



Community College

# Careers Policy

# **Stoke Damerel Community College Careers, Employability and Enterprise Policy**

Rationale for Careers Education Information Advice and Guidance (CEIAG)

**Careers Education, Information Advice and Guidance makes a major contribution to preparing young people for the opportunities, responsibilities and experiences they will encounter at school, in further education and in working life. It aims to help all students make a successful transition to adulthood by:**

- Supporting young people to achieve their full potential
- Empowering young people to plan and manage their own futures
- Providing comprehensive information on all options
- Raising aspirations
- To support inclusion by promoting equality, diversity, social mobility and challenges stereotypes
- Enabling young people to sustain employability and achieve personal and economic wellbeing throughout their lives
- Promote participation in learning

**The CEIAG programme at Stoke Damerel Community College follows the principles of the Gatsby benchmark<sup>1</sup> which sets out a framework of good practice –**

1. A stable and embedded programme of careers education and guidance
2. Good quality information about future study options, jobs and the labour market
3. Opportunities for advice and support tailored to young people's needs
4. Subject teaching linked to careers
5. Several opportunities to learn from employers and employees
6. Experiences of workplaces
7. Opportunities to hear from representatives of FE, HE and apprenticeship providers
8. Personal guidance from a professionally qualified careers adviser, at the right time.

## **Purpose**

Stoke Damerel Community College is committed to career, employability and enterprise learning and development and it intends to fulfil its statutory obligations by providing a best practice careers service.

It supports the school's overall vision and is included in the School Improvement Plan. Governors and senior leaders have a key role in developing and approving the policy and a strategic plan and this process ensures a high profile and a secure place for CEIAG within the school curriculum.

This policy supports and is underpinned by key school policies including Curriculum, Special Educational Needs, SMSC and Equality and Diversity.

## **Commitment**

Stoke Damerel Community College is committed to providing a planned programme of careers education activities for all year groups, with opportunities at key transition points to access impartial information and expert independent advice and guidance.

It is also committed to maximising the benefits for students by using a whole school approach involving parents, carers, employers, past students (Alumni), external IAG providers, the wider community and FE and HE establishments. To reinforce its commitment to the area, the school is committed to maintaining the Investor in Careers Award.

## **Management**

A senior leader has strategic responsibility for CEIAG and oversight of the Careers and Employability Lead, Stephen Gill.

The senior leader and Careers and Employability Manager will review and evaluate the provision with all stakeholders including young people, parents, employers and external IAG providers, taking into account the school's destination information annually.

## **Careers Team**

Miss Sarah Trezona- Careers and Employability Manager

- Develop external links to support CEIAG within curriculum areas
- Support the development of employability skills
- Develop links with local and national employers
- Signpost students to appropriate CEIAG advice and information
- Provide 1:1 Information Advice and Guidance to students in year 8 and in year 11
- Support the delivery of the careers advice programme
- Liaison with local FE colleges, training providers and Universities
- Providing advice and training to support teaching staff

Mrs Kate Gannon- Next Steps South West<sup>2</sup> Coordinator

- Coordinates events for targeted students under the Next Steps contract

Mrs Alicia Smith- STEAM Coordinator

- Coordinates STEAM events in the school
- Manages the STEAM committee across the school
- Develop a team of STEAM ambassadors within the school
- Delivers assemblies across the school
- Lego club- exploring chain reaction.
- Liaison with local FE colleges when they have STEAM events
- Coordinate women into STEAM events held at Exeter University

Samantha Mac Donald- STEAM Assistant Coordinator

### **All teaching staff**

- Link curriculum areas to careers
- Support the development of employability skills
- Promote progression routes within their curriculum area
- Feedback specific student needs (or opportunities) to the CEIAG team
- Signpost students to appropriate CEIAG advice and information
- Engage with SDCC careers CPD

### **Pastoral Team**

- Ensure they are familiar with the Academy career plan and its objectives
- Working with the CEIAG team to provide additional support for the NEET risk group
- Encourage students to think positively about their career prospects and what they could be doing to enhance their life chances
- Feedback specific student needs (or opportunities) to the CEIAG team
- Tutors deliver specific careers lessons with the PSHE carousel
- Year 10 tutors and year team support students identifying appropriate work experience.
- Engage with Stoke Damerel Community College careers Continuing Professional Development

### **Students**

- School council to help design the school CEIAG programme
- Students to provide an evaluation of events that they attend
- Students to engage in the activities that are provided to them

## Parents and carers

- Parents and carers support and help the student to explore and research their options, make decisions and manage their career development.
- Parents and carers support students to engage effectively with the school careers programme.
- Provide feedback on the careers programme

## Curriculum Provision

There is a planned programme of learning experiences as part of students' entitlement to CEIAG, which is mapped against the <sup>3</sup>Career Development Institute (CDI) framework for careers, employability and enterprise for Year 7 to Year 13.

