

Careers Plan 2018-2019



KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS



KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM

King Edward VI Handsworth School for Girls has a statutory duty to provide independent careers advice and guidance for students in Years 8 to 11 (The Education Act 2011 / Careers guidance and access for education and training providers Jan 2018). Careers education and guidance programmes play a significant role in helping young people choose future pathways that suit their interests, abilities and individual needs. The CEaIG programme at King Edward VI Handsworth School for Girls will help students plan and manage their future pathways effectively, ensuring progression which is ambitious and aspirational. It will promote equality of opportunity, embrace diversity and challenge stereotyping. We will support students in making well-informed decisions by providing access to differentiated, impartial and independent information and guidance about the range of options (including academic, vocational, apprenticeships) that are most likely to help them to achieve their ambitions. This programme complements and should be read in conjunction with our school's vision and values statement in particular 'empower them to grow into independent, strong women who are equipped with the flexibility and moral courage to deal with the challenges of the modern world' and relevant policies such as the CEaIG, PSCHE, Work Experience, Provider Access and Safeguarding policies.

Careers Education has never been as important as it is currently. With a changing landscape of education, training and employment it is vital that young people are offered the highest quality education, advice, information and guidance to support and assist them in making choices and managing transitions. By helping students with decisions at crucial stages, informing them of all their options and introducing them to the world of work, we aim to prepare them for the world of work whichever pathway they choose.

Careers Education, information, advice and guidance (CEaIG) at King Edward VI Handsworth School for Girls aims to encourage students to consider a wide range of options and opportunities and ultimately to go into courses and jobs which suit their needs, skills, ambitions, interests and qualities. Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned and progressive programme of activities supports students in choosing pathways from 14-19 years old.

Our Careers Plan sets out our careers programme for the academic year, a programme which is designed to support, inspire and motivate students to take ownership of their own choices and consider action plans to enable them to succeed in life beyond Handsworth.

The school Careers Plan is based on the DfE document Careers guidance and access for education and training providers (Jan 2018) and the Gatsby Benchmarks.

N Daniel
Assistant Headteacher

King Edward VI Handsworth School for Girls Career Programme – Aims

Our Careers Education, Advice, Information and Guidance programme will enable students to:

- Receive advice, information and guidance which is in their best interest.
- Develop a broad understanding of the world of work and an ability to respond to changing opportunities.
- Make best use of the Information, Advice and Guidance (IAG) both independently and with support.
- Develop essential careers skills promoted through our Teaching and Learning ethos including creativity, perseverance, resilience, good self-presentation and adaptability.
- Manage transitions in their lives such as GCSE and A-Level options as well as from school to university or work.
- Raise their aspirations, broaden their horizons and challenge stereotyped thinking about what they and others can achieve within our society.
- Engage in opportunities to work in partnership with employers, higher education providers and others to provide opportunities to inspire students through real-life contact with the world of work
- Develop enterprise and employability skills.
- Encourage students to see career development as a life-long process.

CEAIG at King Edward VI Handsworth School for Girls has four elements:

- 1) **Careers Education:** Planned programmes in the curriculum giving students knowledge and skills to help them to plan / manage their own career.
- 2) **Careers Advice and Guidance:** Independent and impartial careers advice and guidance provided by our two careers advisors.
- 3) **Career Information:** Including options, skills, occupations, labour market information (LMI), pathways and progression routes.
- 4) **Work Related Learning:** Experiences within and outside the curriculum to help students learn about economic well-being, careers and enterprise.

The CEAIG Team

To design, develop, run and review an effective Careers Programme we have a CEAIG team.

