



King Edward VI School

CAREERS, ENTERPRISE & EMPLOYABILITY POLICY

SEPTEMBER 2018

Approved by:

Date:

Last reviewed on:

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Rationale for a Careers, Enterprise and Employability Programme

Careers education information, advice and guidance (CEIAG) programmes play a major part in helping young people choose pathways that suit their interests, abilities and individual needs. A stable careers programme that is clear and understood by students, Parents, teachers, governors and employers helps to identify where and how they can support choices and opportunities for our students in education, employment and training.

The Careers Programme at King Edward VI School (KES) Careers Programme is designed to educate, inform and inspire our students, so that they understand and explore a wider world of opportunities in further and higher education, employment and training. It aims to help them build essential skills, plan and manage their education, training and career pathways effectively and in line with our school values of respect, aspiration and creativity.

A well-structured and progressive Careers, Enterprise and Employability curriculum contributes to the preparation of young people for the opportunities, responsibilities and experiences of life, in order to help them make a successful transition to adulthood.

A high quality Careers IAG provision should include the following elements:

- A planned progressive programme of career, enterprise and employability education from year 7 onwards that is firmly embedded in the curriculum and links with curriculum learning
- Access to good quality information about future study options and labour market opportunities for students and Parents/Carers
- Opportunities for advice and support tailored to the needs of each student.
- Every student should have multiple opportunities for students to learn from employers about work, employment and the skills that are valued in the workplace along with first-hand experiences of the workplace through work visits, work shadowing and/or work experience.
- Opportunities for students and Parents to understand the full range of learning opportunities and pathways, including academic and vocational routes and learning in schools, colleges, universities and in the workplace.
- Professional career guidance opportunities, especially at key transition points and particularly for students with additional barriers to career progression.

Aims

At King Edward VI School, our aim is to help learners, through careers, enterprise and employer engagement activities and interventions, to be able to:

- Develop their understanding of themselves in relation to future learning and employment opportunities
- Learn and experience careers and the world of work
- Develop their career management and employability skills

Context

From September 2013, The Education Act of 2011 placed the responsibility on schools to ensure all registered students in Years 8-13 have access to independent, accurate and impartial information advice and guidance (IAG).

In December 2017, the Department for Education (DfE) published its Careers Strategy document. The Strategy stated that:

- all young people (are) to understand the full range of opportunities available to them, to learn from employers about work and the skills that are valued in the workplace and to have first-hand experience of the workplace;
- all young people in secondary school and college (are) to get an excellent programme of advice and guidance that is delivered by individuals with the right skills and experience.

The Careers Strategy document also identified a framework for schools and colleges to ensure that ongoing *good* IAG is provided. This framework is outlined in the eight Gatsby Benchmarks which are:

1. A stable careers programme
2. Learning from career and labour market information (LMI)
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

In line with the Gatsby Benchmarks, all students in Years 8-13 at King Edward VI School are entitled to:

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

The school has the following statutory duties:

- To secure independent and impartial careers guidance for all students from Year 8 to Year 13
- To ensure that there is an opportunity for a range of education and training providers to access all pupils in Years 8 to 13 for the purpose of informing them about approved technical education qualifications or apprenticeships.

See **Appendix A: Provider Access Statement**

[Government statutory guidance for schools](#)

Links with other policies

The Careers, Enterprise and Employability Policy is linked to the following documents and policies:

- Accessibility Plan
- Citizenship and PSHE Policy
- Equalities Policy
- King Edward VI School Development Plan
- Looked After Children Policy
- Religious Education Policy
- SEND Policy

All of the above documents and policies are accessible via our main website:

www.king-ed.suffolk.sch.uk

Commitment

King Edward VI School's current Careers programme commits to both meeting and exceeding our statutory responsibilities and the careers guidance standards outlined in the Gatsby Benchmarks. By embedding our programme from Year 7 we aim to ensure that our students have a growing awareness of the educational and work-related world around them and are encouraged to investigate and explore their educational and employment options throughout their time with us.

We have established excellent links with Further Education and Higher Education establishments and in particular with West Suffolk College (WSC) and the University of Suffolk (UoS). We are also developing a strategy to support good mental health for our students with the Higher Education Champions at the Network for East Anglian Collaborative Outreach (NEACO). This will provide a fundamental support for all students and encourage personal development and robustness in their current study and future working environments.

