

# Career Learning and Development Policy



**Approved by:** Draft **Date:** July 2020

**Last reviewed on:** July 2020

**Next review due by:** July 2021

<b>Title</b>	<b>Arena Academy Career Learning and Development Policy</b>
<b>Vision and Values</b>	<p>This policy is underpinned by our long-term vision and is inspired by CORE Education Trust’s values of collaboration, opportunity, respect and excellence. Our ethos is a commitment to inclusion; recognising and promoting diversity and equality. Arena is committed to ensuring that pathways to success are as diverse and bespoke as the young people we serve.</p>
<b>Statutory Requirements and Expectations</b>	<p>The school is committed to fulfilling its statutory duties and pays due regard to the DfE Statutory Guidance October 2018 (Careers Guidance &amp; Access for Education &amp; Training Providers) which sets out the requirements and expectations of schools.</p> <p>The aim of this document is to make sure that all young people in secondary school get a programme of advice and guidance that is stable, structured and delivered by individuals with the right skills and experience.</p>
<b>Learner entitlement</b>	<p>High quality careers guidance is a crucial part of improving social mobility. Young people make choices based on what they know and what they think is available to them. If our young people are made fully aware of a wide range of career pathways and opportunities available, they will be more able to make informed choices about which qualifications and career pathways will enable them to achieve their goals.</p> <p>Every student at Arena Academy is entitled to high quality career education and guidance as part of their overall education. Each year group has a career curriculum and is themed for each year group:</p> <ul style="list-style-type: none"> <li>• Year 7 – Exploring Opportunities / Broadening Horizons</li> <li>• Year 8 – Building the Future</li> <li>• Year 9 – Opening Doors</li> <li>• Year 10 – Step Up, Stand Out</li> <li>• Year 11 – Be Prepared</li> </ul> <p>More details can be found on the Provider Access Policy and the Career Strategy</p>

<p><b>Management and delivery</b></p>	<p>We recognise the importance of putting in place effective arrangements for the management and delivery of the programme.</p>
<ul style="list-style-type: none"> <li>• <b>Roles and responsibilities</b></li> </ul>	<p>Careers and employability at Arena Academy is a collective responsibility of everyone who works at the school. All have a collective responsibility in promoting effective careers and work-related education. Further details of each responsibility can be found in Arena Academy's Careers Strategy document, pages 21 – 22.</p>
<ul style="list-style-type: none"> <li>• <b>Staff development</b></li> </ul>	<p>All staff are expected to contribute to the career learning and development of students in their different roles. The training needs that arise from this will be addressed through the staff development plan which will commit to meeting staff needs within a reasonable period of time</p>
<ul style="list-style-type: none"> <li>• <b>Funding and resourcing</b></li> </ul>	<p>Funding for career activities will be discussed and will either be allocated from the school budget or school will explore sources of external funding.</p>
<ul style="list-style-type: none"> <li>• <b>Teaching, learning and assessment</b></li> </ul>	<p>We recognise the importance of basing our approach to teaching, learning and assessment on evidence of what works in career education and guidance. The CDI Framework and Careers in the Curriculum document emphasise the importance of creating rich learning environments and designing compelling learning experiences for students. Career education at Arena Academy is included in: curriculum schemes of work; addressed within PSHE; a weekly activity within student personal development.</p>
<ul style="list-style-type: none"> <li>• <b>Information, advice and guidance</b></li> </ul>	<p>We will ensure that all students have access to impartial career guidance, delivered by a level 6 qualified career guidance professional and to ensure that students have access to information and advice about all pathways.</p>
<ul style="list-style-type: none"> <li>• <b>Monitoring, reviewing, evaluating and reporting</b></li> </ul>	<p>The careers programme is reviewed by the deputy head, a member of the senior leadership team with responsibility for careers and the Careers Leader. Reports are submitted to the senior leadership team and governors. The overall effectiveness of the CEIAG programme is assessed using the Compass tool and the Gatsby Benchmarks. The results are used to inform improvement priorities and plan developments year on year</p>

<b>Stakeholders and Partners</b>	
<ul style="list-style-type: none"> <li>• <b>Parents/carers</b></li> </ul>	<p>We recognise the important role that parents have in their child’s career development. At Arena Academy, parents and carers are recognised as co-partners in the career development of their child and are offered support in their child’s next step planning and decision-making.</p>
<ul style="list-style-type: none"> <li>• <b>Careers support agencies</b></li> </ul>	<p>The school’s career leader attends meetings with the Career and Enterprise Company and is in regular contact with the area coordinator. The CORE trust has joined the Titan Partnership who offer support to the career’s agenda through regular meetings and communication.</p>
<ul style="list-style-type: none"> <li>• <b>Employers, community partners and learning providers</b></li> </ul>	<p>Arena Academy is committed to working collaboratively with employers, further education and higher education establishments, local learning providers, apprenticeship providers and all providers who can offer our students opportunities to support their career journey.</p> <p>The opportunities that these providers can offer will support students to make informed decisions. Students will understand that:</p> <ul style="list-style-type: none"> <li>• Vocational and technical education courses and qualifications offered are labour market led and show employment pathways for students, helping them on their employability journey or to take the subject at a higher level at university or a degree apprenticeship.</li> <li>• A level courses follow the academic route and can support students who may want to go on to a more academic university route, for example, to study medicine.</li> <li>• The work-based learning that apprenticeships provide students with help them to become established within that industry. Students learn about the different levels of apprenticeships and at what age they can access the levels.</li> <li>• Employers offer students the opportunity to speak to people from various industries and to find out information, including roles, labour market information, diversity, equality and inclusion, entry requirements.</li> </ul>
<b>Annexes</b>	<p>Links to other relevant documents:</p> <ul style="list-style-type: none"> <li>• Arena Academy Career Strategy</li> <li>• Arena Academy Provider Access policy</li> </ul>