Nicola Daniel (Assistant Headteacher/Careers Leader)

- Strategic leadership of CEAIG across the school
- Prepare and implement CEAIG programme
- Oversee schemes of work for careers education
- Monitor CEAIG provision and take up of careers guidance
- Establish, maintain and develop relationships with employers, FE, HE, training and apprenticeship providers
- Liaise with careers advisors, tutors, Pastoral Leaders, SENDCO to identify and support students with careers guidance
- Secure student access to personal careers guidance
- Promote careers across the curriculum; liaise with PSHE lead and directors of subject to plan careers education
- Lead in house training / CPD for staff
- Brief and support staff involved with delivery of CEAIG
- Maintain own CPD
- Review and evaluate CEAIG
- Report to SLT and Governors on CEAIG

Jenny Nolan (Post 16 Careers, enrichment and work related learning co-ordinator)

- To lead, develop, review and evaluate a programme of work related learning and careers enrichment opportunities in years 12 and 13.
- To liaise with local Universities regarding masterclass opportunities, publicise these to students and finalise arrangements.
- To develop a programme of visiting speakers for year 12 and 13, including assemblies and lunch time sessions.
- To work with the Learn2Work coordinator to develop a careers evening for year 12 and 13 (which will incorporate the year 9 options evening).
- To organise and manage a series of work experience opportunities for students in year 12.

- To plan, design and provide curriculum resources for form tutors and PSCHE teachers to use with their forms in year 12 and 13 to support work related learning and careers education.
- To lead and manage a business enterprise learning opportunity for year 12
- Report to SLT and Governors on CEAIG in Years 12 and 13

Nuala Connor (Careers Advisor Years 7-11)

- Provide independent and unbiased advice, information and guidance to students in years 7-11.
- Create action plans in conjunction with the student.
- Co-ordinate careers education at Key Stage 3 and 4 in collaboration with the Subject Leader for PSCHE.
- Oversee careers and enterprise activities for Key Stage 3 and 4.
- Lead assemblies where required.

Raj Dhanda (Careers Advisor Years 12-13)

- Provide independent and unbiased advice, information and guidance to students in years 7-11.
- Create action plans in conjunction with the student.
- Lead assemblies where required.

Alison McKerracher (CEAIG Link Governor)

- Monitor provision of CEAIG
- Termly review of CEAIG (Link Meetings with Careers Leader)
- Strategic planning support for development of CEAIG

Subject teachers

- Integrate careers into the delivery of their curriculum
- Engage with careers CPD
- Promote progression routes within their curriculum area
- Develop external links to support CEAIG within curriculum areas
- Feedback specific student needs (or opportunities) to the CEAIG team including referrals to the careers advisors.
- Signpost students to appropriate CEAIG advice and information

Additional staff responsibilities:

Rena Miras-Pye (SENDCO)

- Provide support to SEN students to help them generate their individual careers action plans
- Review SEN student career action plans with their parents to ensure they are engaged and supportive of the plans
- Ensure the careers leader and careers advisors understand the school's statutory responsibility to students

The Gatsby Benchmarks

The Government's careers strategy, published on 4 December 2017, sets out a long term plan to build a world class careers system that will help young people and adults choose the career that is right for them. To achieve this aim, the careers strategy sets out that every school and academy providing secondary education should use the Gatsby Charitable Foundation's Benchmarks to develop and improve their careers provision.

Under the Government's Careers Strategy (2017) students are entitled to careers education and guidance which is therefore independent and impartial, integrated within their overall education and structured to provide help at decision points and to meet their continuing needs. Students are also entitled to access a range of providers of technical education and apprenticeships to inform them about technical education qualifications or apprenticeships [see King Edward VI Handsworth School for Girls policy statement on provider access].

Benchmark 1: A Stable Careers Programme <i>Every school and college should have an embedded programme of career education and guidance that is known and understood by Students, parents, teachers, governors and employers.</i>
Benchmark 2: Learning from Career and Labour Market Information <i>Every Student and their parents should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make the best use of available information</i>
Benchmark 3: Addressing the Needs of Each Student <i>Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each Student. A school's careers programme should embed equality and diversity considerations throughout.</i>
Benchmark 4: Linking Curriculum Learning to Careers <i>All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of careers paths.</i>
Benchmark 5: Encounters with Employers and Employees <i>Every Student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.</i>
Benchmark 6: Experiences of Workplaces <i>Every Student should have first-hand experience of the workplace through work visits, work shadowing, and/or work experience to help their exploration of career opportunities, and expand their networks.</i>
Benchmark 7: Encounters with Further and Higher Education <i>All Students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.</i>
Benchmark 8: Personal Guidance <i>Every Student should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all Students but should be timed to meet their individual needs.</i>

