



Employability Learning and Careers Education, Information and Guidance Statement of Entitlement

As a student at Goldington Academy, you are entitled to receive a programme of work related and career related learning, careers information and impartial advice and guidance, designed to help you to recognise and develop your skills and abilities, know what opportunities are available in the world of work and to make plans to help you achieve your education and career goals.

At all Key Stages you can expect to:

- access a planned programme relevant to your year group
- access a qualified impartial and independent careers adviser for personal advice and guidance
- recognise your likes, dislikes, influences, strengths and preferences in relation to career decisions
- have information about the world of work and how the labour market is changing
- be given information about further and higher education, training and apprenticeships and employment routes
- take part in activities which challenge stereotyping and raise your aspirations
- develop skills and qualities to improve your employability
- develop enterprise skills
- be well-prepared for different transitions
- help to develop financial capability skills
- develop and strengthen your personal presentation skills for selection processes
- signposting to relevant up-to-date and impartial sources or careers information and advice
- not have limitations imposed on your aspirations based upon your social, economic or ethnic background.

ALL STUDENTS WILL:

By the end of Key Stage 3:

- begin to develop an awareness of your individual skills, strengths, and preferred learning styles in relation to post-16 pathways and future goals
- be able to access careers information and resources via the Careers Hub and Grofar
- receive careers information and on-going support from staff such as your tutor and Careers Leader
- participate in careers exploration via PSHE lessons and careers learning platforms
- have listened to talks and presentations on different careers
- have been given the opportunity to speak to representatives from various sectors of the world of work
- contribute to the careers programme as a Futures ambassador
- participate in trips and visits with opportunities to ask employers questions about career pathways within their sector
- have opportunities to evaluate individual achievements, e.g. rewards assemblies

By the end of Key Stage 4:

- experience careers education, focused on your development, labour market awareness, educational pathways and employability skills, as part of Life Skills, through tutor times and through assemblies
- be offered at least one personal guidance appointment with a qualified, independent, impartial careers adviser
- devise an action plan towards your careers goals
- have taken part in an enterprise activity
- have listened to talks and presentations on different careers
- have been given the opportunity to speak to representatives from various sectors of the world of work
- contribute to the careers programme as a Futures ambassador
- participate in trips and visits with opportunities to ask employers questions about career pathways within their sector
- have developed financial capability skills
- have produced and reviewed a curriculum vitae
- have written a formal letter, e.g. covering letter
- been given impartial advice and guidance on post-16 education, employment and training and apprenticeship options
- develop presentation and interview skills
- be able to access careers information and resources via the Careers Hub and Grofar
- have opportunities to evaluate individual achievements, e.g. rewards assemblies