As an active member of the West Suffolk Careers Network, run by the Careers and Enterprise Company (CEC) within Suffolk County Council, we work closely with our Enterprise Advisor Co-ordinator on all aspects of strategic planning, employer-related connections and work experience preparation and facilitation.

Our ongoing commitment is to ensure that our Careers programme remains relevant to our students' needs and that it continues to guide them towards optimal choices in education, training and employment.

Programme of Events

KES planned programme of events runs alongside our ongoing provision of in-house and external professional CEIAG. By introducing careers and employability activities from Year 7 we aim to help our students choose subject combinations in year 9 that match their aspirations.

Tailored advice and support is provided to all our students in 1:1 interviews in Years 10 and 11.

Our Careers Programme offers the following opportunities to students and access to providers of education and training, linked to the Gatsby Benchmarks (**GB**):

Year Group	Autumn Term	Spring Term	Summer Term
Year 7	Assembly “Why come to school?” Linking curriculum to Careers GB4	King Edward VI School Careers Week GB5 WSC Engineering Workshop GB5	Visit to University of Suffolk (UoS) GB2, GB7
Year 8	Networking event: Staff & students GB5 WSC Engineering Challenge	King Edward VI School Careers Week GB5	Visit to UoS GB2, GB7
Year 9	Trip: Skills Show, Ipswich GB5 Networking event Staff & students GB5	King Edward VI School Careers Week GB5 Careers Fair WSC GB5 Women in Engineering Workshop GB4 Barclays Life Skills Workshop GB5	Royal Institution of Chartered Surveyors Workshop GB5 Visit to WSC and UoS
Year 10	Assembly: Women in Engineering GB4 Guest speakers Career paths GB5	King Edward VI School Careers Week GB5 Careers Fair WSC Barclays Life Skills Workshop GB5	College and University visits WSC, UEA, UoS GB7 Networking event Staff & students GB5
Year 11	WSC Assemblies: Apprenticeships Post-16 Information GB2, GB7 Trip to Warren Services GB6	King Edward VI School Careers Week GB5 Top Employability Skills GB5 Engineering workshop GB5	University visits UEA, UoS GB7 Networking event Staff & students GB5
Year 12	Trip: Warren Services Thetford GB6	King Edward VI School Careers Week GB5 WSC Assembly – Introduction to Higher Education GB2, GB7	Progression Information Evening GB2 University of Essex Student Conference GB7 Recruitment company interviews GB5
Year 13	Trip: Warren Services. Thetford GB6	King Edward VI School Careers Week GB5	Recruitment company interviews GB5

Work Experience

Work experience is an important part of a Careers Programme, not only to allow students to apply what they have learned from it, but to inform later choices. It is also valued by employers in the recruitment process. The goal of work experience is to provide students with the opportunity to develop employability skills such as teamwork, communication, problem-solving, initiative and time management. These are skills that are essential in the workplace and beneficial throughout adult life.

In building a wider network of contacts with our local business, our aim is to support our students in gaining short term placements with employers so that they gain real life experience of the skills they are building within our Careers Programme.

The IAG Co-ordinator offers a first point of contact to facilitate the process of applying for work experience and to ensure that both students and employers are fully aware of the conditions that need to be met to provide a mutually rewarding experience.

Our aspiration is to provide supported work experience for Year 10 students for a week in the summer term. This time frame will offer students a real sense of how employers and employees create an environment that reinforces our school values and challenges them to adapt and grow in a new setting.

Ultimately, the goal of work experience is to match as far as possible, our students' interests, abilities and aspirations with their desired choice of career.

Organisation, management and staffing

All Staff are informed about compliance with The Gatsby Benchmarks. Staff training and support to ensure full compliance by the end of 2020 is ongoing.

Key members of our wider organisation who take a lead in Careers and IAG are:

Governor	Nick Upton
Careers Leader	Beverley Tucker
Enterprise Adviser	Darian Vomund
IAG Co-ordinator	Angela Hahn

Resources

Careers information and resources are located in our main library, which contains up-to-date, impartial information presented in a variety of media. It is reviewed and renewed on a regular basis by the Careers Co-ordinator and Librarian. College and University prospectuses are current and visual displays on the noticeboards are kept up-to-date. The CEIAG library can be accessed by students before school, during break and lunch times and after school.

