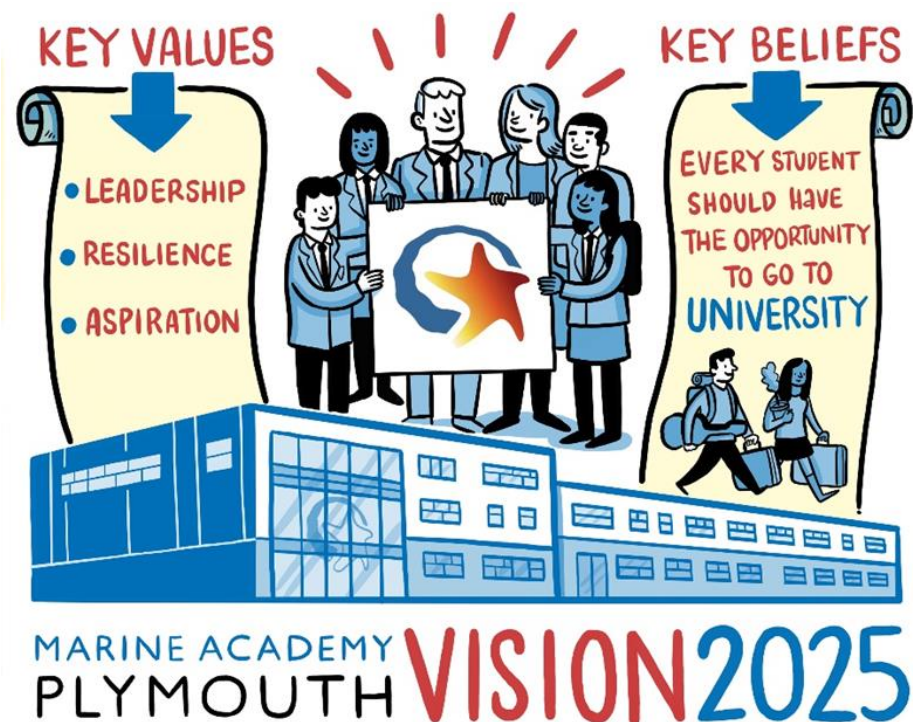


## Marine Academy Careers Plan 2023-2024

There has never been a time when careers guidance has been as important for young people as it is today. The world of employment is more complex than that faced by previous generations. The Academy has a duty to ensure that every student is in receipt of good quality, impartial information, advice and guidance. Our aim at the Marine Academy is for every student to aspire to be the very best that they can be. In careers education this means that every student is able to make well-informed choices about their onward progression and their career pathways. We will support all of our students to make well-informed decisions about their options and will support them through every transition point, whether that is their integration into secondary school, their GCSE subject choices, Post-16 options, HE applications or onward employment and apprenticeship opportunities. By helping students with decisions at crucial stages, informing them of all of their options and introducing them to the world of work, we aim to prepare them for the world of employment whichever pathway they choose.

We will help our students develop high aspirations and consider a broad and ambitious range of careers. We hope that by inspiring every student through contacts with the world of work they will be able to put into context other areas of their education and increase their motivation to learn.

Marine Academy provides in school guidance and independent advice ensuring our students receive the impartial advice that they need. The school Careers Plan is based on the DfE document Careers Guidance and Access for Education and Training Providers (Jan 2018) and the Gatsby Benchmarks.



## **Marine Academy Plymouth Careers Plan – Aims**

### **Our Careers Education, Information Advice and Guidance (CEIAG) will:**

- Provide good quality independent and impartial careers advice to students which inspires them and motivates them to fulfil their potential
- Provide advice and guidance which will empower young people to plan and manage their own futures
- Encourage students to develop high aspirations and consider a broad and ambitious range of careers
- Encourage students to see career development as a life-long process
- Contribute to raising achievement and promote participation in learning
- Support inclusion, challenge stereotyping and promote equality of opportunity
- Provide opportunities to work with employers and be inspired by real-life contact with the world of work
- Develop enterprise and employability skills
- Support students at key transition points

