



Careers Policy

This policy is in line with the Vision and Mission Statement of the school

Vision Statement

Abrar Academy's vision is to create knowledgeable and worldly citizens who conduct their lives and lead others in an Islamic manner.

Mission Statement

Abrar Academy instils a sense of purpose and responsibility into students through Islamic and Secular education in order to cultivate confident citizens, outstanding role models, and inspirational leaders for their communities with a strong sense of morals and ethics for both Muslims and non-Muslims alike.

Abrar Academy creates an environment where the acquisition of knowledge is cherished, where equality and diversity are celebrated, where students are secure in understanding their faith through knowledge and practice, and where humility and service to others are prized.

Document control: This policy has been approved for operation within Abrar Academy.

Date of last review	September 2022
Date of next review	August 2023
Review period	1 Year
Approved by	SLT

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Overview

Abrar Academy recognises the crucial aspect of careers advice at every step of a student's academic life to promote social mobility. As such, the school aims for the following aspects:

- Impartially directing students' attentions towards the importance of a career, and how their future employability is able to affect their entire lives and help benefit their wider communities.
- Addressing the students as mature individuals, who can fulfil their potential to aim high on the career ladder due to their unique schooling.
- Ensuring students are aware of the broad range of opportunities available to them, and allowing them to make informed decisions, regarding how they wish to proceed.
- Working in partnership with sixth form staff and external employers for the post-16 students, to guide them in their next stages of academia/employability.

Abrar Academy is committed to following Gatsby benchmarks of Good Career Guidance:

1. A stable careers programme
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
8. Personal guidance

Procedure

Abrar Academy takes every opportunity to encourage students to be involved in their own decision-making regarding their aspirations and dreams for the future. Students are introduced to the many career choices available as soon as they enter the school. This careers guidance and development are then taken to the next step as students progress through the years. Abrar's careers guidance programme is led by the careers officer who oversees the progression from year to year and ensures the relevant advice is given and action is taken.

Below is an outline of how Abrar Academy combines career guidance, alongside all other academic and enrichment policies.

Process and Implementation

Careers education starts in Year 7, with pupils learning about employment through the PSHE curriculum, and gradually building their knowledge up over the years. Alongside their PSHE studies, they will also partake in assemblies, enrichment activities, form tutor time, employer encounters, workplace experiences, and sessions with an independent Careers Adviser. Pupils will learn about the factors important to making informed decisions, including personal learning style and career aspirations. They will investigate different career paths and establish their suitability for their chosen areas of interest. Pupils will also learn about the importance of their GCSEs and how they can progress onto suitable FE and HE courses. Like this, they will

begin to build a picture of their career aspirations and start to evidence understanding of key Employability Skills, both through the PSHE curriculum and in practice:

1. Communication and interpersonal skills
2. Problem solving skills
3. Using your initiative and being self-motivated
4. Working under pressure and to deadlines
5. Organisational skills
6. Team working
7. Ability to learn and adapt
8. Numeracy
9. Valuing diversity and difference
10. Negotiation skills

PSHE/Citizenship curriculum

Employment/Career-related topics covered from the PSHE, and citizenship curriculum are listed below:

Year	Topic	Activity
7	Mental health Healthy living	Research on the variety of jobs that could be found in the health industry
8	Careers in Maths/Science/English	Students think of a role that may be suitable for them and think of the maths/science/English skills needed for that role.
9	Stem Careers, Employability skills- Motivation, Problem solving, Initiative	Learn about the correlation between gender and the uptake of STEM subjects
10	Work experience, Citizenship in the workplace, Health and safety, Protection at work	Learn importance of using common sense, not make assumptions and always be professional on work experience placements How can selling your skills help you make a name for yourself in your industry
11	Careers, finding what is best for you, Different jobs, Curriculum vitae, Employability, Preparing for interview	What employers are looking for in a CV, how to find the right career, researching careers, what could applicants do to improve their interview

****More information regarding the topics listed above can be found here:****

<https://drive.google.com/drive/folders/1KB7TMKDveKoNglBdAEeSwnZ9JMzSktjh>

At KS4 and KS5 pupils participate in careers sessions where they work on skills such as CV making, application letters and the process of applying for college. These skills are reviewed by the Careers Officer.

Abrar Academy has links with Wise Origin college to support Abrar Academy with all career advice and support related to Key Stage 3, 4 & 5. These career support sessions consist of career coaching and advice, covering various enrichment activities and workshops such as personal development (self-assessment/communication skills), apprenticeships, traineeships, further education and different career paths.

