



CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY

Linked Policies/Protocols

- PSHEe Policy

Reviewed: April 2019	Next review due: April 2020
Governing Body Committee: CIC	CLT contact: Jeremy Plumb
	Davina Bray, Careers Leader
Policy adopted by the Full Governing Body on: 15/5/2019	

RATIONALE

Careers Education gives young people the knowledge and skills to help them to choose 14-19 pathways that are appropriate for their needs, and to help them to manage their careers and sustain employability throughout their lives. It is an essential part of the college ethos and mission statement of *inspiring optimistic learners* and contributes to students' overall wellbeing so that they feel supported throughout their secondary education and transition to higher education, Apprenticeship or employment. Torpoint Community College meets its statutory duty by providing careers education in Years 7 – 13 and by enabling students to access impartial information, advice and guidance.

Torpoint Community College is committed to providing a planned programme of careers education and information, advice and guidance to all students in Years 7 -13. Torpoint Community College endeavours to follow the National Framework for CEG 11-19 in England (DCFS, 2003), the Young People's IAG Standards (DCSF, 2007) the statement of careers education principles (DCSF, 2008) and any other relevant guidance from DCSF, QCA and Ofsted that is made available. This policy has been updated following the new statutory career guidelines published by the Department for Education, "Careers guidance and access for education and training providers. Statutory guidance for governing bodies, school leaders and school staff", published January 2018; this guidance forming part of the new government career strategy, "Careers strategy: making the most of everyone's skills and talents, 2018". This policy therefore details our careers programme, existing careers provision and actions to ensure all Gatsby benchmarks are addressed by 2020. This information is available to all stakeholders; students, parents, staff and governors on the College website.

AIMS

The aim of careers education, information, advice and guidance at Torpoint Community College is to provide students with learning experiences appropriate for their stage of career planning and development. Careers education is delivered by tutors, subject teachers and within PSHE lessons, along with assemblies, talks, workshops, trips to universities and employers, career and Apprenticeship show trips and events we organise such as our Career Exhibitions. We are part of the Exeter Links outreach scheme, which allows our students access to events, workshops and for selected students, residentials at Exeter University, and support with applying to University through the 'Exeter Scholars' scheme. We work with 'Next Steps South West', a collaborative outreach project from local higher education institutions including the University of Plymouth and University of Exeter, which offers workshops and events, both targeted at our students from post codes where low numbers of young people historically progress to higher education and events available to all students. In line with the new statutory guidelines we will address the 8 Gatsby benchmarks for effective Careers education, auditing and tracking our progress, working with our Enterprise Coordinator, David Sellars from the Careers and Enterprise Company and volunteer Enterprise Advisor, Julie Putmanto further develop our career provision.

STUDENT ENTITLEMENT

Torpoint Community College believes that students are entitled to Careers Education Information, Advice and Guidance which meets professional standards of practice and which is person-centered, impartial and confidential. Careers Education, Information, Advice and Guidance is delivered through a partnership with students and their parents or carers; the

programme is designed to raise aspirations, challenge stereotyping and promote equality and diversity.

CAREERS EDUCATION IN THE CURRICULUM

Careers Education is delivered within a whole College approach which includes a combination of careers education sessions delivered through the PSHEe curriculum, pastoral sessions, career guidance activities (group work and individual interviews), work-related learning (including one weeks' work experience in both Yr 10 and 12), and individual learning planning and portfolio activities. Staff respond to any careers-related queries that they may receive from students and know how to obtain more specialist advice when it is required. Careers are also delivered as part of other subjects, curriculum areas and courses and a key part is to use existing statistics and local labour market information. A number of focused events to support Information, Advice and Guidance are provided when appropriate and include, but are not limited to, Higher Education fairs, Employer and Employee Encounter events, Careers workshops, and specific employer's fairs, talks and assemblies and a whole College Career's Week focus in March. Work experience preparation and follow-up take place in tutorial time and other appropriate parts of the curriculum.

RESPONSIBILITIES FOR CAREERS EDUCATION, INFORMATION ADVICE AND GUIDANCE PROVISIONS

Careers Education, Information Advice and Guidance is led by the Head Teacher, Dr. Jeremy Plumb and Davina Bray, Careers Leader who are responsible for ensuring that all students have access to the careers programme.