**The CEIAG programme at Marine Academy Plymouth follows the principles of the Gatsby Benchmark which sets out a framework of good practice:**

### **The Eight Gatsby Benchmarks of Good Career Guidance:**

1. A stable careers and embedded programme of careers education and guidance
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education and apprenticeship providers
8. Personal guidance from a professionally qualified careers advisor

## The CEIAG Team Roles and Responsibilities

**Chris Watmore**

***Associate Assistant Principal: Pastoral Support and Next Steps***



- Strategic leadership of CEIAG and Work Experience across the Academy
- Prepare and implement the CEIAG/Work Experience development plans
- Provision of the planned CEIAG/Work Experience
- Development of annual careers plan
- Schemes of work for careers education
- Monitor CEIAG provision and take up of careers guidance
- Analysis and tracking of destinations data
- Establish, maintain and develop relationships with employers, FE, HE, training and apprenticeship providers
- Liaise with tutors, Heads of Year and SENCO to identify and support students with careers guidance
- Secure student access to individual careers guidance
- Promote careers across the curriculum; liaise with subject leaders to plan careers education
- Arrange training/CPD for staff for delivery of careers and work experience

- Quality assurance of CEIAG/Work Experience
- Report to Senior Leadership Team and Governors on CEIAG/Work Experience
- Incorporate taught careers lessons into the delivery of PSHE for Year 8-13
- Incorporate taught careers tutorial sessions into the delivery of tutor time Year 7-13
- Lead on the development of character education, including skills for life and employability skills.
- Lead on the development of students' individual aspirations, including careers aspirations.
- Encourage student reflection on all aspects of well-being, including economic well-being and personal fulfilment.
- Ensure that through the PSHE programme all students experience a stable careers programme and have up-to-date labour market information.

**Other staff involvement:**

**Danny Bance (Princess Yachts)**

***Enterprise Advisor***

- Monitor provision of CEIAG
- Termly review of CEIAG (Challenge Meetings with Careers Leader)
- Strategic planning support for development of CEIAG across the Academy

**Sharon Higginson**

***SENCO***

- Provide support to SEN students at key transition points
- Provide support to SEN students to help them to generate their individual career plans
- Ensure the careers leader understands the Academy's statutory responsibility to students with SEN
- Generate individual career action plans as part of the Education Health and Care plan
- Monitor destinations of students with SEN and EHCPs

## **Pastoral Team (led by Heads of Years):**

	<b><i>Gemma Stewart</i></b>	<b><i>Lewis Garforth</i></b>	<b><i>Emma Nichols</i></b>	
<b><i>Head of Year 7</i></b>	<b><i>Head of Year 8 &amp; 9</i></b>	<b><i>Head of Year 10 &amp; 11</i></b>	<b><i>Assistant Head of Sixth Form</i></b>	<ul style="list-style-type: none"><li>• Encourage students to think positively about their career prospects and what they could be doing to</li></ul>
enhance their life chances				
<ul style="list-style-type: none"><li>• Feedback specific student needs to the CEIAG team</li><li>• To ensure that Tutors deliver tutorial careers programme via UNIFROG programme and students to begin to log their experiences on this.</li><li>• Year 10 tutors support the work experience programme in Year 10</li><li>• Year 11 tutors support with Post-16 next steps</li><li>• Engage with Academy careers CPD</li><li>• Keep abreast of local labour market information and keep well-informed about the changing landscape of apprenticeships and higher education</li></ul>				

## **Curriculum Provision**

### **Year 7**

- Early careers education ensures students are better informed to make decisions at transition stages, and are more motivated to learn
- Emphasis on successful transition from KS2 to KS3
- Introduction to UNIFROG careers resource via tutor and students to begin to log their experiences on this
- Careers education is part of the assembly programme and life values and society lectures
- Opportunities to engage with local businesses, FE, HE etc
- Students attend an internal careers convention

