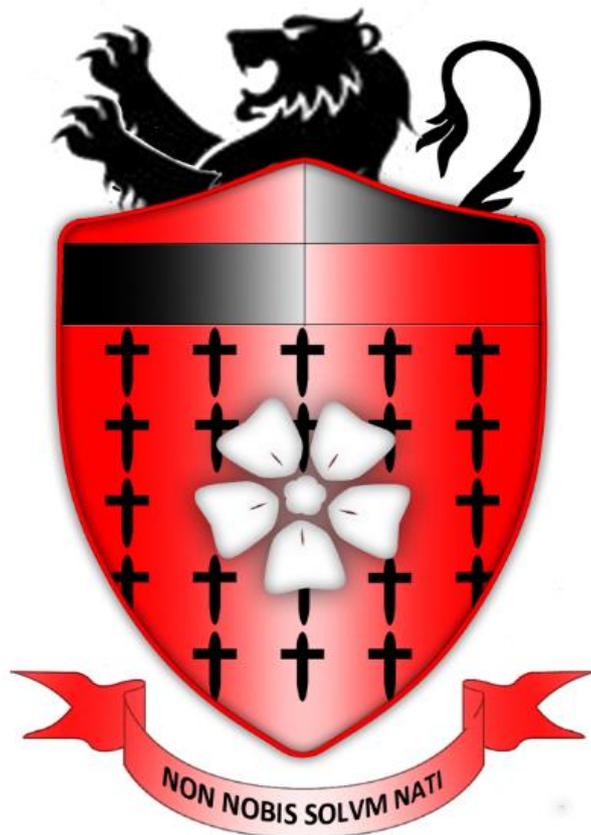


Hornsea School & Language College



Careers, Education & Guidance Policy

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Careers, Education and Guidance Policy

Background

The Department for Education (DfE) **updated** its statutory guidance for schools on providing careers guidance in **January 2018**.

The governing boards of maintained schools have a statutory duty to ensure that all registered pupils are provided with independent careers guidance from years 8 to 13

The duty on schools to secure independent Careers guidance for all year 8 -13 pupils is intended to expand advice and guidance for young people so they are inspired and motivated to fulfil their potential.

High quality, independent careers guidance is also crucial in helping pupils emerge from school more fully rounded and ready for the world of work. Young people want and need to be well informed when making subject and career decisions.

Introduction

HSLC's careers programme provides all students with the opportunity to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It promotes equality of opportunity, celebrates diversity and challenges stereotypes. It is designed to meet the Gatsby benchmarks and conforms to statutory requirements.

Careers education and guidance make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing 14-19 pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

Expectations are set high, including for the most vulnerable and those with special educational needs and disabilities, so that every pupil is stretched and acquires the attributes that employers' value. This will help every young person to realise their potential and so increase economic competitiveness.

Provision is made for all students from Year 7 onward for Careers Education and Guidance to be delivered within the framework of Life Studies during Years 7 to 9 with continued opportunity of more specialised assistance within discrete Careers Education and Guidance lessons (and or Life Studies) during Years 10 – 13.

Careers guidance refers to services and activities intended to assist individuals of any age and at any point throughout their lives to make education, training and occupational choice and to manage their careers. The activities may take place on an individual or group basis and may be face-to-face or at a distance (including help lines and web-based services). They include careers information provision, assessment and self-assessment tools, counselling interviews, careers education programmes, taster programmes, work search programmes and transition services.

All staff contribute to CEIAG through their roles as tutors and subject/course teachers. The CEIAG programme is planned, monitored and evaluated to meet the 8 Gatsby Benchmarks as part of our commitment to the Humber Careers Hub (Sept 2018) and partnership with the Careers & Enterprise Company (use of Compass toolkit)

The Careers Education and Guidance syllabus will aim to help pupils to:-

- a) understand themselves better
- b) be aware of education, training and career opportunities

- c) make choices about their own continuing education, training and career route ways
- d) manage transitions to new roles and situations
- e) acquire knowledge and skills useful to further study, training and employment

These aims will help to promote five strands in pupil development:

