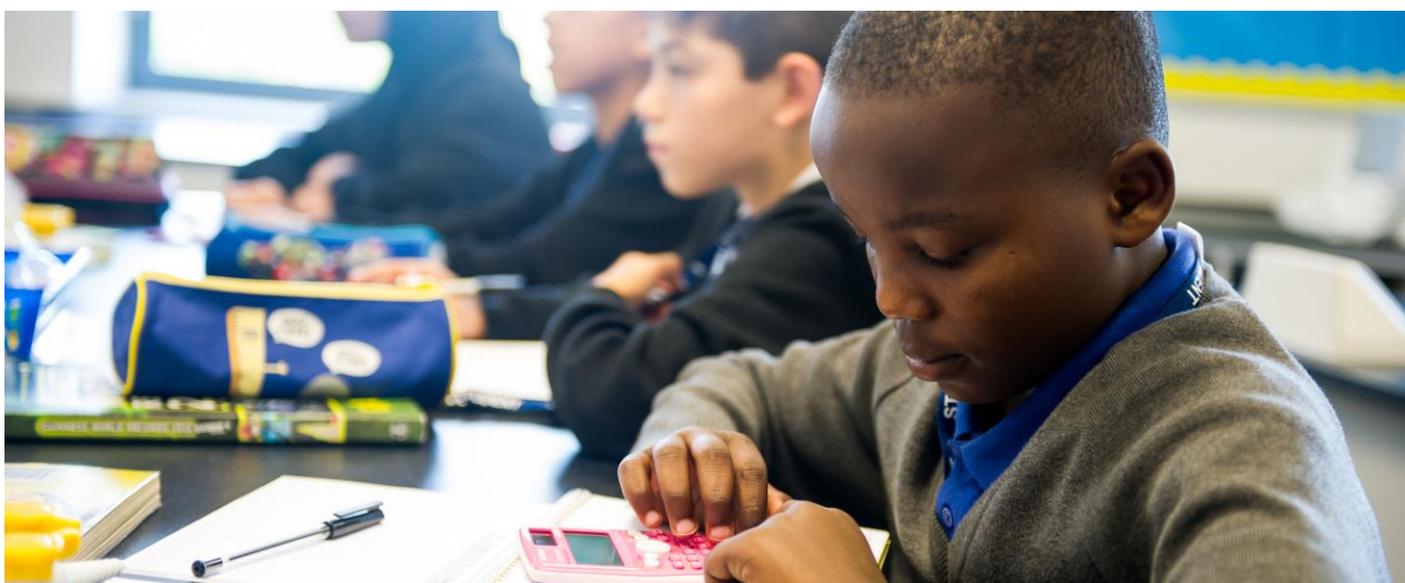


# **POLICY DOCUMENTATION**

## **GREAT SCHOOLS ARE CONSISTENT SCHOOLS**



<b>POLICY</b>	<b>Careers Education, Information, Advice &amp; Guidance</b>
<b>RESPONSIBILITY</b>	Vice Principal
<b>LAST REVIEWED</b>	June 2018



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# Careers Education, Information, Advice & Guidance

## PRINCIPLES

At Dixons McMillan Academy, we are passionate about developing our scholars into young people who are highly employable. Therefore, we have adopted the driver of 'employability' and promote this daily through our values driven culture. We believe that it is essential that all of our scholars develop habits and attributes associated with the world of work which is pertinent in both gaining and sustaining a rewarding career. Our Academy will do whatever it takes to ensure that scholars can lead happy and successful lives. As a part of this, we ensure that all scholars at Dixons McMillan Academy have access to a highly structured careers programme meeting and exceeding the legal entitlement.

During their time at Dixons McMillan Academy, all members of our community (scholars, teachers and families) will receive excellent careers education, information, advice and guidance to develop their employability. Ultimately, providing the Dixons McMillan community with the knowledge and skills necessary to enable them to make informed educational and career decisions that are aspirational, yet consistent with their abilities and needs.

## AIMS

As a result of having access to an excellent careers education, information, advice and guidance programme from year 7-13 at DMA, scholars should:

- have the opportunity to undertake a variety of work-related experiences
- understand themselves and develop their capabilities
- understand and investigate careers and opportunities
- understand labour market information
- be aware of education, training, career options and pathways
- make appropriate choices about their continuing education and career paths
- manage transitions to new roles and situations; and link what they learn in the academy with life outside of the academy and their future steps
- implement their career plans
- recognise their potential

## PRACTICE

### The Gatsby Charitable Foundation Benchmarks

At Dixons McMillan Academy, we have adopted the driver of 'employability', as we firmly believe that developing attributes and habits associated with the world of work are essential to gain and sustain a rewarding career. Therefore, we use the Gatsby Benchmarks, a careers strategy endorsed by the Department of Education, to guide our careers education, information advice and guidance program:

#### 1. A Stable Careers Programme

The academy has a stable, structured careers programme that is led by an appropriately trained member of the senior team. This programme is detailed in this document and published on the academy's website. The programme is reviewed annually, taking into consideration feedback from all members of the DMA community.

#### 2. Learning from career and labour market information

All scholars access and use information about career paths and the labour market through Personal Development Studies (PDS) and three employability days every year. Families also access labour market information through the academy's parental engagement sessions. Families and scholars are encouraged to use this information to make informed decisions about the next stage of their education, training or employment.

### **3. Addressing the needs of each student**

The context of the academy is used to both raise aspirations and challenge stereotypical thinking about careers and education. Additionally, the academy collects and keeps records of advice given and scholars' destinations beyond the academy.

### **4. Linking curriculum learning to careers**

Every scholar has the opportunity to learn how different subjects help people to gain entry to, and be more effective workers within a wide range of careers. These are explicitly described on the front of every scheme of work and promoted within subject areas in lessons, and is coupled with further information about subject based careers during employability days.

### **5. Encounters with employers and employees**

Every year scholars participate in at least one meaningful encounter with an employer during employability days, guest speeches, service placements and work experience.

### **6. Experiences of workplaces**

By the age of 16 all scholars at DMA will have several opportunities to have an experience in the workplace. In year 9, scholars take part in the national 'take your child to work day'. Both year 10 and year 12 will have the opportunity to participate in a one or two week work experience placement(s).

### **7. Encounters with further and higher education**

Through a range of opportunities offered by the academy, all scholars will have several opportunities to have a meaningful encounter with a range of learning providers, including both academic and apprenticeships. In addition to this, scholars will visit at least two universities every year through the yearly residential and employability days, in addition to more highly tailored opportunities for smaller groups of scholars.

### **8. Personal guidance**

Scholars will have the opportunity for guidance by meeting with an external careers advisor in year 8, year 11, year 12 and sometimes year 13. In addition to this, scholars receive personal guidance from their subject teachers, advisors / coaches on a regular basis through subject and pastoral schemes of work.