

Mildenhall College Academy

CAREERS GUIDANCE PROCEDURE 2020 - 21



		Last Reviewed:	December 2020
Responsibility for Review:	R Goodenough	Next Review:	September 2021
Approval:	November 2019	Originated:	November 2019

Our Vision

Our vision for Careers Guidance at Mildenhall College Academy is:

To ensure that Careers Guidance at our academy supports our students to gain the confidence and motivation that they need to prepare them for the opportunities, responsibilities and experiences ahead.

This strategy sets out a clear plan on how we intend to work towards meeting this vision in the short, medium and long term. It is to be read in conjunction with our careers policy that can be found on our website.

All students within the academy have access to careers education. This is evidence by the Gatsby benchmarks.

Objectives

- To meet the eight Gatsby benchmarks for good career guidance as recommended by the Department of Education Careers Strategy 2018
- To become recognised as the leading academy in CEIAG within the Academy Transformation Trust.
- To enable all learners to reach a positive destination in learning or training after Year 11 and Year 13.
- To increase participation to Apprenticeships/ Higher Education.

We will monitor and evaluate our progression in achieving these aims on a termly basis and reviewed annually.

Our Strengths

- Work experience within sixth form
- Employer encounters
- Working with neaco
- Sector of the Month
- Dedicated members of staff within CEIAG
- Supportive Local Academy Committee
- Links with the Enterprise Advisor Network
- Links with HE

Development Plan: Mildenhall College Academy

Using the Compass tool has enabled us to see how the provision of Careers Guidance at Mildenhall College Academy compares against these benchmarks.

Results from Compass | Date: July 2020

Benchmark score	Areas to improve	Actions	Outcomes	Lead	Others involved	Timescales
1 – 94%	Have operational and strategic elements. Share careers programme with all staff.	To review careers policy and write careers strategy. CPD to staff. Create an evaluation sheet for visiting employers to complete		RG	JB	1 Term
2 – 100%	Encourage parents and carers to use LMI information.	Add in careers section into the newsletter.		RG		End of 2020
3 – 90%	Collect accurate destination data 3 years after students leave the academy.	Up to date destinations data. Utilise One Step closer to work with disadvantaged students.		RG		Annually
4 – 100%						
5 – 100%	Ensure all students have at least one meaningful employee encounter every year.	Encourage and develop links with outside agencies to deliver talks and workshops.		RG	JB	Annually

		Publicise the streaming channel for careers talks.				
6 – 62%	All students to have a meaningful experience of the workplace by the end of year 11.	This will be challenging as we do not offer work experience to all students. We will need to be creative in bringing employers into the academy. Recording students who are in part time work. EC to investigate take your child to work day.		RG	JB	Annually
7 – 100%	To ensure students have a meaningful encounter with independent training providers.	Invite relevant stakeholders into the academy. Link to ROATP on academy website.		RG	JB	Annually
8 – 75%	All students have interviews with careers advisors by the end of year 11.	Invest in the time allowance from neaco. Use careers advisor wisely.		RG	DR, NH.	Annually.
Other						

