



# Harmonize Academy

## *A Vision for Life*



- **Quick reference guide to Careers Education**  
**@ Harmonize Academy 2020/21**

**Karo Onowighose**  
**Careers Leader**



# Partner Agencies



The Careers & Enterprise Company exists to prepare and inspire young people for the fast-changing world of work by creating career opportunities and connections to potential employers. They are UK wide and support us in ensuring we meet the Gatsby benchmarks through key Audit tools and event trackers. They also provide information for local networks that support schools and Academies.



Start is a free and comprehensive digital platform, offering Harmonize Academy a single starting point to help simplify and improve careers guidance. By following Start's structured and progressive activities, the platform caters for all students helping them to make more informed decisions about future study and career options at the right time and in good time. All Students across the academy have now had access to the Start program and have set up their online profile. All new starters to the Academy will have the opportunity to set up a profile within their first few months of joining us. This platform will provide our students with real world information about jobs that would suit them, it will also allow them to explore pathway options from as early as year 8 and will also allow them to build a record of all the careers and development work they have done whilst at Harmonize Academy. This will help student be better prepared for the world upon leaving the Academy in Year 11.



For over 15 years Teach First have been helping schools build a fair education for all. By developing the next generation of great teachers and brilliant leaders and by growing a powerful network of talented people committed to change. TeachFirst now work with schools in every region of England and in Wales, helping them make a difference where it's needed most. 63% of our former trainees who still teach work in schools in low-income areas. 56 are now headteachers, 402 are senior leaders, and 1,547 are middle leaders.

# The Gatsby Benchmarks



## The Gatsby benchmarks have a key role in:

- ensuring our students can benefit from and contribute to the success of the proposed new industrial strategy for the UK.
- underpinning the Department for Education guidance to schools and colleges on meeting their **statutory responsibility** for careers guidance. Having been awarded the Gatsby Accreditation, we must ensure that these benchmarks are **maintained by September 2020**. As part of the application for the quality in Careers Standard we hope to meet these much sooner. We will work with our partner agencies and together as colleagues to ensure that all students at **Harmonize Academy** have a clear and in depth knowledge of careers education information and guidance to allow them to make informed choices during their time with us.
- raising young people's aspirations and promoting access to all career pathways.
- enabling **all young people** to develop the skills and outlook they need to achieve career wellbeing, including adaptability and resilience. A key focus for our Academy will be ensuring that SEND, vulnerable and the more able have personalised and meaningful provision to allow them to make informed choices at their development stages.



## The eight 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



GATSBY

# Harmonize Academy Careers Provision Action Plan (1)



## CEIAG Leader - CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG)

**Mr Karo Onowighose (OK)** : Strategic Leader for Careers Education, Information, Advice and Guidance

Contact Details : Email: [okaro.onowighose@harmonizeacademy.org](mailto:okaro.onowighose@harmonizeacademy.org)

Tel: 01512031934



## Lower Academy Provision

Students in **year 9** will be introduced to the **Start profile**, which is an online system designed to provide up to date information relating to careers and further education information. The site allows students to access key information related to their future and will help them make decisions about their choices during their time at Harmonize Academy.

During the lower academy programme students will have the opportunity to be involved in careers events, trips and competitions that we believe will aid their careers development and help them grow in confidence.

Students will also access specific lessons that focus on CEIAG as part of the **PHSE programme** where teachers will discuss vital information related to careers and further education programmes.

## Upper Academy Provision

During **year 10-11 students** will have a wide range of opportunities to develop their careers goals and ambitions.

All of the events we offer at Harmonize Academy are designed to suit the needs of all upper Academy learners. All students across the upper Academy will continue to manage their online start profile adding key information and narrowing their search for future pathways. They will go deeper into the software researching labour market information helping them make clear and informed decisions about their future.