## Year 8

- Careers education is part of the PHSE programme, identifying personal strengths, skills, abilities and pathways
- Students build on personal strengths and begin to link skills to specific careers enabling realistic and informed decisions at transition stages
- Careers education is part of the assembly programme and life values and society lectures
- Introduction to the world of work and how it is constantly changing
- Tutors deliver tutorial careers programme via UNIFROG programme and students continue to log their experiences on this.
- Continue to engage with wide range of businesses, FE, HE etc
- Students are encouraged to think about what they might like to achieve after school and are encouraged to use careers resources and seek guidance
- Begin to think about GCSE options in terms of career pathways and planning for their future
- Students link curriculum areas to careers to prepare for GCSE options
- Students attend an internal careers convention

## Year 9

- Careers education is part of the PHSE programme, continuing to identify strengths and make informed decisions about pathways linked to their option choice's abilities
- Tutors deliver tutorial careers programme via UNIFROG programme and students continue to log their experiences on this.
- Careers education is part of the assembly programme and life values and society lectures
- Students are encouraged to investigate different jobs and careers and develop an idea of the implications for lifestyle, budgeting, work/life balance through the UNIFROG website and other career websites.
- Students learn to challenge stereotypes in the world of work and traditional job roles
- Access to impartial careers advisor is available on request and students learn where to find more information about specific courses/careers
- Students continue to engage with local employers and HE and FE institutions
- Students make informed GCSE option choices, after attending a GCSE Options Fair

- Students attend an internal careers convention

## **Year 10**

- Careers education is part of the PHSE programme, with focus on CV and cover letter writing, work experience and employability.
- Tutors deliver tutorial careers programme via UNIFROG programme and students continue to log their experiences on this.
- Careers education is part of the assembly programme and life values and society lectures
- Students explore post 16 pathways through a variety of activities; Unifrog tutorial programme including personal development activities, achievements, and research on key websites
- Students learn about career pathways, online appearance, employer expectations of workplace behaviour, preparing a CV and preparing for interview
- Students develop employability and economic awareness, and begin to identify which careers appeal to them and set realistic future goals through the PSHE and tutorial programme.
- Access to impartial careers advisor is available on request and students continue to find more information about specific courses/careers
- Targeted support with impartial careers advisor for identified students
- Students begin to develop interview skills through the work experience programme and/or mock interviews with a local employer
- Students attend an internal careers conference

## **Year 11**

- Careers education is part of the assembly programme, with focus on next steps, successful transition and employability.
- Tutors deliver tutorial careers programme via UNIFROG programme and students continue to log their experiences on this.
- Students are supported with Post 16 choices and encouraged to consider all options including further study and apprenticeships

- Students are encouraged to consider how Labour Market Information (LMI) is relevant to their Post 16 options
- All students have a one to one guidance interview with a Level 6 Qualified Careers Advisor
- Students use careers interviews to help understand career pathways and entry requirements and are encouraged to make contingency plans for better/worse results than expected
- Students also have optional access to additional independent and impartial advice and are encouraged to use careers resources and find out where to learn more about specific courses/careers
- Students are encouraged to think about the kind of behaviour potential employers look for
- Students are encouraged to attend careers talks, fairs, college open days and taster days with employers
- Students are assisted further with CV writing and are encouraged to have a completed CV and cover letter
- Students are kept up to date with post 16 deadlines, open evenings and appropriate internal and external careers events
- Students attend an internal careers conference

### **Year 12/ Year 13**

- Careers education is part of the Personal Development tutorial programme with focus on next steps
- Tutors deliver tutorial careers programme via UNIFROG programme and students continue to log their experiences on this.
- Students are encouraged to think about the kind of behaviour potential employers look for
- Students attend HE conventions, HE, HE shadowing and HE open days
- Students are encouraged to attend Next Steps South West activities at all partner institutions
- Students are assisted with UCAS personal statements, UCAS applications and UCAS interviews/auditions
- Students are kept up to date with apprenticeship vacancies and undertake relevant activities during national apprenticeship week
- Local employers, employees and alumni present during 6<sup>th</sup> form assemblies
- Talks from HE providers in bespoke sessions and assemblies
- Students attend an internal careers conference