The Careers Co-ordinator is available from 8.30am to 4.30pm Monday to Friday for individual student and parent appointments and for sourcing additional information directly from other educational establishments, training providers, employers and online websites.

Curriculum Opportunities

The curriculum includes planned learning, which is undertaken through:

A Careers Education programme for Years 7 -13 linked to a careers scheme of work

Employer Engagement activities for Years 7 -13 - one per year for all students

The careers education curriculum and employer engagement activities should meet the following learning outcomes:

Developing themselves through career and work-related learning education

- Self- awareness
- Self determination
- Self improvement as a learner

Learning about careers and the world of work

- Understanding careers and career development
- Understanding work and working life
- Understanding business and industry
- Investigating career and labour market information
- Respecting equality of opportunity and diversity
- Maintaining health and safety

Developing career management and employability skills

- Making the most of career guidance and support
- Preparing for continuing learning and employability and enterprise
- Developing personal financial capability
- Investigating choices and opportunities
- Planning and deciding
- Handling applications and selection
- Managing changes and transitions

(Taken from the [CDI Framework for Careers, Employability and Enterprise Education 2018](#))

Personalised Opportunities

Access to individual information, advice and guidance and careers guidance for Years 8 -13 through internal staff, external visitors, mentors, and through email, telephone, webchat and forums via websites such as www.thesource.me.uk , www.icanbea...and the [National Careers Service](#)

Access to a qualified specialist source of impartial careers guidance

Employer Engagement

King Edward VI School engages with a number of local employers to enable students to have access to at least 7 employer encounters throughout their school life. We are fortunate to have links with award winning companies such as Warren Services and Claas which also brings an international element to our student experience.

The school has an ongoing aim to forge new links with additional businesses in the Suffolk-Norfolk-Cambridgeshire area to provide our students with both up-to-date labour market information (LMI) and pathways into work experience.

Outcomes: monitoring, review and evaluation

Our Careers provision is monitored by the Careers Leader and IAG Co-ordinator in collaboration with all Staff who engage in Careers-related activities with our students. By collating information on our students' intended and final destinations, we hope to support their choices and ensure a positive destination post-16. A review of our ongoing success in all areas of our Careers provision is completed each term using the Careers & Enterprise Company's Careers Benchmark Tool, Compass.

Partnerships

In support of our programme for all students to develop excellent employability skills, we have joined the Skills Builder Partnership.

The Skills Builder provides a comprehensive framework for our students in Years 7-13 to learn and develop the most important skills needed in the workplace, as well as life beyond it.

We have established close links with Further Education and Higher Education establishments and in particular with West Suffolk College (WSC) and the University of Suffolk (UoS). We are also developing a programme to support the mental well-being of our students in partnership with our designated Higher Education Champions at the Network for East Anglian Collaborative Outreach (neaco).

As an active member of the West Suffolk Careers Network, run by the Careers and Enterprise Company (CEC) within Suffolk County Council, we work closely with our Enterprise Advisor Co-ordinator on all aspects of strategic policy, statutory commitments and employer-related connections. In doing so, we ensure that we continue to provide the best and most up-to-date programme for Careers and IAG in our school.

Engaging with Parents/ Carers

Parents and Carers are included in all information regarding Careers events in the school and trips outside of school through letters, emails, IAG information on our website and social media posts.

Post-16 information evenings are held each year to inform Parents and Carers of the options open to Year 11 students.

Our aim is to bring more Parents into the school in future to share LMI and information about evolutions in the workplace and in higher education. We recognise the importance of encouraging Parents and Carers to explore future career options with their children and are looking into the best ways to facilitate this going forward.

Appendix 1 Provider Access Policy



King Edward VI School

PROVIDER ACCESS POLICY STATEMENT

SEPTEMBER 2018

Approved by:

Date:

Last reviewed on:

Next review due by:

1. Aims

This policy statement aims to set out the arrangements for managing the access of providers to students at King Edward VI School for the purpose of giving them information about their education, employment or training offers.

It sets out:

- procedures in relation to requests for access
- the grounds for granting and refusing access
- details of premises or facilities to be provided to a person who is given access

2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](#).

This policy statement shows how our school complies with these requirements.

