

# SMK GATEWAY

## Careers Information, Advice and Guidance Policy

*Approved July 2023  
Due for review in July 2024*

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**SIEVEMK GATEWAY**

Creating Opportunities • Delivering Excellence • Changing Lives

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## School Vision

SMK Gateway seeks to maximise the life chances of all the young people referred to us and so it is crucial to prepare young people for life beyond school and college.

Trustees have therefore adopted this policy in order to provide a clear commitment to Careers Information, Advice and Guidance.

## Policy Scope

This policy covers Careers Information, Advice and Guidance given to students during their placement with us.

The legal duty of schools to ensure that a range of education and training providers can access pupils in Year 7 to Year 11 for the purpose of informing them about approved technical education qualifications or apprenticeships is covered by the referring school.

All members of staff at SMK Gateway are expected to be aware of this policy and the importance of Careers Information, Advice and Guidance (CIAG) in the education of students; CIAG is not the sole responsibility of SMK Gateway for those students who are referred to us.

It is important that students leave school aware of themselves as individuals, aware of the opportunities available to them and able to make some decisions about their own life. They should be prepared for the transition from full time education to the world beyond. It is to these aspects of personal and social development that this policy will contribute.

## Objectives

The objectives of the policy are as follows:

- To ensure that all students receive a personalised personality assessment in order to reflect on a range of careers which they may not have previously considered
- To enable all students to learn from information provided about potential careers
- The Careers Match report should be individual and address the needs of each student
- To link the curriculum learning to careers learning
- To provide each student with the opportunity to receive personal guidance

## Our Responsibilities

SMK has a series of responsibilities:

- Careers advice must be represented in an impartial manner, showing no bias towards a particular institution, education or work option
- This advice must cover a range of education or training options
- This guidance must be in the best interests of the pupil

SMK will base its careers provision around My Careers Match, a summary of which can be seen in Appendix 1.

SMK Gateway believes that good CIAG connects learning to the future. It motivates young people by giving them a clearer idea of the routes to jobs and careers that they will find engaging and rewarding. Good CIAG widens pupils' horizons, challenges stereotypes and raises aspirations. It provides pupils with the knowledge and skills necessary to make successful transitions to the next stage of their life. This supports social mobility by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.

We will continuously monitor our CIAG offer and seek further improvement. This will be done by the personnel involved in the design and delivery of the programme as well as by external stakeholders who assess the work of the school (e.g. Independent Schools Inspectorate, Department for Education and Ofsted)

## Provider Access

The legal obligations under Section 42B of the Education Act 1997 are covered by each referring school and where possible SMK Gateway will look to enhance the following for our pupils in years 7-13:

- 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
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through group discussions and taster events (if applicable)
- To understand the process of making applications for the full range of academic and technical courses.

SMK Gateway will then work with relevant local providers in order to signpost opportunities for them to share information about education and training opportunities

## Monitoring, Evaluation and Review

The Headteacher will ensure that Careers Match is provided within the first half term of placement and an individual report is available for each student at the most appropriate point of the term. The effectiveness of this policy will be measured in a variety of ways:

- Feedback from all stakeholders
- Feedback from external visitors to the school such as Ofsted
- Monitoring of students through their referring school following reintegration back into their mainstream setting.

The trustees will review this policy annually.

## Appendix 1 Summary of Careers Match

MyCareerMatch Career Profile is a powerful assessment that matches a student's personality style to careers they would love.

In under 15 minutes students receive a personalised (PDF) Career Profile which immediately engages them about career choices and starts a positive conversation about their future.

### Benefits

- Helps build confidence and a positive self-image
- Discover personal strengths and employability skills – with text that can be added to a CV
- Suggests 'Top 5' career choices + 40 more
- Provides content to write a professional resume
- Encourages positive career talks with parents and teachers

MyCareerMatch uses four style identifiers, (D) DRIVER, (P) PROMOTER, (S) SUPPORTER and (A) ANALYSER. When blended together in varying percentages, these four personality styles combine to give us our unique personality styles.

Students are then presented with personalised descriptions of their own 'style', words that describe them, work related strengths and qualities, suggested ideal job environments, how they make a difference to a team, self-improvement tips as well as career and employment sector recommendations to consider.

### Linked Policies

Curriculum Policy  
Equality and diversity policy  
Safeguarding policy