Self	knowledge of self-qualities, attitudes, values, abilities, strengths, limitations, potential and needs. Understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make.
Roles	position and expectations in relation to family, community and employment. Find out about different courses, what qualifications you might need and what opportunities there may be. Develop your interview skills, Improve your confidence
Work	application of productive effort, including paid employment and unpaid work in the community and at home; coping with unemployment. Develop the skills needed for working life.
Career	sequence of roles undertaken through working life and the personal success, rewards and enjoyment it brings. Make realistic but ambitious choices about courses and jobs. Develop a plan of action for the future.
Transition	development of qualities and skills which enable pupils to adjust to and cope with change, e.g. self-reliance, adaptability, flexibility, decision-making, problem-solving. Understand the different routes after year 11 including training, further and higher education and jobs. Be able to make effective applications for jobs, training and further and higher education.

Provision

1. Careers Education

A planned programme of activities to achieve the aims across the whole curriculum that will help pupils to know themselves better, understand changing roles they will have in life and aid them to make informed career choices. The programme is predominantly delivered via a scheme of work through HSLC's timetabled Life Studies (PSHCE) lessons with additional drop-down days, events and visits running throughout the year for all Key Stages

Within Life Studies lessons in Key stage 3 students begin to reflect upon their own interests, attributes and skills as well as look at key employability skills. All students will have the opportunity to attend our annual careers fair to speak to a range of employers, training providers, college and universities to help inspire and raise aspirations

Within Life Studies lessons in Key stage 4, Year 10 students learn about the importance and value of LMI in career planning, they will have an opportunity to attend our annual careers fair, create their own CV's, attend a mock interview and prepare for taking part in a week of work experience towards the end of the summer term. In Year 11 students will follow a scheme of work that is themed around post-16 options. They will take part in a series of information sessions and workshops that will include –apprenticeships, FE colleges, 6th Form and the use of Log On Move On (local online careers gateway and prospectus). Students will also visit our annual careers fair.

In Sixth Form, students follow a tutorial schedule that includes general careers support, UCAS support, information on apprenticeships, CV writing, work experience opportunities for Year 12, and university visits and/or speakers that cover a range of topics from student finance to subject specific career information. In Year 13 students are placed in tutorial

groups that are either UCAS focussed or non-university focussed, to ensure relevant support and guidance is provided.

Careers and SEND provision. Every pupil with SEND follows the same programme of careers as their peers, with adaption and support from the Learning Support Dept where appropriate. The SENDCO meets with parents/carers to discuss option suitability where individual need is likely to have an impact on choices made during the option process. The SEND team in Learning Support Dept, supports work experience placements, ensuring that providers are aware of individual needs, in order to promote a positive experience.

2. Access to Information

Information and resources are readily available to students about the world of work and educational, vocational and training opportunities, LMI, including printed information, from the Careers Hub, the 6th Form Study Area, displays and notice boards around school.

3. Work Experience

This may include, at various stages: work visits, work simulations (e.g. design and make exercises, mini-enterprises, business games); work shadowing; application of industrial processes in the classroom; and a week of Work Experience in Year 10 and Year 12.

4. Access to Guidance

Careers information and advice is up to date and impartial. Students in Years 7-10 may request a one to one appointment with a qualified Careers Advisor and all students in Year 11 will be offered personal guidance to support their post-16 option choices. Students in Years 12 to 13 are also offered one to one personal guidance. Information on applying for Apprenticeships and college applications will be given. Where appropriate, other sources of advice as part of an overall programme of personal, educational and vocational guidance will be available, particularly for students with special educational needs. All guidance will emphasise equal opportunities. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

5. Monitoring, Recording and Evaluation

Built into the careers programme are opportunities for pupils to self-evaluate and reflect on their learning at key points, such as following work experience and mock interviews during Year 10. All participants in the programme complete surveys following key events including pupils, parents and employers. Leavers' destination information is also analysed.

6. Parents and Carers

Parental involvement is encouraged at all stages. Parents are kept up to date with careers related information through letters, newsletters and at open evenings. Parents are welcome at careers interviews and where necessary are invited.

A detailed programme of CEIAG is available and is published during 2019/20 on the school website. When available, our Careers Leader will attend Parents Evening and events throughout the year for further information and support.