3. Student entitlement

All students in years 8-13 at King Edward VI School are entitled to:

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

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact:

Angela Hahn our Information Advice and Guidance (IAG) Co-ordinator

Telephone: 01284 761393 ext. 276 Email: ahn@king-ed.suffolk.sch.uk

4.2 Opportunities for access

A number of events integrated in our careers programme will offer providers an opportunity to come into school to speak to students and/or their Parents/Carers:

Year Group	Autumn Term	Spring Term	Summer Term
Year 7	Assembly: <i>Why come to school?</i> Linking curriculum to Careers	King Edward VI School Careers HE Week Engineering Workshop (West Suffolk College - WSC)	Visit to University of Suffolk (UoS)
Year 8	Networking event with Staff & students	King Edward VI School Careers/ HE Week Engineering Workshop (WSC)	Visit to UoS
Year 9	Visit: Skills Show Networking event: Staff & students	King Edward VI School Careers/ HE Week WSC Careers Fair Engineering Workshop (WSC) Barclays Life Skills Workshop	Royal Institute of Chartered Surveyors (RICS) workshop University & College visits
Year 10	Assembly: Guest speakers: <i>Career paths</i>	King Edward VI School Careers/ HE Week WSC Careers Fair Engineering Workshop (WSC) Work experience preparation sessions	University and College visits 1:1 interviews (WSC) Networking event with Staff & students
Year 11	WSC Assemblies: <i>Apprenticeships</i> <i>Post-16 Information</i>	King Edward VI School Careers/ HE Week Employability Skills Institute of Civil Engineering (ICE) workshop	1:1 interviews University visits UEA, UoS Networking event with Staff & students
Year 12	Assembly: <i>Employability Skills</i> Visit: Warren Services Engineering	King Edward VI School Careers/ HE Week WSC Assembly: <i>Introduction to Higher Education</i>	Progression Information Evening University of Essex Student Conference Recruitment company interviews
Year 13	Assembly: <i>Employability Skills</i> <i>(Time management)</i>	King Edward VI School Careers/ HE Week	Recruitment company interviews

Please speak with **Angela Hahn (ahn@king-ed.suffolk.sch.uk)** to identify the most suitable opportunity for you.

4.3 Granting and refusing access

The school reserves the right to refuse access to any organisations that cannot meet safeguarding or Prevent requirements using the school's procedures. Similarly, if organisations are deemed by the school to be inappropriate to the age group they wish to have access to or the request is deemed unreasonable due to loss of curriculum time and the negative impact this might have on students.

4.4 Opportunities for access

Our Child Protection and Safeguarding Policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy, which can be found on our website: [Child Protection and Safeguarding Policy](#).

5. Premises and facilities

The school will make the Lower Hall, PAC, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available audio visual 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 a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at Reception to be placed in the Careers Resource area, which is managed by the School Librarian. The Resource area is available to all students at lunch and break times.

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by the Deputy Headteacher, Pastoral.

This policy will be reviewed annually by the Curriculum Committee.

Approval and review

Approved [date] by Governors at Curriculum and Standards Committee

Next review: [date] Curriculum Committee

Signed:

Harriet Elliss
Chair of Governors

Lee Walker
Head teacher

Appendix 2 Definitions of terms used in this policy

Government Definition

“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 choices 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.”

(Department of Education. *Statutory Guidance: The duty to secure independent and impartial careers guidance for young people in schools*: March 2015)

For purposes of planning a service, it might still be helpful to think of provision in these areas.

Careers Education - planned progressive provision by learning providers for all young people that enables them to learn about careers, learning and work so that they can manage their development, make life choices and decisions that will benefit their own personal and economic well being.

Employer Encounters – opportunities and experiences for learners to develop knowledge and understanding of work and enterprise, to develop skills for enterprise and employability and to learn through direct experiences of work and enterprise. This could be through employer visits to schools, careers fairs, employer mentoring, business and enterprise competitions that generally take place on the school premises.

Experiences of the Workplace -opportunities and experiences for learners to develop knowledge and understanding of work and enterprise, to develop skills for enterprise and employability and to learn through direct experiences of work and enterprise outside the school environment. This could include work experience, work shadowing, visits to employer premises.

Enterprise - means more than just the ability to become an entrepreneur or being self-employed. It is that quality that gives an individual a positive outlook and to be able to look for opportunities and is a valuable attribute for the whole of life.

