



Exmouth  
Community  
College  
Academy Trust

## CAREERS POLICY

Policy Details	Date
Written by	Jenna Westcott
Reviewed by	Jenna Westcott
Ratified by	Curriculum
Date agreed by Governors	10.10.23
Review Cycle	2 yearly
Review date	Autumn Term 1 2025

# **Aims of Careers education**

At ECC Careers Education and Guidance offers all students the opportunity to increase their knowledge and awareness of self and of the world of employment, training and further education. All students should be prepared to meet the challenges and make appropriate choices when necessary.

## **Key Principles**

1. ECC has a statutory duty to provide independent careers guidance from Years 8 to 13 (DfE Statutory Guidance March 2018) and ensure that it is presented in an impartial manner, includes information on the range of education or training options, including apprenticeships and other vocational pathways, and is considered to promote the best interests of each individual student.
2. Careers Guidance will be based on a partnership with students and their parents or carers who will have access to up to date information via Classchart announcements and Careerpilot. The programme will raise aspirations, challenge stereotyping and actively promote equality and diversity.
3. The programme is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

## **Key Responsibilities**

### **Governing Board**

- Provide clear advice to the Head teacher on provision of CEIAG, including the allocation of appropriate resources.
- Receive reports from the Head teacher and Head of Careers regarding the effectiveness of provision

### **Head teacher**

- To provide appropriate resources for effective provision on CEIAG
- To appoint a Head of Careers. The post is held by Jenna Westcott-Wolstenholme.
- To ensure effective partnership with Careers South West (CSW). This responsibility is delegated to the Deputy Head, David Turner.

### **Head of Careers**

- To plan, develop and review programmes of study for the delivery of CEIAG
- To oversee Work Experience at Post 16
- To ensure effective deployment of resources
- To monitor effectiveness of provision and report back to SLT Link (Deputy Head), Head teacher and Governing Board

### **Tutors**

- To deliver programme of study under direction from Head of Careers.
- To differentiate material and activities so they are appropriate for their tutor group
- Where appropriate to participate fully in Options choices
- To communicate student concerns to the Head of Careers

### **Teaching Staff**

- To participate in Options processes by advocating the career benefits of their subject.
- To deliver the 3 themed careers weeks during subject time
- To promote transferable workplace skills such as teamwork, time management and problem solving

### **Careers Administrator**

- To provide administrative support to the Head of Careers by liaising with appropriate outside agencies, parents/carers and students. The Careers Administrator is Rufus Bradshaw

### **Non Teaching staff**

- To contribute to the provision of CEIAG through individual student support and effective College systems

### **Arrangements**

The College delivers Careers education in the following ways:

1. Scheduled slots within the 'Lesson 42' programme
2. 3x career themed weeks across the whole curriculum
3. Curriculum activities within Subject areas
4. Careers talks held during the 'Lesson 42' programme
5. Support for Options choices
6. Independent careers advice- Future smart careers
7. Careers Library
8. Regular sharing of information with tutors, parents and students.
9. Work experience post 16
10. Evaluation of programme
11. Communication of policy and arrangements

## **1 Personal Development Programme**

Slots are agreed and published each year (in conjunction) with PSHE as part of 'Lesson 42'). Details are available from Jenna Westcott-Wolstenholme

## **2 Career themed weeks**

Across all subjects in KS3 and 4 students will hear about careers and pathways relevant to that subject. This will happen 3 times a year and will include, LMI, Skills, FE and HE, employers and employees.

## **3 Curriculum Activities**

Half-termly audit is carried out by Careers link in each department in Key Stage 3 4 and 5, highlighting areas of careers which have been delivered over the last half term. These are entered into Compass+.

## **4 Careers talks during PD**

Provide at least 6 encounters with HE and FE providers, to include the full range of vocational courses and apprenticeships. At least 2 in each Key stage. This occurs during Lesson 42.

## **5 Support for Options Choices**

Students are provided with comprehensive descriptions of courses, an opportunity to research at an options fair, open evenings and one to one interviews with tutors or coursing staff. Independent advice and appointments are also available from FSC if requested.

## **6 Independent Careers advice**

All year 11 and year 12 will receive a 1:1 careers interview with independent advisor from Future Smart Careers (FSC) Additional referrals can be made by students, teachers or parents/carers.

The emphasis is on Year 11 and Post 16 in the autumn and spring term- with many additional referrals being based around Pupil Premium, vulnerable and disadvantaged students. Students are also identified as a result of undecided or unusual option combinations or where entry requirements do not match predictions. The summer term focus is mainly on Year 10. Any student from any year group can make an appointment at any time, as can parent or carers.

## **7 Careers Library**

Prospectuses are available from the careers office and the post 16 study area.

## **8 Regular sharing of information with tutors, students and parents.**

All notices and information can be found on Classchart announcements, email and Careerpilot.

## **9 Work experience Post 16**

Post 16 students are encouraged to complete a week of work experience or some form of work related training or activity (DfE 16-19 Programme of study July 2016) in July,

## **10 Evaluation of the careers programme**

Evaluation of the provision will occur via Microsoft forms questionnaire to all students and staff on a termly basis after the themed weeks have been delivered. Parents are asked for feedback at the end of the year via Microsoft form questionnaire.

## **11 Communication of policy and arrangements**

The policy is available on request and published on the College website. Parents/Carers are invited to all open events detailed above. The content of the careers curriculum is published on the website.

This policy should be read in conjunction with the Equality Policy. No one will unlawfully be disadvantaged on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity, sexual orientation, religion or belief under the operation of this policy.

This policy is also compliant with General Data Protection Regulations.