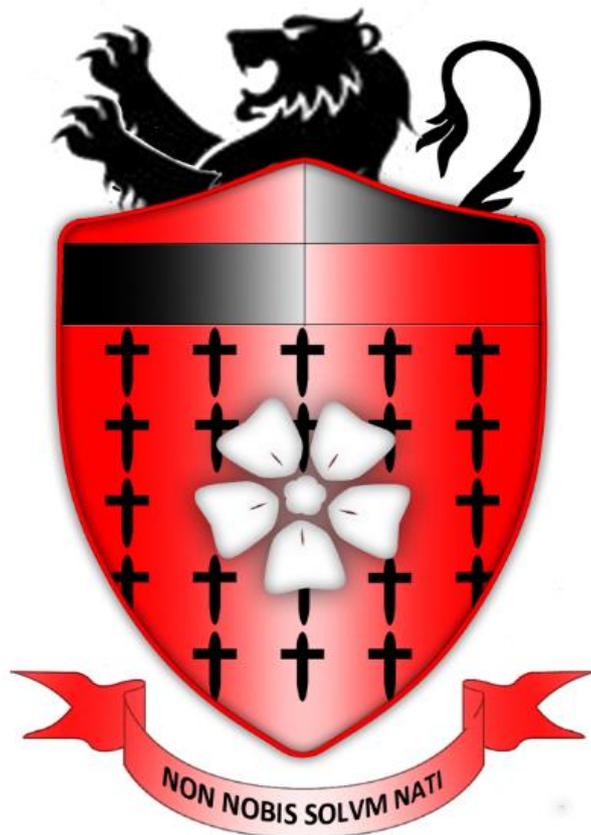


# Hornsea School & Language College



## Careers, Education & Guidance Policy

*Young people are faced with a complex set of demands when preparing and making themselves ready for their future careers. HSLC aims to ensure that all our students are self-confident, skilled and career-ready.*

<b>Created by:</b>	Suzanne Mason	
<b>Date Created:</b>	July 2009	
<b>Approved by:</b>	<b>Headteacher:</b> 24.11.21	<b>Governing Body:</b> 24.11.21
<b>Last Reviewed:</b>	<b>Date:</b> November 2021	<b>By:</b> Sally Richardson
<b>Date of Next Review:</b>	November 2022	

## **Structure of Careers Education, Information, Advice & Guidance and Primary Network**

Headteacher: Mr Steve Ostler, SLT Link

Careers Leader: Mrs Sally Richardson (L6 Dip Career Guidance & Development)

Careers Advisor: Mrs Nichola Ashton, (L6 Dip Career Guidance & Development)

Link Governor: Mr Steve Knapton

Local Authority: East Riding of Yorkshire Council

Enterprise Advisor Network Link: Mrs D. Heald MBE, Heald Ltd

Careers & Enterprise Company/ Hull & ER LEP Link: Mrs Lucy Gray

### **Wider Network Links**

East Riding College

Bishop Burton College

Wilberforce College

Hull Business Training Centre

Humberside Engineering Training Association

NHS

Army, Royal Navy, RAF

University of Hull

University of Northumbria

Hull York Medical School

Humber Outreach Programme

Hornsea Town Council

'For Entrepreneurs Only' (Hull)

Hornsea Leisure Centre

Hull Chamber Training

DWP: Hessle Job Centre

UK STEM Ltd

North Yorks Business Education Partnership

Leeds Beckett University

Humberside Police

### **Careers, Education and Guidance Policy**

#### **Background**

The Department for Education (DfE) **updated** its statutory guidance for schools on providing careers guidance in **July 2021**.

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 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, pathway choices and career related decisions.

#### **Introduction**

HSLC's careers programme aims to meet the needs of all students. The 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:

<b>Self</b>	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.
<b>Roles</b>	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
<b>Work</b>	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.
<b>Career</b>	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.
<b>Transition</b>	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

### **Covid-19 Addendum – September 2021**

HSLC will endeavour to offer students opportunities and experiences relating to career learning where possible, for the academic year 2021/22. However it is possible that some of these activities will need to be revised in order to protect students, staff and our community.

Revised Arrangements may therefore include:

- Remote/online based activities (eg: as an alternative to visitors in school)
- Virtual work experience
- Online mock interviews

## **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. In addition, Year 9 students follow a Pathways & Careers programme in curriculum time to help support their GCSR options process and transition into Key Stage 4.

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, T-levels, FE colleges, 6<sup>th</sup> Form and the use of UNIFROG, an online careers resource platform, to help them with their research and career planning. All students will have the opportunity to participate in our annual careers exhibition.

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. HSLC offers all students the opportunity to join one of six 'Pathways' programme from Year 12. Each pathway provides bespoke support, information and guidance relating to a particular career area or industry – these currently include STEM, Law, Medicine, Teaching, Creative and Sport. 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. Referrals are also made to the Local Authority SEND Careers Advisor to support students in Key Stage 4 and 5. 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 6<sup>th</sup> Form Study Area, displays and notice boards around school. All students have access to their own individual UNIFROG account from Year 9. HSLC fully complies with the 'Baker Clause' and HSLC students are able to access information directly from visiting colleges and training providers to help provide impartial support and information on Post 16 and Post 18 pathways. This includes presentations from FE colleges, apprenticeships and Technical qualifications

## **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 and delivered by Level 6 qualified Advisors in school. Students in Years 7-12 may request a one to one appointment with a qualified Careers Advisor and all students in Year 11 and Year 13 will be offered personal guidance to support their post-16/18 pathways. 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 feedback surveys following key events to help evaluate and monitor the programme offer.

Leavers' destination information is also analysed.

Each term HSLC monitors and assesses the careers programme against the 8 Gatsby Benchmarks by undertaking a Compass evaluation. HSLC is one of 28 schools participating in the Hull & East Yorkshire LEP Careers Hub including the support from a local employer as part of the Enterprise Advisor network.

## **6. Parents and Carers**

Parental involvement is encouraged at all stages. Parents are kept up to date with careers related information through letters, emails, 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 for 2021/22 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:

- 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:

- Developing self awareness and reflection skills that are applied to career planning ('What motivates you?')
- Participated in 'Prison Me? No Way' Day
- An understanding of LMI and how it can be useful in career planning
- 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.
- Finding out about how subjects studied in school can relate to the world of work

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.
- Further understanding of what LMI (Labour Market Information) is and its importance in career planning
- 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 GCSE options support in curriculum time via the Year 9 Pathways & Careers programme
- 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, T-levels 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.
- 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 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. 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 and in collaboration with Beverley Job Centre.
- 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.