HSLC Careers Education Learner Entitlement for careers education, advice and guidance:

By the end of **Year 7** students will have:

- Had opportunities to reflect on your personal qualities and the way you relate to your peers

- Begun to identify your strengths and how you can make the best use of them
- Started finding out about different career areas and that might interest you in the future, through careers sessions in Life Studies
- Participated in HSLC's annual Careers Exhibition where you will have had the opportunity to meet with and talk to a number of local employers, businesses and organisations representing a range of industry sectors.
- Developed an understanding of Enterprise and Entrepreneurs through sessions delivered in Life Studies
- Taken part in an enterprise activity as part of your Life Studies lessons

By the end of **Year 8** students will have:

- Built upon the self-development skills you worked on in Year 7 exploring personal interests and attributes and learning about employability skills
- Participated in 'Prison Me? No Way' Day
- Participated in HSLC's annual Careers Exhibition where you will have had the opportunity to meet with and talk to a number of local employers, businesses and organisations representing a range of industry sectors.

By the end of **Year 9** students will have:

- Continued with your career exploration and self-development by taking part in careers sessions delivered through Life Studies lessons (PSHCE). Particular sessions will focus on developing transferable skills; choosing a career; recognising what is important to you in a career and rights and responsibilities at work.
- Attended presentations from Hull University on 'Steps to Success'.
- Had optional access to impartial information, advice and guidance from the school's Careers Advisors

By the end of **Year 10** students will have:

- Produced a CV that focuses on their skills and qualities
- Taken part in a Mock Interview with local employers where you will be interviewed on your CV that you will have written as part of your preparation for work experience.
- Gained first-hand experience of the world of work by undertaking a week of work experience, in a working environment, arranged by HSLC, This will help you learn about the application of employability skills.
- Had the opportunity to attend careers talks during the school year from visiting speakers on a variety of topics
- Participated in HSLC's annual Careers Exhibition where you will have had the opportunity to meet with and talk to a number of local employers, businesses and organisations representing a range of industry sectors.
- Had additional optional access to impartial information, advice and guidance from the school's Careers Advisors.

By the end of **Year 11** students will have:

- Had the opportunity to attend careers talks during the school year from visiting speakers on a variety of topics including apprenticeships and post-16 FE colleges.
- Been made aware of all the Post-16 Choices available to you, through presentations in assembly and attending taster sessions on your potential 6th Form (or college) subject choices.

- Made your application for Post-16 courses through the Log-on Move-on online area prospectus for all local post-16 provision following preparation sessions in school to guide you through the process.
- Participated in HSLC's annual Careers Exhibition where you will have had the opportunity to meet with and talk to a number of local employers, businesses and organisations representing a range of industry sectors.
- Had optional access to impartial information, advice and guidance from the school's Careers Advisors.

By the time students leave the **Sixth Form** they will have:

- Had the opportunity to undertake a minimum of one week's work experience in a company of your choice. You will be responsible for arranging the placement, with support from family, friends and the school
- Attended a Year 12 'Futures Day', with sessions on apprenticeships, further/ higher education, gap years, student finance etc. This day will also include the opportunity to speak to a number of representatives from a variety of industry sectors, some of which will be HSLC Alumni members to increase your understanding about specific career paths
- Had the opportunity to attend careers talks during the school year from visiting speakers on a variety of topics. This includes sessions delivered by Beverley Job Centre.
- Attended a session with the Careers Advisor where you will review useful careers and higher education software websites available in school, in order to help you make your decisions about Post-18 options.
- Been guided through the UCAS application process and made an application through UCAS, if you intend to go to university.
- Had the opportunity to attend university and college open days.
- Had the opportunity to request a mock interview for employment or university admission.
- Participated in HSLC's annual Careers Exhibition where you will have had the opportunity to meet with and talk to a number of local employers, businesses and organisations representing a range of industry sectors.
- Had optional access to impartial information, advice and guidance from the school's Careers Advisor for support with university and college applications (both in the UK or abroad) and alternative options such as seeking employment, apprenticeships, voluntary work, taking a gap year etc.