop and enhance employability skills
- Discuss ideas and support them to make the right choices
- Research degree programmes
- Identify appropriate universities
- Investigate career profiles
- Support applications for apprenticeships, employment and further training

Gatsby Benchmarks

The eight Gatsby Benchmarks were originally developed through a study of schools and colleges in six places – Finland, Germany, Hong Kong, Ireland, The Netherlands and Canada – where career guidance is known to be good. This study, together with a literature review, a survey of English state schools and a costing exercise, resulted in a set of benchmarks identifying the different dimensions of good career guidance. *The Benchmarks for Colleges booklet can be found [here](#).*

Gatsby believes that every young person, in every learning environment, needs high quality career guidance to make an informed decision about their future. Career guidance is also a vehicle for social justice: those young people without social capital or career support at home suffer most from poor career guidance. The Gatsby Benchmarks have been piloted in colleges and schools in North East England, where they have been shown to have a positive and sustained impact. Following the success of this pilot Benchmarks have been produced to exemplify what good and outstanding careers guidance consists of.

Why are they Important?

The Gatsby Benchmarks have a key role in:

- raising young people's aspirations and promoting access to all career pathways;
- enabling all young people to develop the skills and outlook they need to achieve career wellbeing, including adaptability and resilience;
- underpinning the Department for Education guidance to schools on meeting their statutory responsibility for careers guidance.

The following list demonstrates Retford Oaks Academy's provision in meeting these requirements.

ROA provision

1. PROVISION OF A STABLE CAREERS PROGRAMME

- ROA's careers provision is shaped to meet the needs and circumstances of all our learners
- The careers programme is published on the website and parents, governors and staff, stakeholders etc. are aware of it
- Awareness of the changing labour market is acknowledged and informs the content and delivery of the programme
- The programme design and delivery is embedded within the academy, curriculum and structures
- The importance of the careers programme is promoted to students, parents, staff and employers via HE & Careers events and parent's evenings throughout the year
- Evaluation of the quality of the programme is reviewed throughout the year

2. LEARNING FROM CAREER AND LABOUR MARKET INFORMATION

- Throughout the year students have access to information on career pathways and various progression routes utilising the academy's on-site careers advisor and extensive careers resources
- Information and guidance is reviewed annually and updated accordingly
- Students are supported with planning progression routes. Students explore a range of alternative options to obtain their career goals
- Students can access support regarding interviews, job applications, apprenticeships, educational institutions, courses, qualifications, entry requirements, student finance and financial planning
- Training, apprenticeships and work experience offers are advertised and students are supported with applications

3. ADDRESSING THE NEEDS OF EACH PUPIL

- The academy has a clear operational policy and procedure to identify individual student career needs
- Students are offered 1-1s
- Targets are identified re: qualifications, skills and destinations
- Academics and employers are accessible via careers events to offer individual guidance and advice

4. LINKING CURRICULUM LEARNING TO CAREERS

- All teachers promote, relate and highlight throughout the course appropriate progression routes, pathways and careers relevant to their subject
- Teachers link curriculum learning to employment and students are encouraged to explore careers within the field of their studies

5. ENCOUNTERS WITH EMPLOYERS AND EMPLOYEES

- Students attend events such as: The UK Apprenticeship & UCAS event, they gain face-to-face contact with employers, training providers, colleges, universities and professional bodies
- Students take part in trips, activities and bespoke simulations to help raise aspirations, to motivate and inspire them
- Employers are invited into School to deliver seminars & masterclasses within their field of employment in line with Baker Clause

6. EXPERIENCES OF WORKPLACES

- All Year 12 students are offered the opportunity to take part in a meaningful work experience placement
- Students are encouraged to participate in employment relevant to their chosen career pathway
- Students undertake activities related to curriculum learning in an external environment
- The Careers Adviser & 6th Form staff support these placements throughout the process
- Students views are recorded for analysis and feedback & reflective learning is encouraged
- Employers provide feedback to encourage improvement and offer personal development advice

7. ENCOUNTERS WITH FURTHER AND HIGHER EDUCATION

- Students have access to numerous events throughout the year including HE & Careers Fair, University Taster Days, Oxbridge experience, UCAS exhibitions at and visits to university Open events & Summer Schools
- Students are offered workshops and one-to-ones with university representatives regarding Personal Statements, Student Finance and Access Programmes

8. PERSONAL GUIDANCE

- Students have access to the on-site impartial careers specialist
- External guidance specialist also provide support where need is identified
- The National Careers Service is advertised and promoted to all and links published on the school's website
- Careers software packages are provided to enable & support personal research including The Job Explorer Database, Unifrog and Start
- Students can access a range of activities throughout the year
- Parents are encouraged to attend events organised by the Careers Team to inform and support progression routes for students
- The academy's Careers Team is available during Interview Evenings, Enrolment Days, Parents Evening, HE Evenings, Fairs, Results and Open Days to offer impartial guidance and support for students.