Employability - is about understanding and developing the skills that employers look for in potential employees as well as the tools and techniques to secure and keep a job.

Specialist Careers Guidance – a personalised service, delivered by a specialist and qualified careers guidance practitioner that assists young people make educational, training and occupational choices and manage their careers. This would usually be in a 1:1 interview but may take place in small groups.

Information, Advice and Guidance (IAG)

IAG can be delivered by a number of people in and out of the school/college environment – for example;- careers co-ordinators, tutors, teachers, mentors, external visitors or agencies and employers. Some of these people may be trained, whilst others may not

Independent is defined as external to the school. External sources of careers guidance and inspiration could include employer visits, mentoring, website, and telephone and helpline access. Taken together, these external sources could include information on the range of education and training options, including apprenticeships.

Impartial is defined as showing no bias or favouritism towards a particular education or work option.

Appendix 3 Learners' Entitlement

Your Career, Enterprise and Employability programme will help you to:

- Understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make
- Find out about different courses, what qualifications you might need and what opportunities there might be
- Develop the skills you may need for working life
- Make realistic, but ambitious, choices about courses and jobs
- Develop a plan of action for the future
- Understand the different routes after Year 11 including training, further and higher education and apprenticeships
- Be able to make effective applications for apprenticeships, training and further and higher education
- Develop your interview skills
- Improve your confidence

You will receive:

- Careers lessons, activities or opportunities for meeting employers
- Access to the career information resources via a range of media
- Opportunities to discuss your career ideas with teachers, tutors and employers
- Guidance interviews – from a trained specialist
- A range of experiences of work inside and outside of the classroom
- Other subject lessons linked to careers, enterprise and employability learning

You can expect to be:

- Treated equally
- Given careers information and advice that is up to date, impartial and relevant to you
- Treated with respect by visitors to the school who are part of the careers, enterprise and employability programme
- Given extra help if you have additional / special needs

LEARNERS ENTITLEMENT TO CAREERS GUIDANCE AND INSPIRATION AT KING EDWARD VI SCHOOL

When	Year	Activity	Aim	CDI Framework Link
Termly	All Years	All students work with their Tutors and discuss future pathways and ambition; this is logged on their record on Go4Schools.	Develops the opportunity for interaction between the student and their Tutor about future careers and options at pertinent times	Preparing for employability Identifying choices and opportunities Planning and deciding Managing changes and transitions
On-going	All Years	All students have access to an up to date careers library based in the Library. This includes specific job role information, college and university prospectuses and access to online resources. Blog/thesource.me.uk	Students are able to independently research and develop their knowledge around careers, colleges and universities	Exploring careers and career development Investigating work and working life Investigating Jobs and labour market information Making the most of careers information, advice and guidance Identifying choices and opportunities
On-going		The school website hosts a wealth of information and links which is a useful online tool that students and their families have access to.	This enables research and skill development at home to enhance what is achieved in school	Exploring careers and career development Investigating work and working life Identifying choices and opportunities
		Access to an Independent, Impartial Careers Adviser for all students Careers & Connections (West Suffolk College)	The Careers Adviser is contracted to King Edward VI School to offer Careers Guidance to students. Angela Hahn is available to offer Information, advice and guidance (IAG) to students. To make a referral please email Angela Hahn - ahn@king-ed.suffolk.sch.uk	Self-awareness Self-determination Exploring careers and career development Investigating jobs and labour market information Making the most of careers information, advice and guidance Identifying choices and opportunities Managing changes and transitions
		Careers Induction through assemblies	Students introduced to careers opportunities and Angela.	Preparing for employability Making changes and transitions Exploring careers and career development
		Visits to places of employment, food and farming day and visits to colleges, skills shows and careers fairs and any other opportunities	Students are offered the opportunity to attend these visits to improve their knowledge of careers and to gain a wider range of information that is impartial	Exploring careers and career development Identifying choices and opportunities Self-awareness

