



Altrincham College

CAREERS POLICY

Policy Date: May 2023

Approved by Governors

Date: May 2023

Date of next review: May 2024

Background: vision and values

“Our vision is to nurture and inform our students to be knowledgeable, happy and resilient. Ensuring they make a valuable contribution to the world in which they live, and are empowered to make informed and positive life choices.”

Principles

Altrincham College students are educated to be independent, confident and career ready. Students will flourish by focusing on developing their employability skills, promoting success and unlocking potential. Providing them with the tools to be respectful and responsible for the world of work. Aiming to raise aspirations will improve the life chances of our students by providing them with knowledge and experiences so they are aware of all their options, allowing them to make informed choices.

Aims

Statutory requirements and expectations

At Altrincham College we are committed to providing a planned programme of impartial careers education, information, advice and guidance (CEIAG) and enterprise education for all students across Years 7 – 13.

Our careers programme follows the guidance from the Gatsby benchmarks. The benchmarks are implemented into our strategy and into the delivery of our careers education.

The benchmarks are:

1. A stable careers programme.
2. Learning from career and labour market information.
3. Addressing the needs of each student.
4. Linking curriculum learning to careers.
5. Encounters with employers and employees.
6. Experiences of workplaces.
7. Encounters with further and higher education.
8. Personal guidance.

Altrincham College use the Careers Development Institute (CDI) 2020 framework to map and audit the overall provision of its careers programme. The three key aims of Careers Education are for students to understand themselves and the influences on them (self-development), investigate opportunities in learning and work (career exploration), develop a range of employability skills to make progress and manage change (career management)

Practice

Learner entitlement

Every student at Altrincham College is entitled to high quality career education and guidance as part of their overall education. Careers education helps our students develop the knowledge, skills and understanding they need in order to make relevant career choices that are right for them. This will aid students in making a meaningful decision in order to manage key transition points and move into further/higher education or the workplace.

All students in Years 7 to 13 at Altrincham College are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities as part of our careers programme, which provides information on the full range of education and training options available at each transition point.
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships.

- Understand how to make applications for the full range of academic and technical courses.

Our commitment means that provision begins in Year 7.

Stakeholders and partners

Altrincham College will endeavour to work with students, external agencies and partners to help deliver a comprehensive career education programme.

Parents/Carers

We recognise the important role that parents/carers have in the career development of their child(ren)/ward(s). We communicate regularly with parents and carers, enabling them to participate in career events and career bulletins will be shared including a range of information.

Careers support agencies

The school has an annual agreement with Connexions (part of the Local Authority). Connexions Career Advisors provide impartial careers guidance to our students. AC also have a contract with Unifrog who provide our online careers destinations platform. All students and staff have log-ins to access their individual profile.

Other companies and partners with whom we work closely include:

- Our Futures
- GM Higher
- Manchester College
- UA92 University
- Manchester Metropolitan University
- Ask Apprenticeships

Employers, Universities, community partners and learning providers

We will endeavor to invite and provide access to a range of opportunities for our students. In line with the Bakers Clause, any provider who wishes to request access to the school should email: careers@altrinchamcollege.com.

Management and delivery

We recognise the importance of putting in place effective arrangements for the management and delivery of the programme.

Roles and responsibilities

The Governing Board are responsible for approving the careers policy and programme. The designated link Governor liaises with the Careers Leader to support the implementation and planning of the careers programme.

The Senior Leadership Team are responsible for meeting with the Careers Leader and overseeing the programme planning and delivery and to review and facilitate any recommendations made by the Careers Leader to further develop the careers provision.

The Careers Leader is responsible for working with the Careers and Enterprise Coordinator and Business Advisor to strategically plan, deliver and evaluate the careers programme to ensure it links to the Gatsby benchmarks, the Academy Improvement Plan and meets the Bakers Clause.

The Careers Adviser(s) are responsible for providing one to one impartial careers advice to students.

The UCAS Advisor is responsible for supporting students in their decision making and applications to University.

Subject leaders are responsible for ensuring long term and medium-term curriculum plans link to careers and monitor the delivery of careers through the curriculum.

Heads of Year are responsible for ensuring form tutors are delivering the careers resources provided and to gather feedback from their form tutors.

All staff are responsible for ensuring that we aim to raise student aspirations and improve their life chances by providing them with the knowledge and experiences to make them aware of all their options, so they can make informed choices. Training will be provided on how to use the careers platform Unifrog. Departments are encouraged to provide up-to-date careers information for their subject area and link careers to the curriculum.

Premises and Facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations.

This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the sixth form Learning Resource Centre and or in the Connexions careers advisor meeting room.

Monitoring and evaluation

The school's career programme and arrangements for managing the access of education and training providers to students is monitored and evaluated by Sharron Diffley, Assistant Headteacher and Hannah Mitchelmore, Careers Leader.

This policy will be reviewed annually by the SLT careers link and Hannah Mitchelmore, Careers Leader.

At every review, the policy will be approved by the Careers Link Governor, and the Headteacher.