



Madni Academy

A quest for faith and knowledge

EARLY YEARS PRIMARY SECONDARY

Careers Policy

Approved by: GB

Date: September 2023

Last reviewed on: September 2023

Next review due by: July 2025

Careers Lead: Asmah Sacha

Careers Policy

1. Aims

Madni Academy has high quality Careers Education, Information, Advice and Guidance (CEIAG) to support our students. This is developed throughout a student's time at the school, is always supportive of their aspirations, strengths and skills and focuses on the Gatsby Benchmarks (See below).

Our aims:

- To ensure all our learners are given opportunities and support so they can make their own informed decisions regarding their future career pathways.
- To ensure that all learners receive an offer post 16 and do not become non participants (NEET).
- To encourage students to develop high aspirations and consider options and choices for their future life.
- To work in partnership with parents and other agencies to improve opportunities and to promote social mobility.
- To place value on student voice in listening to their views and wishes.

2. Statutory Requirements and Recommendations:

The careers provision at Madni Academy is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997. This states that all schools should provide independent careers guidance from Years 8 -13 and that this guidance should:

- be impartial
- include information on a range of pathways, including university options or apprenticeships
- be adapted to the needs to the student.

The recommendations include:

- to ensure that young people have a better understanding about career choice, subsequent progression and its impact on their long term earnings
- to assist young people in developing an understanding of the responsibilities and choices associated with parenthood
- to develop better, and more carefully planned opportunities for young women to meet professionals working in non-stereotypical roles, and to learn more about what such work entails
- to strengthen the knowledge and understanding of staff about the wide range of progression routes available so that learners can make informed choices
- to consider how to link the contents of lessons and skills to be developed more frequently to career opportunities

- to consider ways in which mentoring could be used to help support young people in overcoming barriers to achievement.

In June 2022, the government consulted on implementing the following laws, expectant of January 2023:

The Provider Access Legislation specifies schools must provide at least six encounters for all their students – two in Years 8 and 9, two in Years 10 and 11 (all pupils in these year groups will be expected to access these encounters) and two in Years 12 and 13 (encounters need to be made available to all students in these year groups).

At Madni Academy, this aspect is already a part of our Careers' policy for all students, however, we have placed particular emphasis on highlighting how this will take place in 2022-2023

- **Year 7:** National Apprenticeship Week: encounters with employers, employees and Higher Education Providers.
- **Year 8:** National Apprenticeship Week: encounters with employers, employees and Higher Education Providers.
- **Year 9:** National Apprenticeship Week: encounters with employers, employees and Higher Education Providers.
- **Year 10:** a) National Apprenticeship Fair, October 2022.
b) National Apprenticeship Week: encounters with employers, employees and Higher Education Providers.
- **Year 11:** a) National Apprenticeship Fair, October 2022.
b) National Apprenticeship Week: encounters with employers, employees and Higher Education Providers.

We are committed to ensuring that the school continues to meet the requirements outlined in the Gatsby Benchmarks.

These benchmarks are:

Benchmark 1: A Stable Careers Programme
Benchmark 2: Learning from Career and Labour Market Information
Benchmark 3: Addressing the Needs of Each Pupil
Benchmark 4: Linking Curriculum Learning to Careers
Benchmark 5: Encounters with Employers and Employees
Benchmark 6: Experiences of Workplaces

Benchmark 7: Encounters with Further and Higher Education
Benchmark 8: Personal Guidance

3. Responsibilities:

Madni Academy Staff will:

- Create a positive and attractive environment which encourages high aspirations of students.
- Provide role models through celebrating the successes of ex-students and motivational speakers.
- Ensure that there are activities in the curriculum to allow learners to access careers information related to their specialist area.
 - Display high quality examples of careers within their curriculum area.
- Support the Work Experience programme by assisting tutees with applications and completing monitoring visits.

The Leadership Team will:

- support the development and implementation of CEIAG policy and practice.
- monitor the effectiveness of the policy through line management of the lead teacher.
- provide Professional Development opportunities for teachers and associate staff as appropriate to further support their own understanding and practical competency in CEIAG

The Lead Teacher will:

- Work with the small schools and partner agencies to ensure students are given maximum experiences to develop employability skills and make informed decisions.
- Organise EEL Day activities to enhance the CEIAG Provision.
- Evaluate the effectiveness of the policy and modify it, as necessary.
- Organise careers fairs, assemblies, notices and talks to deliver information to students in all years regarding CEIAG
- Raise the profile of careers across the whole school
- Oversee the Work Experience Programme and liaise with staff to organise monitoring visits
- Organise the Work Experience Awards Evening to improve links with our placement providers and parents as well as to reward student participation.
- Keep up to date with the current research and best practise in CEIAG.

