



## CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY

### Linked Policies/Protocols

- PSHEe Policy

<b>Reviewed: September 2021</b>	<b>Next review due: September 2022</b>
<b>Governing Body Committee: FGB</b>	<b>CLT contact: John Golding</b> Davina Bray, Careers Leader
<b>Policy adopted by the Full Governing Body on: 24<sup>TH</sup> November 2021</b>	

## Policy – Amendment Record Sheet

Amendment Number	Section Amended	Amended By	Reason for Amendment	Date
01	Page 3- Aims	D. Bray	Change to COVID-19	17/11/21
02	Page 4 and 5- Responsibilities for Careers	D. Bray	Input additional information and member of staff	17/11/21
03	Page 5	D. Bray	Referral of Year 11 students to the CSW transition project	17/11/21
04	Page 6	D. Bray	COVID preventing work experience	17/11/21
05	Page 7	D. Bray	Strategic career plan to meet benchmarks	17/11/21
06	Page 9	D. Bray	Half term FE taster sessions to be delivered	17/11/21
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## **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 Further or 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 follows 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. 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 and Employer Encounters. The Covid-19 Pandemic prevented some activities taking place due to the restrictions in place, relying on virtual opportunities instead and we are pleased in the academic year 21\_22 to be able to resume activities such as trips to universities, workshops with visiting speakers and employer encounters in college.

We make the most of the career related learning opportunities available for students through the strong partnerships we have established over previous years. We have enjoyed strong links with Exeter University Outreach for many years and encourage eligible students in years 10 and 12 to apply to the 'Exeter Scholars' programme which offers enhanced support for these students as they complete key stages 4 and 5 and prepare to apply to Higher Education. Students can access events, workshops and residential at Exeter University. 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, to further support all our students with access to events and talks organised by the Universities with additional support available for NSSW target students who live in post codes where low numbers of young people have historically progressed to higher education. We work with the Real Ideas Organisation (RIO) who deliver their 'Gamechanger' programme to support selected students in year 11.

In line with the new statutory guidelines we continually work to address the 8 Gatsby benchmarks for effective Careers education, auditing and tracking our progress, working with our Enterprise Coordinator, Lucy Wooldridge (previously David Sellars) from the Careers and Enterprise Company and the College's volunteer Enterprise Advisor, Julie Putman to further develop our career provision. Julie Putman is the Business Development Manager for the CIOB

in the South West as well as being an alumna of the college. She has supported the college since the introduction of the Careers Strategy to help us to forge and develop links with local and national organisations and businesses, and this support has led to the development of a programme of Employer Encounter events such as Speed Networking with Employers, Enterprise Days, and Mock Interviews with the aim that all students take part in at least one event each academic year so that they can meet a range of organisations, employers and employees throughout their time at Torpoint Community College.

## **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 years 10 and 12), and individual learning, planning and self-awareness activities. We encourage students to use the CareerPilot online careers platform and from September 2020 all students will be given logins to use the Unifrog careers platform which extensively supports all parts of careers education. Unifrog allows students to log their own competencies and experiences as well as fully supporting research into options and the HE application process. 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 aspect is the use of statistics and local labour market information to help students to make informed career related decisions. 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 and Open Days, 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 to raise awareness of National Careers Week. 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 and managed by the Head of Sixth Form, John Golding and Davina Bray, Careers Leader. Our Careers Leader has completed the CDI Careers Leader Level 6 certificate qualification as well as the Level 6 Diploma in Careers Advice and Guidance and is thus qualified to provide impartial career advice and guidance to students.

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 consists of the following members of staff: John Golding, Head of Sixth Form, Elizabeth Bell, Assistant Head in charge of the Year 9 Options progress

Davina Bray: Qualified Careers Leader and Level 6 qualified Career Adviser  
Jo Jones: Next Steps in School Coordinator and Careers admin support.  
Amy Flood: Careers admin support

We work with the CSW Group due to Local Authority funding, to ensure students in year 11 onwards who have an EHCP or PEP, are able to meet regularly with a Qualified Careers Advisor (currently Helen Smith) to provide individual support during the transition to key stage 5 and beyond. We also refer year 11 students to the CSW transitions project. All year 11 students receive a careers interview from a qualified careers adviser.

