



Dixons Allerton Academy

Careers & Work Experience

Responsibility for Review: Senior Leadership Team

Statement of intent

The Academy is committed to providing a structured Careers Programme as the legal entitlement of all students. As such, it is an integral part of the preparation of students for the opportunities, responsibilities, decisions and experience of adult life. The programme will develop the students' skills and provide the information to enable them to make considered educational and careers decisions, which are consistent with their abilities and needs.

Signed by :.....

Date:.....

(Principal)

Signed by :.....

Date:.....

(Chair of Governors)

The aims are that students should:

- have the opportunity to undertake a variety of work-related activities and experiences
- understand themselves and develop their capabilities
- understand and investigate careers and opportunities
- be aware of education, training and career options
- 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 and their future steps
- to develop enterprise and employment skills
- develop the skills to contribute to the economic prosperity of themselves and their communities
- implement their career plans
- have access to a cohesive Careers Education and Guidance (CEG) programme from Year 7 through to Year 13
- have access to a dedicated careers advisor to support them with their future decisions
- have a minimum of two careers interviews between Year 7 and Year 11 and one career interview in KS5

Procedures:

- the Assistant Principal for Careers Information Advice and Guidance in conjunction with the Careers Work Experience Co-ordinator manage and evaluate the current provision of a CEG programme across the Academy, and liaise with the relevant outside agencies
- the Assistant Principal for Careers Information Advice and Guidance Head, will liaise with the Directors of Learning, in order to increase subject teachers' awareness of their contribution to CEG and WRL
- Assistant Principal for Careers Information Advice and Guidance will negotiate a 'Partnership Agreement' between the Academy and Careers Bradford Limited. Key Stage 4 and Post-16 students will have access to careers guidance from an independent Careers Adviser employed by Careers Bradford Limited
- students who are leaving the Academy at Year 11 will have guided support from the Careers / Work Experience Co-ordinator and the independent Careers Adviser in order to aid their transition to an alternative pathway
- the Careers / Work Experience Co-ordinator will keep parents informed regarding alternative Post-16 options and advice
- Key Stage 4 and Post-16 students will have an opportunity to attend career conventions, employment fairs and Higher Education conventions as part of their CEG programme (organised by the Careers / Work Experience Co-ordinator)

- Key Stage 4 & 5 students will participate in planned 'work placement', organised by the Careers / Work experience Co-ordinator
- Post-16 students have a structured electronic UCAS application procedure with clearly defined deadlines and support from Post-16 staff

Implementation of Careers Guidance

i) Careers library

- a wide range of materials
- open throughout the Academy day
- situated in the main library

ii) Connexions Advisor (Careers)

- available to all students 2 lunchtimes per week
- used for individual interviews with all year 11's and other targeted pupils throughout the year
- available at all Careers Events and open evenings

iii) Extra support where appropriate

- All students in Years 8 and 11 to receive an interview from their Head of House and the Careers and Work Experience Co-ordinator
- Option evenings for students in Year 8 will support future decisions
- a Post 16 Open Evening is arranged in the Academy to compliment other Open Events run by local colleges
- KUDOS will be available on all computers within the Academy