2020/2021 CE IAG STRATE	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY
YEAR 7	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month
	SKL: Budgeting	Tutor Project	Careers assembly	Careers quiz	Tutor Project	Tutor project	Tutor Project	Tutor Project	Careers assembly	Tutor Project	Tutor Project
	SKL: Careers	Open morning	Careers Talk	EdL presentation		Careers assembly			Tutor Project	Parents evening	
	Careers Talk	Careers Talk	Tutor Project	Careers Talk	Careers Talk	Tutor Project					
	Tutor Project			Tutor Project							
YEAR 8	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month
	SKL: Study skills	Tutor Project	Tutor Project	Tutor Project	Tutor Project	Tutor project	SKL: Careers skills	Tutor Project	Tutor Project	SKL: Budgeting	Tutor Project
	SKL: Goal setting					Year 8 parents evening	SKL: Business and Discrimination			SKL: Gambling	
	Tutor Project					Careers assembly	SKL: Burgomaster			SKL: Time management	
							Options evening			Tutor Project	
YEAR 9	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month
	SKL: Transferable skills	Tutor Project	Tutor Project	Year 9 parents evening	SKL: Spending and saving	Tutor project	Tutor Project	Tutor Project	Tutor Project	Tutor Project	Tutor Project
	SKL: Strengths and Weaknesses			Tutor Project	SKL: Teen employment	Careers assembly					
	Tutor Project				SKL: Skills						
					SKL: Careers						
					SKL: Confidence						
YEAR 10	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month
	SKL: Budgeting	Tutor Project	Tutor Project	Tutor Project	Tutor Project	Tutor Project	Tutor Project	Year 10 parents evening	Project application	Tutor Project	Tutor Project
	SKL: Bank							Tutor Project	Tutor Project		
	SKL: Skill development										
	SKL: CV writing										
	SKL: Job searching										
YEAR 11	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month	Sector of the month		Sixth Form Induction days
	1:1 Careers Advisor	Tutor project	1:1 Careers Advisor	1:1 Careers Advisor	1:1 Careers Advisor	1:1 Careers Advisor	1:1 Careers Advisor	1:1 Careers Advisor	1:1 Careers Advisor	1:1 Careers Advisor	NCS
	SKL: Choose a job	1:1 Careers Advisor	Careers assembler	Tutor Project	Year 11 parents evening	Sixth Form interview evening	One Stop Claror	One Stop Claror	One Stop Claror		
	SKL: Apply for a Job	Tutor Project	Tutor Project		Careers Assembler	One Stop Claror	Tutor Project	Tutor Project	Tutor Project		
	SKL: CV writing				NCS launch	Tutor Project					
	SKL: Practice interview				Tutor Project						
SIXTH FORM	1:1 Careers Advisor	1:1 Careers Advisor	1:1 Careers Advisor	1:1 Careers Advisor	1:1 Careers Advisor	1:1 Careers Advisor	1:1 Careers Advisor	1:1 Careers Advisor	1:1 Careers Advisor	1:1 Careers Advisor	Work Experience for all
	How can I help my child at Sixth Form?		NEACO Ambassador appointments	NEACO Ambassador appointments	NEACO Ambassador appointments	NEACO Ambassador appointments	Higher Education Information evening	NEACO Ambassador appointments	Work Experience	NEACO Ambassador appointments	NEACO Ambassador appointments
	Enrolment to 6th Form		Sixth Form parents evening				NEACO Ambassador appointments		NEACO Ambassador appointments		
	NEACO Ambassador appointments										

Due to the impact of Covid 19 a number of events have been postponed or cancelled. These are not listed on this planning document. It is hoped that events can be added once restrictions have eased.

NOTES

Roles and Responsibilities

Careers guidance is the responsibility of all relevant staff at Mildenhall College Academy

Name	Title	Main responsibilities
Mr R Goodenough	Career Leader	Developing strategy, careers programme, tracking destinations
Mrs Nicki Howe & Miss Becky Powells	Guidance Adviser	1:1 interviews, class workshops.
Mrs Jane Reay	Work Experience Administrator	WEX placements
Miss Rebecca Woods	SENCo	Co-ordinating EHCP and careers interviews
Mrs Jacqui Burke	Enterprise Co-ordinator	Supporting employer engagement
Mr Darian Vomund	Enterprise Adviser	Support from the LA
Mrs Jacqui Burke	Link Governor	Challenging the academy on decisions made with relation to CEIAG.

Work Experience

It is vitally important that students have experiences of the world of work. Work experience is set up for all students in year 12 in the summer term. It is possible that work experience can be provided for students in the lower year groups to support with their studies. Any requests for this must be made to Mr Goodenough.

All work experience placements are fully checked by an external agency prior to students starting at that placement. Work experience can be provided virtually by industries delivering talks and presentations online using Microsoft Teams.

Careers Channel

All students within the academy have access to attend careers talk delivered by external businesses. Any talk that takes place is recorded and placed onto the MCA careers channel which is accessible on the academy website.

Careers Appointments

Students requesting a careers appointment should speak to Mr Goodenough who will ensure an

appointment is made. Staff can also request an appointment to be made for a student to see a careers advisor. This must also be done via Mr Goodenough. Appointments will be with either: -

Nicki Howe – Careers Advisor

Becky Powells – Higher Education Champion

Sarah Williams – Pupil Premium Champion

One Step Closer Ambassador from Suffolk County Council

Priority

Whilst all students are entitled to see a careers advisor there is limited time available for appointments. Therefore priority will be given in the following order: -

- Year 11 students
- Students at risk of NEET/ NIL
- SEN Students, PP Students, CLA students
- All other students

Monitoring

Student attendance to careers events is recorded in Compass +. An online recoding system that measures attendance against the Gatsby Benchmarks.