When	Year	Activity	Aim	CDI Framework Link
On-going	All Years	made available to King Edward	and varied that will help to widen aspirations.	
		In their tutor groups students develop enterprise activities to raise funds for their College charities. The charitable giving continues throughout the year with events.	Develop key enterprising and business skills as well as working in teams and independently to support the local community.	Self-awareness Developing personal financial capability Showing initiative and enterprise
		Employer Workshops – take place throughout the year. Employers visit school between 1.20pm – 2pm to share information to support student learning. All students are encouraged to take the opportunity to attend.	Develop employability and networking skills, share information to inspire, to enable students to gain knowledge.	Identifying opportunities Preparing for employability Exploring careers and career development Self-determination
		Employability skills activities	Purposeful activities linked to gaining employability skills.	Self-awareness Preparing for employability Exploring careers and career development Self-determination

On-going	All years	<p>Enrichment Day Activities</p> <p>A practical STEM activity to introduce students to how the subjects are linked to job roles</p> <p>TREATT – to talk about Chemistry jobs</p> <p>STEM Day – several employers come in to talk about STEM careers</p>	<p>This enables students to understand the link between learning and earning and the skills required to work and to begin to understand the nature of work, the diversity and function of business, and its contribution to national prosperity.</p> <p>To encourage students to consider others in their local community, to build confidence and self-awareness</p> <p>To encourage students to aspire and inform about progression to higher education. Information is shared regarding finance implications and budgeting</p>	<p>Self-awareness</p> <p>Self-determination</p> <p>Self-improvement as a learner</p> <p>Exploring careers and career development</p> <p>Investigating work and working life</p> <p>Preparing for employability</p> <p>Developing personal financial capability</p>
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When	Year	Activity	Aim	CDI Framework Link
2018/19	8	<p>Enrichment Day Activities</p> <p>Speed networking Activity</p> <p>Students, this is an opportunity for the young people to talk to as many business people as possible to help them gain a better understanding of jobs/professions/what employers look for and skills</p> <p>Students will complete an activity in teams to gather together questions to ask the employers</p>	<p>Broaden student understanding of opportunities and careers and what pathways people have taken in their own lives</p> <p>To encourage students to consider others in their local community, to build confidence and self-awareness</p>	<p>Exploring careers and career development</p> <p>Investigating work and working life</p> <p>Understanding business and industry</p> <p>Preparing for employability</p> <p>Self-awareness</p> <p>Self-determination</p>
	9	<p>Enrichment Day Activities</p>	<p>It is important that our students learn about safe working practices and environments to keep them safe and healthy at work</p> <p>An introduction to the world of work which includes a presentation delivered about teaching staff and interactions with a number of employers</p> <p>Managing money activities, spending, saving and investing to ensure their economic well-being now and in the future.</p>	<p>Planning and deciding</p> <p>Developing personal and financial capability</p> <p>Investigating work and working life</p> <p>Understanding business and industry</p> <p>Valuing equality, diversity and inclusion</p> <p>Learning about safe working practices and environments</p>
	9/10 /11	<p>Curriculum Based careers activities</p> <p>Through</p> <p>Work Experience information</p> <p>Employability</p> <p>Networking</p> <p>Applications and CV writing</p> <p>Employer support: CLAAS</p>		<p>Identifying choices and opportunities</p> <p>Handling applications and interviews</p> <p>Planning and deciding</p> <p>Preparing for employability</p> <p>Learning about safe working practices and environments</p> <p>Valuing equality, diversity and labour market information</p> <p>Investigating jobs and labour market information</p> <p>Understanding business and industry</p> <p>Investigating work and working life</p> <p>Exploring careers and career development</p>

When	Year	Activity	Aim	CDI Framework Link
Spring Term	9	Options Open event and assemblies Parents/Carers and students are invited to the options open event Students receive information regarding options choices in an assembly Students and Parents can meet with a Careers Adviser	Information is available to support students and Parents/Carers in their options choices.	Making the most of careers information, advice and guidance Planning and deciding Managing changes and transitions
	9/10 /11	Summer Residential School	Raise university aspirations, gain knowledge and develop presentation skills and confidence as well as learning research skills.	Self-determination Self-improvement Investigating work and working life Developing personal financial capability Planning and deciding Managing changes and transitions
From Sept. 2018	10			Show initiative and enterprise Preparing for employability Handling applications and interviews Managing changes and transitions Identifying choices and opportunities Valuing equality, diversity and inclusion Investigating work and working life
When	Year	Activity	Aim	CDI Framework Link
On-going	10	Work Experience Students are encouraged to find their own work experience placements. Alternative curriculum students will be supported to find places	Students gain a new found confidence, a greater understanding of the world of work and employability skills. Gain the experience of routine, responsibilities, working within teams and tasters of careers areas	Show initiative and enterprise Preparing for employability Handling applications and interviews Managing changes and transitions Identifying choices and opportunities Valuing equality, diversity and inclusion Investigating work and working life
Autumn Term onwards	11	One to one interviews with IAG Information shared – useful website information	To inform students to gain a greater understanding of the options available to them. To raise their aspirations and develop their research skills.	Preparing for employability Handling applications and interviews Managing changes and transitions Identifying choices and opportunities