All staff contribute to Careers Education, Information, Advice and Guidance through their roles as tutors and subject teachers. Support is provided to them through the Careers Team which is made up of:

Dr. Jeremy Plumb: Headteacher, CLT link and leads the Year 9 options process

Davina Bray: Careers Leader

Jo Jones: Next Steps in School Coordinator

Pip Mathews: Work Experience Coordinator

Linda Clift: Admin Support

The Careers Education, Information, Advice and Guidance is planned, monitored and evaluated by the Careers Coordinator in consultation with the CSW personal adviser who provides specialist careers IAG for a small number of identified students in Yr 11 who have Statements of Special Educational Needs Careers Education, Information, Advice and Guidance is delivered in partnership with Careers South West through the partnership agreement.

CAREERS PROGRAMME

At TCC, this framework has been used as the basis for the Careers Education Programme that students receive. Careers Education takes place in years 7 to 11 within the PSHEe curriculum.

Our Progress Targets:

At Key Stage 3 we aim to help students to:

- explore the world of work with information about different employment sectors and LMI

- develop information finding skills and use a variety of sources of careers information, including ICT
- identify their skills and qualities and foster a sense of self-awareness of strengths and interests
- make considered decisions regarding the transition to Key Stage 4, discussions with tutors play a key role at Academic Review Days and with subject teachers at parents' evenings.
- use goal setting, review, reflection and action planning to support progress and achievement
- recognise stereotyped and misrepresented images of people, careers and work and how their own views of these issues affect their decision making
- recognise and respond to the main influences on their attitudes and values in relation to learning, work and equality of opportunity
- have the opportunity to hear from employers and higher education institutions in assemblies and workshops and take part in the Careers Fair event.
- benefit from a one to one interview with Dr. Plumb in year 9 to discuss their options for GCSE, after being given their option booklets, assemblies and a parent consultation evening. Students should use the booklet to check which subjects lead to which types of careers.

At Key Stage 4 we aim to help students to:

- explore career / post-16 opportunities, for example using the Career Pilot website
- provide information to students regarding the Local Labour Market
- find out more about STEM careers and other types of careers they may have not considered
- make realistic decisions about future opportunities taking into account their targets, interests, strengths and qualities
- complete an action plan and CV
- explore interview skills, equal opportunities and application processes
- smooth students' transition post-16
- complete Work Experience – one week in year 10. Placements in recent years have included HMS Raleigh, Devon and Cornwall Police, Barry Evans local builder, Millbrook Primary School, Torpoint Infants School, ICT department Plymouth City College and a wide range of local businesses.
- experience a workshop or careers assembly or exhibition held at TCC to provide opportunities to talk to employers.
- experience an event such as the Cornwall or Plymouth Career Skills Shows so they get the chance to talk to a wide range of employers and providers.
- benefit from regular mentoring sessions by tutors in year 11 in addition to Parent Consultation Evening and Academic Review Days and have a one to one impartial interview with Mr Golding to discuss their options for study post-16.
- attend the TCC Sixth Form information evening held each year to explore their option choices at TCC and provide information so that students can attend open days and events at other institutions.
- receive extra mentoring and support from Careers South West Advisers, if they are our most vulnerable students, for example, by taking part in the Ambition or Gamechanger projects that have run in 2018-19
- have received a one to one careers interviews with a CSW advisor in 2018-19 if they qualify as a Next Steps targeted student.

- Or by meeting with Davina Bray who is completing the Level 6 Diploma in Careers Guidance in order to provide Impartial Career Guidance interviews for year 11 students.

At Key Stage 5 we aim to help students to:

- research post – 18 options such as Apprenticeships, University or Employment.
- complete one week of work experience in year 12.
- provide students with workshops, assemblies and a tutor programme to support their applications to their next steps and provide information about alternative routes to university and how to apply to them, information about student finance, and local labor market information.
- to write and develop their personal statements, tutors help develop students understanding on how to complete the UCAS application process, develop their personal statements and help students to prepare for interviews.
- use the Unifrog website to help prepare for the UCAS application.
- experience conventions and career focused trips. Sixth Form students attend the UCAS Convention and there are trips to University Open Days, such as Plymouth, Exeter, Bristol and Cardiff. We are an Exeter Links College, with close links to the University of Exeter. Exeter University student ambassadors regularly deliver assemblies about higher education and student life to our sixth form students
- talk to Head of Sixth Form, John Golding for advice and guidance.

(Please view the One Year Plan set out to evidence each Gatsby benchmark for our Sixth Form)

Careers Education within our PSHEe curriculum is supplemented by assemblies about Apprenticeships and Higher Education, trips, visits and talks by employers and Careers Fairs.