KS3 & KS4

- Students research different careers with the guidance of their form tutor.
- Students learn and research different careers and labour market information.
- The careers lead speaks to the students in an assembly regarding future career plans.
- Students are given guidance with regards to career pathways in accordance to GCSEs they take, as well as being encouraged to explore possible apprenticeships.
- Students complete surveys regarding career choices
- Students learn about finance and profit through fundraising events
- Students learn public speaking skills, reading and writing skills through delivery of their own class assemblies.
- The students study different occupations, and vocabulary as part of the MFL programme of study.
- Professionals from multiple fields come in to speak to students about their experiences.
- Students are also given the opportunity to visit various workplaces, e.g., museums, and animal centres. This enables them to gain an insight and invaluable experience of different careers.
- Students take part in various competitions such as the young writers' poetry and creative writing competitions to help them develop skills in their area of interest.
- Pupils from Year 9-11 will be provided with impartial careers advice (personal guidance interviews) from a Careers Adviser.
- Y10 & Y11 Students receive guidance from staff advising them on their future, including A-level and BTEC options.
- Y10 & Y11 Students are given responsibilities working in the library or organisational responsibilities for the annual conference and graduation ceremony.
- All year 11 students are allocated set designated hours, with respective form tutors, in order to give them the opportunity to individually research and explore their future options, and gain a clearer understanding of the importance of a well-chosen career, using different websites such as <https://nationalcareersservice.direct.gov.uk/> <https://icould.com/>
- Y11s are signed up to <https://www.startprofile.com/> to help raise aspirations.

At KS4 and KS5 pupils participate in regular careers sessions where they work on skills such as CV making, job interviews and Employability skills. These skills are reviewed by the Careers Officer. Abrar Academy has links with Wise Origin college to support Abrar Academy with all career advice and support related to Key Stage 3, 4 & 5. These career support sessions consist of career coaching and advice, covering various enrichment activities and workshops such as personal development (self-assessment/communication skills), apprenticeships, traineeships, further education and different career paths.

Career Action Planner

The Careers Officer will help pupils complete their Career Action Planners and review them regularly. During this process, they will:

Listen to pupils' initial ideas, qualifications, skills, experiences, circumstances and life aims help pupils identify options and advise them on how to achieve their goals	1 session in Year 9
support pupils in choosing and applying for work visits/work shadowing/work experiences, as well as challenging them to explore opportunities they have not previously considered	1 session in Year 10
Undertake post-experience reflections with them, with the help of their Work Experience Diaries, to help them understand the learning outcomes from their experience	1 session in Year 10
Allow pupils to explore and gain information about training, education and occupations beyond school.	1 session in Year 11
Support pupils in their college/apprenticeship application process and understanding pathway routes	1 session in Year 11

Form tutors will also be encouraged to view these Careers Journals to help inform careers education planning, and to tailor support for pupils. These records will help Year 11 pupils create a CV.

KS5

- Subject staff guide students about the career options available with their chosen subject.
- Sixth Form students research different universities and complete applications for their chosen university through guidance of the Careers Officer.
- Students are able to take part in the organisation and running of clubs and fundraisers, which enhance their enterprise and leadership skills.
- Students are given the opportunity to explore post-18 apprenticeship routes.
- Sixth Form students have meetings with the Careers Officer to discuss the suitability of their post-Sixth Form options.

Wise Origin College are supporting Abrar Academy with preparing 16–18-year-olds to become more qualified through the Level 3 Study Programme. This programme is designed to meet individual learning needs and prepares them for higher learning, training, or employment. We offer a wide range of qualifications such as Level 3 Diploma in Supporting Teaching and Learning and Level 3 Diploma for IT Users.

The guidance must help to encourage students to fulfil their potential. To this end, we should enable pupils to 'know themselves' and how their strengths, weaknesses and interests relate to the world of work; learn about different careers and opportunities; obtain individual guidance; have some work experience; and gain information about training, education and occupations beyond school. We will consciously work to prevent all forms of stereotyping in the advice and guidance they provide to ensure that students from all backgrounds and diversity groups consider the widest possible range of careers, including those which are often portrayed as primarily for one or other of the sexes.

Employer encounters and workplace experiences

Throughout both key stages, pupils will have numerous encounters with employers - both in school and through a range of outdoor visits, learning about different careers Each cohort have up to 5 encounters per year with an employer. Encounters may include:

- Extra-curricular activities
- Careers fairs
- Employer talks
- Mock interviews and CV workshops

Year 10 pupils undertake a week of work experience in their chosen areas to learn about the world of work. They are given a Work Experience Diary in which they document their experience on a day-to-day basis.