IAG for Years 7, 8, 9,10, & 11:

Date	Activity	Detail	Nature of engagement relating to Gatsby good practice benchmark
September (and ongoing throughout the year)	School Parents Evenings Year 10 and 11 Assemblies School Careers Fairs Application workshops Lunchtime drop-ins Year 8 and 9 Options Evenings Whole School Open Evening	Careers Adviser to attend a wide variety of Academy events to deliver Information Advice and Guidance (IAG) in relation to progression options	<input type="checkbox"/> Engagement with School Pupils from year 9 onwards <input type="checkbox"/> Provision of all routes available on website
September onwards:	Open Day/Open Evenings	ROA pupils considering their options can attend the Open Days & Evenings. The academy offers prospective students the opportunity to speak with subject staff, tutors and the academies careers advisor to discuss progression pathway.	<input type="checkbox"/> Entry criteria and course content readily available online, website prospectus

Date	Activity	Detail	Nature of engagement relating to Gatsby good practice benchmark
October	Year 11 Interviews Personal Development Day 1	1: 1 guidance interviews offered, occupational group-works & assemblies arranged to discuss potential career choices, identify options and provide information, advice and guidance on choices. Whole Year group offered opportunity to visit local careers fair to support post 16 decision making and transition www.bassetlaw.gov.uk/education-and-learning/what-next-in-north-notts/	<input type="checkbox"/> Structured Careers programme published on website identifying pathways: University, Apprenticeships, Employment, Gap Year. <input type="checkbox"/> Student destinations recognised
November	Personal Development Day 2	Mock Interview day with local Employers and training providers and colleges.	
January	Personal Development Day 3	Revision Techniques and Coping with Stress	
March	Careers Fair: What Next Bassetlaw Employer Engagement Year 11 NCS Presentation – Summer activities – Personal Development Day 4	Whole Year groups offered opportunity to visit local careers fair to support post 16 decision making and transition www.bassetlaw.gov.uk/education-and-learning/what-next-in-north-notts/ Year 9/10 & 11 pupils invited to visit Fair & employer, training providers & university stands NCS Assembly and Summer Programme launch. https://wearencs.com/summer Local Employers Assemblies - LMI National Apprenticeship – week – ACME careers focused activities Year 11 visit to Be Inspired Apprenticeship Event	
April	Personal Development Day 5	Year 7 to STEM based interactive careers event.	
June – July	Year 10 Taster Sessions Personal Development Day 6	As a potential student you will have the opportunity to visit college and experience a flavour of the subjects you are considering as part of your level 3 progression programme.	
July	Year 11 Welcome Day Year 6 (into7) Transition Week	Year 11 pupils are invited into college for the day to experience student life prior to commencement and GCSE results day. Introduction to CEIAG , themed activities, interactive workshops.	
August	Enrolment Week	Following GCSE results, students are invited along to discuss their results and enrol on the appropriate courses.	

Careers and IAG for YEAR 12 & 13

Date	Further Education	Employment
September	<ul style="list-style-type: none"> <input type="checkbox"/> Y12 Induction period identify & meet the 6th Form Team via assemblies & Tutor Groups/(ACME) <input type="checkbox"/> Y12 overview of expectations. student options, progression routes, UCAS application, Student Finance, Unifrog 	<p>Local Employers Assemblies - LMI</p> <p>https://www.lmiforall.org.uk › widget</p> <p>https://www.ucas.com</p> <p>https://www.unifrog.org</p>
October	<ul style="list-style-type: none"> <input type="checkbox"/> University visit–academic sessions, admissions and application guidance, Q &A with current undergraduates: <p>Personal Development Day 1</p>	<p>UCAS : students to have personal statement 1-1 help.</p> <p>UK Apprenticeship Fair- Employer contact</p>
November	<ul style="list-style-type: none"> <input type="checkbox"/> Personal Development Day 2 <input type="checkbox"/> Oxford University Visit 	<p>Local Employers Assemblies - LMI</p>
December	<p>Student Finance</p>	<p>Launch Work Experience Programme for Yr 12. Safety Measures. Community Project.</p>
January	<p>A level Parents evening – parents can discuss students’ progress with subject tutors and discuss options with Careers advisors</p> <p>Personal Development Day 3</p>	<p>Work experience: Preliminary contacts made to employers for work experience opportunities.</p>