Careers Leader, Davina Bray, has the responsibility for organising the work of careers education throughout the College and is always ready to help parents and students. A comprehensive range of careers literature is available in the Careers section in the library and in the Sixth Form centre.

INFORMATION FOR EMPLOYERS

If you, a friend or business contact could help by taking a Year 10 or Year 12 student for work experience in the summer term, please contact the college. Our Work Experience Co-ordinator, Pip Mathews, would be delighted to hear from you.

Useful Links for Careers Research for Students and Parents:

- CareerMap <https://careermap.co.uk/>
- Career Pilot <http://www.careerpilot.org.uk/>
- Unifrog <https://www.unifrog.org/> (Years 12 and 13)
- Next Steps South West <https://nextstepsw.ac.uk/>
- National Career Service <https://nationalcareersservice.direct.gov.uk/>
- UCAS (University and Colleges Admissions Service) <https://www.ucas.com/>

Apprenticeships

- <https://www.gov.uk/topic/further-education-skills/apprenticeships>
- <http://www.getingofar.gov.uk/>
- <https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch>

MONITORING, EVALUATION AND REVIEW

The Partnership Agreement with CSW is reviewed yearly by the Headteacher. The careers education programme is reviewed annually by Headteacher, Careers Leader and Head of Sixth Form in order to identify areas for improvement. The Governors review the Careers policy annually. Activities are monitored, evaluated (with active involvement of students) and reviewed. Feedback is welcomed from all members of the school community who help with our programme. In accordance with the new careers guidelines, the Careers Coordinator has worked with the Enterprise Coordinator for the College, David Sellars, to complete the new Compass software audit and create the Tracker action plan to address each Gatsby benchmark as laid out in the new careers guidelines. Compass and Tracker are regularly updated by Davina Bray and David Sellars to track the College's progress against the Gatsby Benchmarks and plan for further improvement. A staff INSET session was delivered by David Sellars on 19/02/18 to inform all staff about the new Careers Strategy and the role of the Enterprise Coordinator and Enterprise Advisors as well as the need to evidence our work towards the Gatsby benchmarks. Davina Bray meets regularly with David Sellars and the Enterprise Advisor, Julie Putman to plan and review our event and activities as driven by the Gatsby benchmarks as well as once a fortnight with Dr. Jeremy Plumb, Headteacher and CLT link for Careers.

Policy Statement on Provider Access for CEIAG

Torpoint Community College Provider Access Policy

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Student entitlement

Students in years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact *Davina Bray, Careers Lead*

Telephone: 01752 812511

Email: brayd@torpoint.cornwall.sch.uk

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents:

	Autumn Term	Spring Term	Summer Term
Year 7	Opportunity to deliver an assembly to students or during PSHEe lessons.	Opportunity to deliver an assembly to students or during PSHEe lessons.	Opportunity to deliver an assembly to students or during PSHEe lessons.

	Autumn Term	Spring Term	Summer Term
Year 8	Opportunity to deliver an assembly to students or during PSHEe lessons.	Opportunity to deliver an assembly to students or during PSHEe lessons.	Opportunity to deliver an assembly to students or during PSHEe lessons.
Year 8	Opportunity to deliver an assembly to students or during PSHEe lessons.	Opportunity to deliver an assembly to students or during PSHEe lessons.	Opportunity to deliver an assembly to students or during PSHEe lessons.
Year 9	Opportunity to deliver an assembly to students or during PSHEe lessons.	KS4 Options Evening Event in January	Opportunity to deliver an assembly to students or during PSHEe lessons.
Year 10	Opportunity to deliver an assembly to students or during PSHEe lessons.	Opportunity to deliver an assembly to students or during PSHEe lessons.	Opportunity to deliver an assembly to students or during PSHEe lessons. Taster days at local colleges.
Year 11	Opportunity to deliver an assembly to students or during PSHEe lessons.	Post 16 taster sessions could be organised with small groups of interested students.	
Year 12	Post 18 assembly – apprenticeships	Small group sessions: future education, training and employment options	Small group sessions: future education, training and employment options
Year 13	Workshops – HE and higher apprenticeship applications		

Please speak to our named Careers Leader to identify the most suitable opportunity for you.

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This

will all be discussed and agreed in advance of the visit with the Careers Coordinator or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature; these will be placed into the Careers Library section of our main College library or Careers Resources Room which students may access at lunch times.

Approval and review

Approved [*to be approved at the next CSC meeting*] by Governors at Curriculum and Standards Committee

Next review: [*date*]

Signed: [*name*] Chair of Governors

[*name*] Head teacher