Year 10 will also attend the **Careers day** and **mock interview conference** allowing them to ask pertinent questions to relevant providers regarding their future. This will allow them to make more informed decisions regarding their future options. Students in **year 10 & 11** will be introduced to the **Start profile**, which is an online system designed to provide up to date information relating to careers and further education information. The site allows students to access key information related to their future and will help them make decisions about their choices during their time at Harmonize Academy.

Year 10 will also have the opportunity to complete a two day college placement at a local college. This secondary college experience is designed to open the eyes of students and get a real taste of college life. They will select options and attend college as if they were a college student. This allows our students to experience college first hand and will allow to experience lessons and procedures related to college life.

In the summer term some year 10 students will complete a one week work experience programme. This programme will give the students the opportunity to experience the world of work. Our students self place meaning they are responsible for sourcing employment, making the necessary applications and attending their week of work. They are supported by Academy staff in writing letters, writing CV's and completing applications as necessary. We believe this approach allows students to become much more independent and this in turn will prepare them better for the world after Harmonize Academy.

Year 11 becomes much more focused with each student attending personal interviews with a careers advisor. The advisor will discuss post 16 options in detail and work with the students to aid them in making post 16 decisions. Action plans are formulated so that students have clear goals and these can be discussed with **mentors, form tutors and parents**. Our aim is to support year 11 students in the application processes for college, sixth form, apprenticeships or employment to ensure that when they leave Harmonize they are prepared and engaged for their next steps.

# Careers Provision (2) & Events



## Start Profile CPD

03/09/2020

Year group : All Years  
Duration :Open  
Lead Staff: OK



Staff training for teachers, mentors and other colleagues at harmonize academy. Teachers would have access to laptops to register and will give colleagues a platform on how to link careers in the curriculum. Departments would use Start on different times across the year.

## Careers day 21/1/2021



The Careers day is an event that we **run every year** here at Harmonize Academy. It involves a large number of potential **employers coming in to the Academy** to set up a stall, and then we allow all students to access these **employers face to face** to ask questions, gather important information and find out about a range of career opportunities. This is a great opportunity for our students to get information and guidance from employers in the field they are interested in.

**YEAR GROUP:** ALL YEARS  
**DURATION:** 1 DAY  
**STAFF:** /OK/LK/Whole school

Virtual Open evenings &  
Mornings across the year

## Work Experience 01/06/2021



Work Experience will take place in the **summer term** and will be primarily focused on the year 10 and 11 students. Each student will **'self place'**, meaning they will have to seek and organise their own employment for the week. This is a vital skill in itself, as students will have to email, telephone and meet potential employers before they go to complete the 2days. This gives students a realistic view to the **world of work** as they will follow the **employers guidelines** for those 2days.

**YEAR GROUP:** YR 10 & 11  
**DURATION:** 2-3 days  
**STAFF:** OK/HJ

## Mock Interview Conference



The interview conference is an event when **employers and professionals visit Harmonize Academy** to meet face to face with our students. Students will be **interviewed** a number of times over the course of the day and gain valuable experience of interviews. Employers and Academy staff will be able to provide feedback to students so that they full understand how to improve their techniques when meeting with potential employers. On this day students will be out of uniform as they are expected to dress professionally as if the interview was real. This is a **new initiative** introduced from Jan 2021

**YEAR GROUP:** YR 11  
**DURATION:** 1 DAY  
**Lead STAFF:** HJ



As well as these flag ship events we also offer our students opportunities to work with partner agencies, discuss and work on careers in PHSE, have high quality assemblies from both internal staff and external partners and discuss careers with a wide range of staff.