Date	Further Education	Employment
February	<p>Parents evening - parents can discuss students' progress with subject tutors and discuss options with Careers advisor</p>	
March	<p>Careers Fair –guest presenters from universities and employment attend the event to talk to students on all aspects of career progression</p> <p>UCAS Discovery Fair (Sheffield)</p> <p>Personal Development Day 4</p> <p>Resources available: All aspects of IAG are readily accessible to all our students:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A breadth of Careers literature in the library <input type="checkbox"/> A comprehensive range of university prospectuses <input type="checkbox"/> Application and Interview guides for university and employment <input type="checkbox"/> Updates throughout the year on careers and events via <input type="checkbox"/> Social Media <input type="checkbox"/> Information, data and reviews on all aspects of IAG through Careers staff <input type="checkbox"/> Email updates on Events & Activities sent from the careers department <input type="checkbox"/> Information and updates on Subject Focused Events 	<p>Careers - Skills England - careers, jobs, skills and apprenticeship event – students visit Event City to explore apprenticeship route and available options.</p> <p>6th Form Team: Available work experience placements advertised to all students.</p> <p>British Army visit to discuss the range of career options within the armed forces.</p>
April	<p>Parent Information Evening Update - presenters invited to offer IAG on student options, progression routes, UCAS application, Student Finance</p> <p>Personal Development Day 5</p>	
June	Student Finance & Budgeting	

Date	Further Education	Employment
July	Personal Development Day 6 – students take part in themed events	
July	All students complete a Summer Work Project within their specific subject. Evidence of thorough and appropriate research are required to complete all tasks set	
August	Results day: students meet with Pastoral team, Careers Adviser, Teachers to discuss progression pathway and register for Year 13	

YEAR 13

Date	Higher education	Employment
September	<input type="checkbox"/> Personal Statement Workshops & 1-1's <input type="checkbox"/> Introduction / review of Unifrog	World of Work: Employment pathways – Students look at how to use social media to their advantage Employer Visits:
October	<input type="checkbox"/> Student Finance Tour talks - 6 th Form students <input type="checkbox"/> Guidance & Support to students being offered Interviews for university courses	Apprenticeship classes – classes created for focused workshops assisting ongoing applications for employment. World of Work: Preparing for employment: All year 13 students undertake a graduate based mock interview.
November	<input type="checkbox"/> University Taster Days <input type="checkbox"/> Learning Enrichment Day	Degree Apprenticeship: Information session
December	<input type="checkbox"/> Re-visit Unifrog https://www.unifrog.org	Community / Voluntary work

January	<input type="checkbox"/> Closing date for UCAS <input type="checkbox"/> Guidance to students still to complete Personal Statement <input type="checkbox"/> Clearing explained	Careers - Apprenticeship 1-1 – Ongoing appointments available for students not considering university. Not Going to Uni: Support Programme Launch, Young Adult Professionals
February	Students select UCAS offers: <ul style="list-style-type: none"> <input type="checkbox"/> Firm acceptance - 1st choice <input type="checkbox"/> Insurance acceptances - back-up choice <input type="checkbox"/> Decline - any other offers Offers reply dates March – July <ul style="list-style-type: none"> <input type="checkbox"/> UCAS EXTRA opens for students not holding any offers, you can still find a place using Extra! 	Careers - Apprenticeship 1-1 – Ongoing appointments available for students not considering university. Not Going to Uni: Programme, Young Adult Professionals continues.
March	UCAS Extras continues	World of Work: Preparing for interviews: All second year students participate in second graduate based mock interview. World of Work: Students participate in employment/apprenticeship focused WOW sessions.
April – June	Preparing for Exams and leaving college	Job Centre Plus- CV & Interview techniques workshops Apprenticeship classes – classes created for focused workshops assisting ongoing applications for employment.
August	Students collecting their results have the option to speak to the Careers Adviser, Subject staff and Tutors regarding their progression pathway, particularly if they need to reconsider their options. Additional careers guidance appointments / interviews are also offered.	

Please note due to Covid 19 restrictions, Government advice and The Academy's on going risk assessments, some of the planned activities may be postponed, re-arranged, altered, or cancelled. Where substitutions can be sourced with appropriate virtual, digital distance learning, this may be offered.