CEAIG Programme by year group

Year 13

Date	Activity	Gatsby benchmark
Throughout academic year	Access to independent and impartial careers advice and guidance through 1:1 careers interviews. Targeted students will have a 1:1 interview. Additional support is available through self-, parental- and tutor referral.	Gatsby Benchmarks 1,2,3,8
Throughout academic year	Careers of the month talks; guest speakers (employees and employers) from businesses, universities, apprenticeship providers and charities.	Gatsby Benchmarks 1,2,3,4,5,6,7
Throughout academic year	PSCHE lessons with a focus on CEAIG	Gatsby Benchmark 1, 3
Throughout academic year	CEAIG assembly focus to provide CEAIG, support and LMI	Gatsby Benchmarks 1,2,4,5,7
Throughout academic year	Wednesday afternoon opportunities for work experience and volunteering.	Gatsby Benchmarks 1, 5, 6
September – November	UCAS: 1:1 tutor meetings r.e personal statements, mock interviews, 1:1 UCAS finisher meetings, practice admissions tests, higher and degree apprenticeship support,	Gatsby Benchmarks 1, 2, 3, 7, 8
March	Life after Handsworth Day	Gatsby Benchmark 1, 2
March	National Careers Week – tutorial activities, assemblies, careers talks at lunchtime. All curriculum areas link their subject areas to the world of work and employability skills. National Apprenticeship Week – tutorial activities.	Gatsby Benchmarks 1,2,4,5,

August	A-Level Results Day: ASK, Careers Advisor support	Gatsby Benchmarks 1,2,3,8
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Year 12

Date	Activity	Gatsby benchmark
Throughout academic year	Access to independent and impartial careers advice and guidance through 1:1 careers interviews. Targeted students will have a 1:1 interview. Additional support is available through self-, parental- and tutor referral.	Gatsby Benchmarks 1,2,3,8
Throughout academic year	Careers of the month talks; guest speakers (employees and employers) from businesses, universities, apprenticeship providers and charities.	Gatsby Benchmarks 1,2,3,4,5,6,7
Throughout academic year	PSCHE lessons with a focus on CEAIG	Gatsby Benchmark 1, 3
Throughout academic year	CEAIG assembly focus to provide CEAIG, support and LMI	Gatsby Benchmarks 1,2,4,5,7
Throughout academic year	Wednesday afternoon opportunities for work experience and volunteering.	Gatsby Benchmarks 1, 5, 6
September	Unifrog Introduction; introduction to Unifrog a destinations platform to research future pathways and opportunities.	Gatsby Benchmark 1, 2, 3
September	University of Nottingham residential visit	Gatsby Benchmark 1, 7
Spring Term	Oxford University visit for interested students	Gatsby Benchmark 1, 7
March	National Careers Week – tutorial activities, assemblies, careers talks at lunchtime. All curriculum areas link their subject areas to the world of work and employability skills.	Gatsby Benchmarks 1,2,4,5,

	National Apprenticeship Week – tutorial activities.	
May - July	UCAS launch: A-Level subject talks, higher and degree apprenticeships workshops, personal statement writing workshops, 1:1 sessions with form tutor, subject talks, visit from Leeds University.	Gatsby Benchmarks 1, 2, 3, 7, 8

Year 11

Date	Activity	Gatsby benchmark
Throughout academic year	Access to independent and impartial careers advice and guidance through 1:1 careers interviews. All students will have a 1:1 interview. Additional support is available through self-, parental- and tutor referral.	Gatsby Benchmarks 1,2,3,8
Throughout academic year	Careers of the month talks; guest speakers (employees and employers) from businesses, universities, apprenticeship providers and charities.	Gatsby Benchmarks 1,2,3,4,5,6,7
Throughout academic year	Post 16 option choices and transition into the Sixth Form events. Sixth Form Open Evening. Open Evening and Events promoted through assembly, careers board, website, twitter. Post 16 Option Choices Programme included hosted breakfast in Sixth Form, A-Level subject talks in assemblies and lessons.	Gatsby Benchmark 1,2,3,5,6,7
Throughout academic year	PSCHE lessons with a focus on CEAIG; personal strengths, employability skills, future career goal setting.	Gatsby Benchmark 1, 3

