

# Careers Policy 2021-2022

**Adopted by the Governing Board: November 2021**

**To be reviewed by Governors: July 2022**

**SLT: Neil Copsey**

**Link Governors: Victoria Hopkins**

## Careers Education, Information, Advice and Guidance Strategy UTC Leeds

### Ethos

- To help prepare students for life after they leave UTC Leeds
- To give students knowledge and confidence to support students with Post-16 choices
- To support parents to help students to make informed decisions about their futures

### Aims of CEIAG

- To develop strong relationships with employers and external stakeholders to ensure that we meet the needs of the local labour market in strong partnership with sponsor organisation
- To support students in their applications for University, degree apprenticeship, apprenticeship and employment opportunities.
- To give students impartial information, advice and guidance on a range of career paths and future employment options
- To prepare the students for a wide range of future careers and work experience placements
- To inform and prepare students for the world of work and their place within that, including employability and “soft-skills.”
- To give all students a wide range of external opportunities to help them make informed choices, including physically or virtually attending careers fairs and site visits to partner organisations.
- To involve students in reviewing and discussing what CEIAG they would like to see in the school (through a variety of channels including student voice and regular feedback.
- To ensure that all students have a face-to-face careers advice and guidance from both Profile Team Leaders, the Careers Leader and an impartial CEIAG interview in both year 11 and year 13.
- To motivate students and raise aspirations through widening pupil’s horizons.
- To offer all Year 10 and 12 students Work Experience within the curriculum to gain a better understanding of experiences in the work place, both locally and nationally.
- To promote independent work experience placements for students in year 11 and year 13 outside of curriculum time, in half term holidays.
- To ensure that students are aware of the local labour market and the opportunities that are available both locally, within the region and nationally.
- To continue with our delivery of a zero NEET figure for students leaving the UTC.
- To continue our strong reputation of producing students ready for apprenticeship opportunities.
- To embed careers and employability work into our curriculum alongside subject content and project work ensuring relevance of industry links.
- To ensure that students use systems such as Grofar and UCAS effectively. This is to search for opportunities and for exploring possibilities and also to support with producing a portfolio to support with future applications for apprenticeships, employment or education.
- To [work closely with the Careers & Enterprise Company](#) and ensure that we are working towards successfully gaining all 8 Gatsby Benchmarks.

### Quality Assurance

As a school how do you know we are meeting our aims?

- Work with employer partners to ensure that we are meeting their needs in terms of educating the future workforce around careers guidance and available roles.
- To regularly review and update provision through discussions within Profile Team lessons with students and staff.
- Student results and analysis from CEIAG meetings and external interviews with year 11-13 students.
- Gain parent feedback from parents evenings and Google Forms regarding student destinations.
- Self-evaluation has been completed in terms of GATSBY benchmarks using the Grofar toolkit. This has highlighted areas for development and allowed us to target these areas. All other benchmarks are partially met. Our aim is to achieve 100% in all benchmarks by July 2021.

- Work with external agencies such as Leeds City Council Employment [H+ub](#), and Tracey Greig to remain abreast of upcoming opportunities.
- Careers Advice and Guidance seen within the college as a priority, emphasised through Senior Leadership and member of staff responsibility.
- ~~Governor support for employer engagement is shown through increase this academic year in industry representatives on the governing body (including Chair of Governors – [Tim Craven](#) [Mark Goldstone](#)).~~

### Key Actions

- Develop CEIAG lessons for all students year 10-13 within Profile Team sessions regarding exploring opportunities, specifically in engineering but also with other areas with skills shortages.
- Invite a range of speakers into school to provide career talks, workshops and alternative activities in order to ensure that students are receiving a broad range of independent CEIAG.
- Continue to engage with external organisations including the Apprenticeship Support & Knowledge Service (ASK), JCP Support for Schools, Institute of Civil Engineers, National Careers Service, Shape Your Future, LMI.
- Further develop relationships for enrichment opportunities including voluntary work and fundraising with voluntary/third sector including organisations such as Micro-Tyco and ST Georges Crypt.
- Provide CPD for teaching staff to develop provision of careers across the curriculum. Complete a subject audit for careers provision in subject areas.
- Increase the number and range of experience for students to widen their career choices. This includes but is not exhaustive of the following –
  - STEM activities
  - Physical or virtual visits to University
  - Workshops on improving employability such as how to write an effective cv or personal statement
  - Aspiration activities for groups of students
  - Enterprise competitions and challenges
  - Employer lunch and learns
  - Careers fairs & Networking events both at the UTC and externally
  - Apprenticeship Support & Knowledge Service
  - Job Centre Plus Support for Schools – guidance on LMI and employability skills
  - Ensure that aspirational and innovative opportunities are available to our students.

### Monitoring and tracking of young people

In order to support our students fully we track

- Intended destinations
- Supports the September Guarantee and Activity Survey
- Offering individualised support to those students who are at risk of becoming NEET through a number of avenues, including a newly developed relationship with the JCP Support for Schools programme for job coaching and mentoring for potential NEET students.

Careers Leader/~~Business Engagement Leader~~ – Mr Neil Copsey

### Organisations supporting UTC Leeds (Activities/experiences/knowledge/projects)

See website

## Policy Statement on Provider Access

### UTC Leeds Engineering: Provider Access Policy

#### Introduction

This policy sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under section 42B of the Education Act 1997.

#### Pupil entitlement

All pupils in years 10-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses.

#### Management of provider access requests

##### Procedure

A provider wishing to request access should contact ~~Carly Boden, Business Engagement Leader~~ Neil Copsey, Assistant Principal

Telephone number ~~0113 353 0140~~: ~~0113 3530137~~

Email address: ~~carly.boden@utcleeds.co.uk~~ neil.copsey@utcleeds.co.uk

##### Opportunities for access

A number of events, integrated into the schools careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.

There will be opportunities for individuals to come in to UTC Leeds throughout students' profile team sessions throughout the year. Please speak to our Careers Leader to identify the most suitable opportunity for you. There are also evening events as calendared below which employers, providers and colleges are able to attend.

##### Premises and facilities

The UTC will make the ~~main hall~~ Lecture Theatre, 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.

Providers are welcome to leave a copy of their prospectus or other course literature with ~~Carly Boden~~ Neil Copsey.

**To be reviewed – July ~~2019~~2022**