## **CAREERS PROGRAMME**

Careers Education takes place in years 7 to 11 within the PSHEe curriculum. The Careers Education taking place within PSHE lessons has been planned using the PSHE Association Programme of Study, updated for 2020 and the Career Development Institute's (CDI) Framework for Careers, Employability and Enterprise Education (January 2020).

### **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 the CareerPilot and Unifrog online career platforms.
- 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 through discussions with tutors and subject teachers.
- 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 planned programme of Career focused events.
- 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.

#### **At Key Stage 4 we aim to help students to:**

- explore career / post-16 opportunities, for example using the Career Pilot and Unifrog websites
- 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, Millbrook Primary School, Torpoint Infants School, the ICT department at Plymouth City College and a wide range of local businesses. (This did not take place for the 2019-2020 Year 10 cohort of students although a virtual week of work hosted by the National Oak Academy was signposted to all students. Physical work experience placements are not planned for 2020-21 or 2021-22 due to continued uncertainty regarding Covid and students will need to be signposted to relevant virtual activities that they can participate in to learn more about the world of work in a sector of interest to them.)
- experience a workshop or careers assembly or exhibition held at TCC to provide opportunities to talk to employers, further education and higher education providers.
- 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 or another member of CLT 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 have an EHPC or PEP or receive targeted mentoring with the Real Ideas Organisation (RIO). Have an impartial career guidance interview with a level 6 qualified career guidance advisor, Davina Bray, Careers Leader.

### **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.
- meet with Davina Bray in her role of Careers Advisor.

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

The 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. If you would like to participate in a Careers event for our students such as Careers Fairs, Employer Encounters or Mock Interviews, the college would be delighted to hear from you.

### **Useful Links for Careers Research for Students and Parents:**

- Unifrog <https://www.unifrog.org/>
- Career Pilot <http://www.careerpilot.org.uk/>
- CareerMap <https://careermap.co.uk/>
- Next Steps South West <https://nextstepssw.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 career's guidelines, the Careers Leader has worked with the Enterprise Coordinator for the College 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 Plus is regularly updated by Davina Bray to track the College's progress against the Gatsby Benchmarks and plan for further improvement. Davina Bray meets regularly with the Careers and Enterprise Company Enterprise Coordinator and the Enterprise Advisor, Julie Putman to plan and review our programme and activities as driven by the Gatsby benchmarks. There are fortnightly meetings between the Careers Leader, Davina Bray and Head of Sixth Form, John Golding. Davina Bray has written a Strategic Careers Plan to plan how the College will meet all of the Gatsby benchmarks. Students complete a survey at the end of year 11 so that student feedback is also used to inform future planning for the Careers provision for all students at the College.

## 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](mailto: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, due to the current Covid-19 restrictions, the college will aim to facilitate contact with groups of students virtually where possible:

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<b>Year 7</b>	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.
<b>Year 8</b>	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.
<b>Year 8</b>	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.
<b>Year 9</b>	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.
<b>Year 10</b>	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.
<b>Year 11</b>	Opportunity to deliver an assembly to students or during PSHEe lessons.  Half term FE taster sessions advertised in PSHE lessons.	Post 16 taster sessions could be organised with small groups of interested students.	
<b>Year 12</b>	Post 18 assembly – apprenticeships	Small group sessions: future education, training and employment options	Small group sessions: future education, training and employment options
<b>Year 13</b>	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 Leader or member of the Careers team. Due to the pandemic and need to interact virtually in the academic year 2020-21, the college will liaise with providers to facilitate this to occur virtually until allowed otherwise.

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 in our Sixth Form Centre.