This enables young people to:

**Develop themselves through career and work-related education – *Self Development***

**Learn about careers and the world of work – *Career Exploration***

**Develop career management and employability skills – *Career Management***

### Year 7 and 8

- **Careers education** as part of the PSHE programme – recognise own skills and abilities and begin to understand the labour market and jobs.
- **Collapsed curriculum** event for solely on careers, employability and enterprise, with differentiated resources for SEND, employer involvement and talks. Differentiated activities for those students with SEND.
- **Enterprise Adviser from Babcock, Richard Balckmore**, various talks, activities and assemblies.
- **Assemblies** for both year groups to raise awareness of options post-16 including apprenticeships.
- **Encounters** with employers through vocational interest groups linking the world of work to the curriculum to understand the skills that employers expect.
- **Subject teachers** linking curriculum learning to careers.
- **KS4 Options** event evening for Year 8's.
- **STEAM** career workshops, events and visits.
- 1:1 Guidance interviews to support students option choices.
- **Differentiated careers interviews** for those students with SEND.

## Year 9

- **Careers education** as part of the PSHE programme– recognise own skills and abilities and begin to understand the labour market and jobs.
- **Collapsed curriculum** event on careers, employability and enterprise, with differentiated resources for SEND, employer involvement and talks, focusing on raising post 16 employment and further education opportunities. A range of differentiated activities for those students with SEND.
- **Medical Mavericks** medical careers and sports science interactive roadshow.
- **Careers Fair** with local further education colleges, apprenticeship training providers, local employers, Babcock Enterprise Ambassador, NHS, Higher Education providers, representatives from the Armed Forces.
- **Enterprise Adviser from Babcock, Richard Balckmore**, various talks, activities and assemblies.
- **Assemblies** on general options, and HE awareness, apprenticeships, employers and the professional community including volunteer agencies and clubs.
- **STEAM** activities, visits and events over the year for selected students.
- **Next Steps South West** project for targeted students incorporating mentoring, career workshops and articulation programme.
- **Encounters with employers** through vocational interest groups linking the world of work to curriculum learning and identifying the skills that employers require.
- **Subject teachers** linking curriculum learning to careers.

## Year 10

- **Careers education** as part of the PSHE programme – recognise own skills and abilities and begin to understand the labour market and jobs.
- **Collapsed curriculum** event on careers, employability and enterprise, with differentiated resources for SEND, researching key websites to make sense of options at KS5 and advice to make sense of the options linking to careers. A range of differentiated activities for those students with SEND.
- **Careers Fair** with local further education colleges, apprenticeship training providers, local employers, Babcock Enterprise Ambassador, NHS, Higher Education providers, representatives from the Armed Forces.
- **Enterprise Advisor from Babcock, Richard Balckmore**, various talks, activities and assemblies.
- **Assemblies** on general options, HE awareness, plus visits from employers and the professional community including volunteer agencies and clubs.
- **Questionnaire** completed by all students in the summer terms on their preferred choice at KS5 and interest area(s) for a future career.
- **Work experience** placements.
- **Encounters with employers** through vocational interest groups linking the world of work to curriculum learning and identifying the skills that employers require.
- **Subject teachers** linking curriculum learning to careers.

- **STEAM activities**, visits and events over the year for all students.

## Year 11

- **Careers education** as part of the PSHE programme recognise own skills and abilities and begin to understand the labour market and jobs. A range of differentiated activities for those students with SEND.
- **Collapsed curriculum event** 'meet the employers'.
- **Collapsed curriculum event** various activities with the different armed forces.
- **Careers Fair** with local further education colleges, apprenticeship training providers. local employers, Babcock Enterprise Ambassador, NHS, Higher Education providers and representatives from the Armed Forces.
- **Enterprise Advisor from Babcock, Richard Balckmore**, various talks, activities and assemblies.
- **GWR women into the railway's** assembly and targeted group work about the full range of career opportunities and information on the recruitment process.
- **Assemblies** held over the year – Option Choices at KS5, Social Media and Recruitment, delivered by Careers and Employability Department in the autumn term on KS5 options and qualifications including talks from FE providers and apprenticeship opportunities.
- **1-1 careers advice and guidance interviews** offered to all students with the Careers and Employability Manager. Additional support on applications, CV writing, personal statements, finding work placements and volunteering opportunities.
- **Information** sessions with the 6th form team for all students.
- **Parental support** and advice on request.
- **Transition support** from CSW Group for those students with an EHCP and vulnerable students leaving Stoke Damerel Community College to assist with their transitions.
- **Next Step South West** project for targeted students incorporating career workshops for level 3 options, visits to careers fair etc.
- **1-1 careers** guidance interviews differentiated according to need for those students at risk of disengaging or with additional vulnerabilities.
- **Encounters with employers** through vocational interest groups linking the world of work to curriculum learning and identifying the skills that employers require.
- **Subject teachers** linking curriculum learning to careers and further and higher education.
- **STEAM activities**, visits and events over the year for all students.
- **Destinations data** collected and distributed to CSW Group for collation.