Throughout academic year	CEAIG assembly focus to provide CEAIG, support and LMI	Gatsby Benchmarks 1,2,4,5,7
September	Unifrog Introduction; introduction to Unifrog a destinations platform to research future pathways and opportunities.	Gatsby Benchmark 1, 2, 3
October - March	Work Experience Launch Assembly and follow up support sessions with applications	Gatsby Benchmark 1,2,3,5,6
January	Year 11 Parent's Evening; ASK apprenticeship talks, Oxbridge, Law and Medicine talks.	Gatsby Benchmark 1,3,7
February	Careers Fayre	Gatsby Benchmark 1, 2, 5, 7
March	National Careers Week – tutorial activities, assemblies, careers talks at lunchtime. All curriculum areas link their subject areas to the world of work and employability skills. National Apprenticeship Week – tutorial activities.	Gatsby Benchmarks 1,2,4,5,
June	Year 11 Optional Work Experience Week	Gatsby Benchmarks 1,2,3,5,6
August	GCSE Results Day: ASK, Careers Advisor support	Gatsby Benchmarks 1,2,3,8

Year 10

Date	Activity	Gatsby benchmark
Throughout academic year	Access to independent and impartial careers advice and guidance through 1:1 careers interviews during lunchtime drop in sessions. Additional support is available through self-, parental- and tutor referral.	Gatsby Benchmarks 1,2,3,8
Throughout academic year	Careers of the month talks; guest speakers (employees and employers) from businesses,	Gatsby Benchmarks 1,2,3,4,5,6,7

	universities, apprenticeship providers and charities.	
Throughout academic year	PSCHE lessons with a focus on CEAIG; the changing workplace, job vs career, importance of skills and qualification, degree vs degree apprenticeship, employability skills, entrepreneurship, introduction to Unifrog.	Gatsby Benchmark 1, 3
Throughout academic year	CEAIG assembly focus to provide CEAIG, support and LMI	Gatsby Benchmarks 1,2,4,5,7
September	Unifrog Introduction; introduction to Unifrog a destinations platform to research future pathways and opportunities.	Gatsby Benchmark 1, 2, 3
January	Support with applications for unifest begins.	Gatsby Benchmark 1, 3, 7
February	Careers Fayre	Gatsby Benchmark 1, 2, 5, 7
March	National Careers Week – tutorial activities, assemblies, careers talks at lunchtime. All curriculum areas link their subject areas to the world of work and employability skills. National Apprenticeship Week – tutorial activities.	Gatsby Benchmarks 1,2,4,5,
March	Insight into the world of work day; visits to employers around the midlands to gain an insight into the world of work including performing arts, stem, law, engineering, public sector and local government.	Gatsby Benchmarks 1,2,4,5,6,7

Year 9

Date	Activity	Gatsby benchmark
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Throughout academic year	Access to independent and impartial careers advice and guidance through 1:1 careers interviews during lunchtime drop in sessions. Additional support is available through self-, parental- and tutor referral.	Gatsby Benchmarks 1,2,3,8
Throughout academic year	Careers of the month talks; guest speakers (employees and employers) from businesses, universities, apprenticeship providers and charities.	Gatsby Benchmarks 1,2,3,4,5,6,7
Throughout academic year	PSCHE lessons with a focus on CEAIG; what's my job, degree apprenticeship vs degree, job opportunities in different organisations, making sense of money, transferable skills.	Gatsby Benchmark 1, 3
Throughout academic year	CEAIG assembly focus to provide CEAIG, support and LMI	Gatsby Benchmarks 1,2,4,5,7
September	Dragon's Den Enterprise Activity	Gatsby Benchmark 1
January – April	Post 14 choices programme including; GCSE subject option talks from Year 11 pupils, GCSE options evening, GCSE subject choices preparation, links to information about other post 14 providers.	Gatsby Benchmark 1, 3, 7
January	Year 9 Parent's Evening; ASK apprenticeship and university routes talk.	
January Onwards	Next Generation Awards	Gatsby Benchmark 1, 5
February	Careers Fayre	Gatsby Benchmark 1, 2, 5, 7
March	National Careers Week – tutorial activities, assemblies, careers talks at lunchtime. All curriculum areas link their subject areas to the world of work and employability skills.	Gatsby Benchmarks 1,2,4,5,