Pupils will also be given timely information of local open days and careers fairs and make decisions to plan their careers; pupils will log any they attend in their Careers Journal. Additionally, Year 11 pupils will take part in a careers fair.

Guest Speakers

At least 6 guest speakers are invited every year to provide students with an insight into the different Routes leading up to their chosen career paths. This helps pupils to explore the careers that suit them best and prepare them to follow their desired paths. Pupils learn about different work sectors and are taught to challenge the various stereotypes and discrimination that exists in the world of work.

Guest speakers are asked to cover the following points:

- How and why they chose that career: how they got into it, ambitions, interests, personality, motivation, etc.
- Career path: how they got there, grades, CVs, interviews, school, college relevance, subjects, courses, different routes, external help, etc.
- Work experience: what is it like, what it entails, purpose, easy part, hard part, what to expect, skills required, teamwork, salary, what they learnt, challenges, balancing life with work, work environment, travelling, typical working day, responsibilities, etc.
- Islamic perspective/humanitarian aspect: Muslim man in a working environment in a working environment, British values, individual and personal contribution, etc.
- Further careers prospects: personal and professional development and modern technology. Further information: where to go, what to do, useful links, approach careers adviser.

Year	Example of experience/encounter
7	Preston Bowland Wild Boar Park employer encounter
8/9	Talk by a professional.
10	Workplace visit (see a work environment first-hand, observe work processes and talk to staff about their roles), work shadow (follow an employer/employee at work for a day or longer to find out about what they do) or work experience (doing real work tasks in a workplace – less than a week/1-2-week block/regular commitment, e.g., one day a week for a few weeks)
11	Careers fair, STEM Event (West Lancashire College)

Outcomes and Impact

Through our careers programme, pupils develop positive attitudes and increase engagement with further education and the world of work. Pupils are able to:

- Evaluate their own strengths and build on their own areas of development
- Engage fully in career planning and understand the skills required to be successful in their future pathway
- Plan and take control of their future, making informed decisions at key points of their education
- Set achievable goals and identify the practical steps that can be taken towards these goals
- Develop employability and enterprise skills, such as teamwork and communication

Our careers programme will be regularly evaluated with feedback from stakeholders:

- Pupils will be debriefed after each event they have attended (in-school or out) – debriefs may be an informal discussion with their form tutors or questionnaires/surveys; they will also have a chance to discuss the careers programme in School Council meetings.
- Parents will have the opportunity to give feedback on parent consultation days, Year 11 parents will also be given the opportunity to complete a Careers Education survey.

- Teachers will be informed of updates, briefed on activities and asked for feedback via staff meetings. Teachers will also be debriefed post-events, especially if any events have links with their subjects. Teachers will be consulted when the school plans to contact alumni and employers for encounters.

Feedback Data

All feedback will be used to inform decisions about the future development of the careers programme. Ex-pupils' destination data will also help us measure the impact of our careers programme. Destination data includes accurate data for each pupil on their education, training or employment destinations for three years after they leave school. This will be collected via annual questionnaires sent to all ex-pupils via. The school will use destination data to compile a list of alumni who can support our careers programme (for e.g., asking an alumnus to talk to pupils about their career journey and the industry they work in). Destination data will also be analysed and compared with local authority destination data to identify any deficits in take up of pathways, subjects or courses that could be addressed by better tailoring of the careers programme. The data will also be used to track the impact of challenging stereotypes on pupil choices.

Our school attempted to join the Enterprise Adviser Network, but at present, we are not eligible as an independent school. As such, we do not have an Enterprise Coordinator and Adviser; instead, the Careers Leader will make as many links as he can to local employers. They will support our careers programme by helping us implement it, as well as having the opportunity to challenge it; and will be able to offer information, advice and guidance.

The Careers Leader, form tutors and the Careers Adviser will be asked to complete the online training, 'An Introduction to Careers Leadership', on careersandenterprise.co.uk.

'Entitlement Statements' for all year groups will be displayed on the Careers Notice Board, visible to all pupils and parents. They will detail what each year group will have experienced and completed by the end of the year. This information area will also have posters, a list of useful websites and a helpline number, and alumni profiles; these will help pupils understand the range of different opportunities available to them. The board will also display the name and email of the Careers Leader.