## Sixth form

- **1-1 careers advice and guidance interviews** offered to Sixth form students who are making a transition, differentiated according to need for those students with additional needs.
- **Intensive support** for students on university choices and personal statements.
- **Wider Curriculum** – a range of activities exploring career ideas, the completion of personality quizzes for students to identify achievements, recognise own skills and

abilities, links to researching key websites to make sense of options at HE and support to research and find Higher and Degree Level Apprenticeships.

- **Enterprise Advisor from Babcock, Richard Balckmore**, various talks, activities and assemblies.
- **Careers Fair** with local further education colleges, apprenticeship training providers, local employers, Babcock Enterprise Ambassador, NHS, Higher Education providers, representatives from the Armed Forces.
- **A range** of differentiated activities for those students with SEND.
- **Curriculum collapse**, employer workshops.
- **Parental** support and advice at parents evenings and on request.
- **Next Step South West** project for targeted students incorporating mentoring, UCAS personal statement writing etc.
- **Previous** student (Alumni) visits to the school to talk about Gap Year opportunities and life at University.
- **University visits** for open days and specific events to support our students.
- **STEAM activities**, visits and events over the year for students.
- **Work experience-** students supported in year 12's to secure work placements in the summer term.
- **Encounters with employers** through vocational interest groups linking the world of work to curriculum learning and identifying the skills that employers require.
- **Subject teachers** linking curriculum learning to careers.
- **Destinations data** collected and distributed to CSW Group for collation.

## Parents and Carers

- **Information and support** provided to parents and carers to help their children to explore and research their options, make decisions and manage their career development. Labour market information both local and national. Achieved through careers education, employability and enterprise designated section on the school website for links for research purposes and regular updates in the school newsletter.
- **Specialist careers support** Careers and Employability Manager available at parents evenings, open evenings and parent information evenings.
- **Enterprise Advisor** from Babcock, Richard Blackmore, available at parents events to provide advice.
- **National Careers Service** careers advisers available at parents evenings to provide careers advice for parents to support them in their aspirations.
- **Careers Fair** aimed at parents, further and higher education providers, local employers, armed forces reservists representatives, National Careers Service, Job Centre Plus, disability support advice and recruitment agencies.

## Staff

INSET training days to support staff to integrate careers education into the curriculum.

## Evaluation

The SLT lead and Careers and Employability Manager will be responsible for the monitoring, review and evaluation of the programme and provision in place. Students will be consulted on the impact of this after activities and events have taken place and changes made as a result of the feedback.

- **Students** will be asked to complete evaluation questionnaires after careers guidance interviews, training sessions and careers events.
- **Visitors** representing local businesses will be asked to evaluate the effectiveness of the interaction with the school and pupils.
- **Teaching staff** will be asked to reflect on how to further embed careers into the curriculum and further develop employer links.
- **Parents** will be asked to complete an evaluation questionnaire to further support the effectiveness of the careers and employability programme.
- **SLT link**, careers and employability and manager to use the Careers and Enterprise company Compass and Tracker Tools to evaluate and develop the school careers programme.

## Personal Provision

Elements of the above will require access to individual information advice and guidance through:

- **Internal staff**, external visitors and mentors.
- **Impartial sources** using email, telephone, webchat and forums via websites, the National Careers Service<sup>2</sup> and specialist face to face careers guidance.

We will secure additional access to face to face external specialist careers guidance as stated in the Education Act 2011 for our vulnerable students as defined by the school's/academy's governing body.

## Resources

The school will provide resources for the successful implementation of this policy through securing:

- **Budget** agreed annually to cover internal needs, CPD training opportunities and commissioning of external sources.
- **Staffing resources** to adequately deliver the programme

- **Information** both electronic and hardcopy providing information for students, parents and staff.
- **Designated** space for individual, group and research sessions

### **Partnerships**

The policy recognises the range of partners that support the CEIAG offer within our school. These include:

- Enterprise Advisor from Babcock
- Careers and Enterprise Company and the Career Hub
- External provider commissioned by LEA to carry out transition support for students with an EHC Plan and students who fall within prescribed groups (CSW Group).
- Next Steps South West project to raise aspirations, achievement and awareness of HE. Delivered through specifically targeted programmes, 1-1 independent careers guidance, whole cohort activities and group sessions.
- Liaison with post-16 providers and higher education institutions.
- Local authority, employers and training providers.
- Parents and carers.

### **Approvals and review**

This policy is reviewed annually/biennially in discussion with staff and external partners and key priorities for action are identified and included in the school improvement plan.

### **References**

<sup>1</sup>The Gatsby Charitable Foundation (2014). Good Career Guidance. London: Gatsby.

<https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

<sup>2</sup>Next Steps South West

<https://nextstepssw.ac.uk/>

<sup>3</sup>Careers Development Institute Careers Framework

[https://www.thecdi.net/write/Framework/BP385-CDI\\_Framework-v7.pdf](https://www.thecdi.net/write/Framework/BP385-CDI_Framework-v7.pdf)

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Date policy reviewed/updated - May 2020

Date policy will be reviewed - July 2021