	National Apprenticeship Week – tutorial activities.	
April	University talk	Gatsby Benchmark 1, 7
June	What’s my job event?	Gatsby Benchmark 1, 5

Year 8

Date	Activity	Gatsby benchmark
Throughout academic year	Access to independent and impartial careers advice and guidance through 1:1 careers interviews during lunchtime drop in sessions. Additional support is available through self-, parental- and tutor referral.	Gatsby Benchmarks 1,2,3,8
Throughout academic year	Careers of the month talks; guest speakers (employees and employers) from businesses, universities, apprenticeship providers and charities.	Gatsby Benchmarks 1,2,3,4,5,6,7
Throughout academic year	PSCHE lessons with a focus on CEAIG; the workplace, skills needed by employees, gender equality, progression routes.	Gatsby Benchmark 1, 3
Throughout academic year	CEAIG assembly focus to provide CEAIG, support and LMI	Gatsby Benchmarks 1,2,4,5,7
November	The ‘tenner’ enterprise activity challenge	Gatsby Benchmark 1
March	The Big Bang Fayre trip	Gatsby Benchmark 1, 4, 5
March	National Careers Week – tutorial activities, assemblies, careers talks at lunchtime. All	Gatsby Benchmarks 1,2,4,5,

	curriculum areas link their subject areas to the world of work and employability skills. National Apprenticeship Week – tutorial activities.	
April	University Talk	Gatsby Benchmark 1, 7
July	Birmingham ThinkTank Trip	Gatsby Benchmark 1, 4, 5

Year 7

Date	Activity	Gatsby benchmark
Throughout academic year	Access to independent and impartial careers advice and guidance through 1:1 careers interviews during lunchtime drop in sessions. Additional support is available through self-, parental- and tutor referral.	Gatsby Benchmarks 1,2,3,8
Throughout academic year	Careers of the month talks; guest speakers (employees and employers) from businesses, universities, apprenticeship providers and charities.	Gatsby Benchmarks 1,2,3,4,5,6,7
Throughout academic year	PSCHE lessons with a focus on CEAIG; what jobs are out there and skills/traits needed, employability skills, personal strengths and areas for development, meet an employee, understanding the workplace, wages and salary.	Gatsby Benchmark 1, 3
Throughout academic year	CEAIG assembly focus to provide CEAIG, support and LMI	Gatsby Benchmarks 1,2,4,5,7
February	The ‘tenner’ enterprise activity challenge	Gatsby Benchmark 1

March	National Careers Week – tutorial activities, assemblies, careers talks at lunchtime. All curriculum areas link their subject areas to the world of work and employability skills. National Apprenticeship Week – tutorial activities.	Gatsby Benchmarks 1,2,4,5,
April	University Talk	Gatsby Benchmark 1, 7

Measuring the impact of our careers programme

Our progress towards achieving the Gatsby Benchmarks is evaluated using the online Compass tool. This is carried out on an annual basis by the Careers Leader. The CEAIG development plan is based upon the outcomes of the Compass audit.

Provision is also monitored through regular feedback from students, staff, governors and our visiting partners. This feedback is collected through questionnaires and focus groups following key careers activities and at the end of each academic year. This is analysed by the Careers Leader with actions fed back to SLT, the CEAIG team involved and the Governing Body. Key action points are also included in the School Learning and Development Plan. The quality of the impartial guidance provision is evaluated by the students who have accessed the service.

Destination data (Dfe) is used to assess how successfully students make the transition into the next stage of education or training, or into employment and to inform future CEAIG provision. This is analysed by the Careers Leader with key trends and actions fed back to SLT and Governors.

A designated governor has responsibility for overseeing the quality of careers guidance. The Careers Leader reports to the Governor for CEAIG on a termly basis with a one to one meeting.

The CEAIG policy is reviewed on an annual basis by the Careers Leader. This is ratified by Governors.

Mrs N Daniel

Assistant Headteacher

September 2018