We will encourage our parents and carers to:

- Attend careers fairs and encourage conversations to help support their child with their future pathways.
- Support their child with organising a work experience placement.
- To support the aspirations and encourage a positive work ethic to allow their child to realise their full potential.

Curriculum

Careers is introduced through the curriculum (both taught/untaught) from the Foundation Stage through to the secondary school. At the primary and secondary schools careers is developed through PHSCE and tutor time/ assemblies.

Work Experience Provision:

The aim of work experience is to provide an opportunity for all students to learn in the workplace; an experience that cannot be replicated in school.

- All students are offered the opportunity of one weeks' work experience in the July of Year 10. (2 weeks is also offered if the student requires it)
- The overall organisation of work experience is undertaken by the Lead Teacher for Careers
- Students are encouraged to arrange their own work experience. However, students are supported by the school which links with many large businesses and organisations.
- Parents are informed and communicated with throughout the process and a work experience consent form, H&S form and frequently asked question sheet are sent home at the beginning of year 10.
- Drop-in sessions take place after Easter for students who have still not organised their placement.
- The WEX team checks that the placement meets with the schools' requirements, the students will be treated fairly, and they will undertake meaningful work.
- All students on placement are covered by the employers' insurance and places of work are risk assessed.

Opportunities for access

Several events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their families. Details of these events are provided in the Appendix 1.

Premises and Facilities:

The school will organise a space for discussions between the provider and students, as appropriate to the activity. For regular meetings, the school will try to ensure continuity of rooms wherever possible. The school will also make specialist equipment available to support provider presentations. This will all be discussed and agreed in advance of the visit.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school office. Information can also be circulated to all year groups via tutors or school notices.

Safeguarding

All organisations will be expected to follow the school safeguarding policy. If any education/training provider wish to discuss their involvement with the school they should contact the Careers Lead at the school office on 01924 500335 or email careers@madnimuslimgirls.org.uk

Review of Policy

This policy will be reviewed annually through discussions with staff; students, parents, governors and other external agencies.

Appendix 1

Please find below the Term-to-Term planning for each year group that outlines their respective careers' activities.

<u>Year</u>	<u>Autumn</u>	<u>Spring Term</u>	<u>Summer</u>	<u>Gatsby Benchmarks</u>
<u>7</u>	Introduction to Careers Explore Personal Skills STEM Workshop	STEM Roadshow National Apprenticeship Week Step into the NHS Young Chef Competition		2, 3, 4, 8
<u>8</u>	Setting Goals Inspirational Assemblies:	STEM Roadshow National Apprenticeship Week Step into the NHS Young Chef Competition What is my Job: Females in Non-traditional Roles/STEM Assembly	Enterprise Day	2, 3, 4, 5, 7, 8
<u>9</u>	Inspirational Assemblies: CPS Finding Ways to stay Motivated Careers Fair Encounters with HE providers	National Apprenticeship Week Step into the NHS Young Chef Competition Enterprise Fair Encounters with Employees National Careers Week HE provider assemblies	Alumni Talk HE provider assemblies Target setting for KS4 InvestIn Summer Internships	2, 3, 4, 5, 7, 8
<u>10</u>	Careers Fair Encounters with HE providers Apprenticeship Fair Inspirational Assemblies: Alumni,	National Apprenticeship Week Taster Days Young Chef Competition Enterprise Fair Encounters with Employees National Careers Week	Campus/HE Tours Taster Days Work Experience Options Day Alumni Talk HE provider assemblies InvestIn Summer Internships	2, 3, 4, 5, 6, 7, 8

<u>11</u>	Work Experience Careers Fair Study Skills Encounters with HE providers (Prospectus Launch Assemblies) Post-16 Applications	Mock Interviews Interviews Young Chef Competition Enterprise Fair Encounters with Employees: CPS National Careers Week HE provider assemblies National Apprenticeship Week Interviews/accepting offers	Alumni Talk Taster Days: Universities InvestIn Summer Internships	2, 3, 4, 5, 7, 8
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