## Marine Academy Careers Overview

Career Related Activity	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
Assembly	✓	✓	✓	✓	✓	✓	✓
Taught career programme	✓	✓	✓	✓	✓	✓	✓
Visits from employers	✓	✓	✓	✓	✓	✓	✓
Visits to employers		✓	✓	✓	✓	✓	✓
Work experience				✓		✓	
HE taster days	✓	✓	✓	✓	✓	✓	✓
Visits from FE/HE	✓	✓	✓	✓	✓	✓	✓

Enterprise activities	✓	✓	✓	✓			
Building my skills	✓	✓	✓	✓	✓	✓	✓
Mock interviews				✓		✓	✓
Careers talks	✓	✓	✓	✓	✓	✓	✓
Internal careers fairs	✓	✓	✓	✓	✓	✓	✓
External careers fair (targeted students)				✓	✓	✓	✓
One to one guidance interviews	On request	On request	On request	On request	✓	On request	✓
National Citizenship Service					✓	✓	
Web based activities / careers websites	✓	✓	✓	✓	✓	✓	✓
Employability workshops (targeted students)	✓	✓	✓	✓	✓	✓	✓

# MAP AWARD

The Marine Academy MAP Award has a direct focus to supporting and encouraging students to continually develop and log examples of key employability skills that link to our core values. By logging their examples of where they have demonstrated our 12 key employability skills, student will be able to draw on these examples during the application and interview process when applying for their next steps. The examples are logged onto Unifrog which allows students to keep track of their progress and download a report of their demonstrated skills ready for interviews.

From the start of year 7 students work towards developing these skills which are delivered through the tutor programme and their life values and society lessons.

Every 3 weeks the Academy has a focus on a different employability skill when it is embedded at the heart of the Academy.

Students are supported to recognise when they have demonstrated a skill by being awarded a MAP Award Postcard by their teachers in lesson or unstructured time.

All students are working towards being 'career ready' by achieving 4 examples of each employability skill. They are awarded with bronze, silver and gold badges as they progress along their MAP Award journey.

## MAP AWARD

**Continually develop your character to ensure you are career & university ready.**

*"Character is important—a C.V may get you the interview, but it's character that will get you the job." (Astronaut Tim Peake).*

LEADERSHIP	RESILIENCE	ASPIRATION
Leadership	Resilience / staying positive	Planning / aiming higher
Team work	Problem solving	Learning
Communication	Reflectiveness	Reading
Critical thinking	Risk taking / courage	Networking

Above are 12 key employability skills that recruiters and admissions staff often say they look for. In any application you do, whether it be for education, training or a job, you'll need to provide evidence of how you have developed your skills. Showing evidence means being able to describe the specific things you have done and how you were able to demonstrate a particular skill. For each skill you demonstrate, you will need to upload an example onto your UNIFROG account. Successful completion of the MAP award each year will ensure you are not only **career ready**, but able to successfully articulate the skills you have developed with specific examples.

<b>Bronze Award</b>	<b>Silver Award</b>
1 example for each employability skill uploaded to UNIFROG.	2 examples for each employability skill uploaded to UNIFROG.
<b>Gold Award</b>	<b>Career Ready</b>
3 examples for each employability skill uploaded to UNIFROG.	4 examples for each employability skill uploaded to UNIFROG.

WE ARE LEADERS. WE ARE RESILIENT. WE ARE ASPIRATIONAL.

## MAP Award Postcard

**Congratulations** you have demonstrated the **employability skill** of \_\_\_\_\_!

You demonstrated this skill by...

Show leadership

Show resilience

Show aspiration

**Continually develop your character to ensure you are career and university ready.**

*"Character is important—a C.V may get you the interview, but character that will get you the job." (Astronaut Tim Peake).*