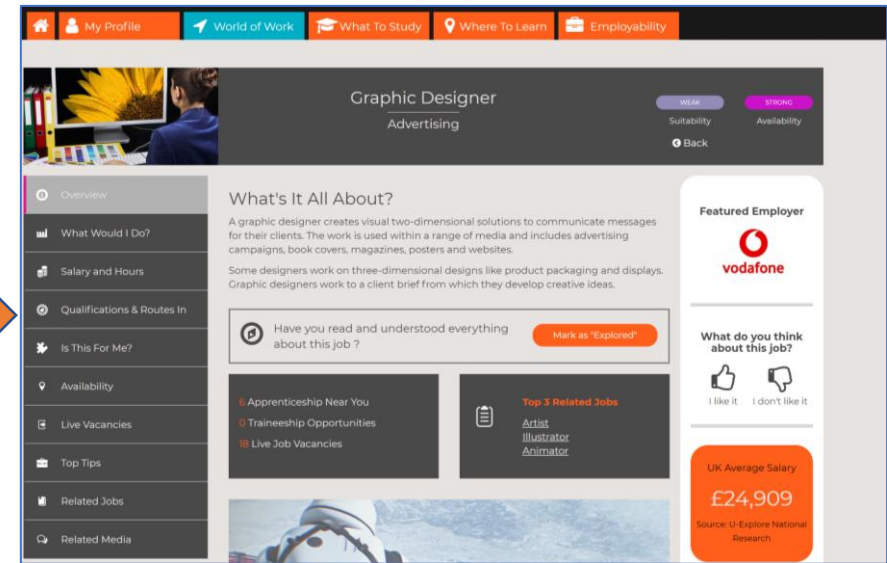
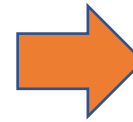
At Harmonize Academy all our students will have access to the Start programme and should have already set up a profile. The new cohort that join us in September will have the opportunity to join the software in the first term.

Over the course of the year we will be using the Start programme more and more to enhance form time activities, PHSE lessons and even classroom based lessons.

Student can use the software in a number of ways some examples are highlighted on this page.

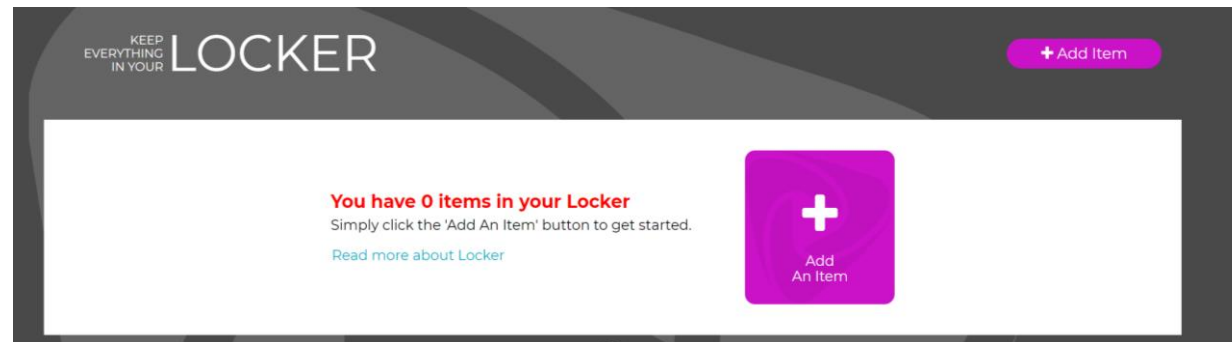
However students could simply use the internal search engine to find out about a careers or skill. There are videos, links and much more.

## See 'Start Staff Guide' on how to register & access.



Once a student finds an interesting job they can access further information simply by clicking the job/career. The programme will then give up to date labour market information on that career including **qualifications and routes in**, salary information and even live links to real world jobs and apprenticeships.

Here is an example of the Home page/profile page. Here students can **add interests, skills qualities, preferences and choices** and from the data provided the software will provide our students with a range of suggested jobs.



An important feature of the Start programme is the **LOCKER**. This is a place where students can add evidence for the careers based activities they have completed over their time at Shavington Academy. This is something similar to the old records of achievement but will allow students to **collate evidence ready for important applications** for post 16 pathways.