		Careers Adviser to attend PD lessons to deliver destination choices	Opportunity to explore ideas and start plans for future pathways, impartial and individual support	Valuing equality, diversity and inclusion Managing changes and transitions Planning and deciding
		Access to open event dates for all Year 11 students. Parent Progression Information evening	To ensure all students are well informed and motivated to attend open events despite any barriers.	Managing changes and transitions Planning and deciding
Autumn Term	11	Future You forms are distributed to enable us to track where students intend to go post 16 and identify any further Careers assistance required.	Monitor destinations and ensure every student receives the support required.	Managing changes and transitions Identifying choices and opportunities
Spring Term	11	Identifies students who are unsure of what to do after year 11 help on a one-to-one basis with work life skills including visits to employers, college, university and careers fairs	Confidence and self-esteem is built upon leading to the students feeling positive about their post 16 choices	Managing changes and transitions
	11	Mock Results Day Post 16 Interviews	Know how to make career enhancing plans and decisions Monitor destinations and ensure those students who need extra guidance/plan B are supported	Planning and Deciding Identifying choices and opportunities
When	Year	Activity	Aim	CDI Framework Link
Autumn	13	Students applying to University spend time with tutors developing applications and working on personal statements Personal Statement planning and writing in preparation for UCAS application with academic tutor	To prepare students, to ensure a greater understanding of procedures. The support provided ensures students applying to University get the best possible chance of being accepted	Managing changes and transitions Handling applications and interviews
Autumn Term	12/ 13	Enrichment Days Speakers for schools presentations	The varied enrichment day programmes serve to increase employability skill levels, to improve cultural awareness, develop presentation skills, raise	Show initiative and enterprise

From Sept 2018		Cultural Visit – previously visited Rome and Denmark Apprenticeship and careers presentation Local employers come in to school and carry out mock interviews with all students including feedback such as presentation, CV's and body language	confidence levels and improve research skills. The apprenticeship information ensures that all students are able to make fully informed choices about their future after year 13 Experience an interview with an actual employer, to build on confidence and reflect on the feedback received Opportunity to do an in-depth independent study to enhance admission chances to Russell group and Oxbridge	Preparing for employability Handling applications and interviews Managing changes and transitions Identifying choices and opportunities Valuing equality, diversity and inclusion Investigating work and working life Showing initiative and enterprise Self-determination Self-improvement as a learner Self-awareness
Autumn/ Spring	12	Extended Project Qualification		
Summer Term	12 13	University Fair Visit	Ensure all year 12's are able to make fully informed choices about their future. Raise university aspirations and gain knowledge.	Identifying choices and opportunities Planning and deciding
		All students are offered at least one face to face interview with their tutor to discuss future options. This is impartial and individual. Further one to one sessions are offered if required	Opportunity to explore ideas and start plans for future pathways, impartial and individual support	Making the most of careers information, advice and guidance
		Students that have extra need for support and are totally unsure of their future paths can have an independent and impartial interview with an external qualified careers advisors	Independent and impartial advice for students that are confused or very unsure of their future	Exploring careers and career development
When	Year	Activity	Aim	CDI Framework Link
Summer Term	12	Oxbridge Day trip HE Conference in June	This will help students gain the very best opportunity in such a competitive application process Workshops on student finance, starting UCAS application and course discover. Gap Year travel, Life as an undergraduate and personal statement.	Handling applications and interviews Identifying choices and opportunities Developing personal financial capability Identifying choices and opportunities

		Summer Schools – Sutton Trust	Students have the opportunity to attend summer school	Identifying choices and opportunities Self-awareness
On-going	12	Students wanting to take on a work experience placement to develop a future career or a University application are able to do so. Medical and veterinary careers require a great deal of work experience when applying for a degree course	The placement will increase the future opportunities for the individual by offering a clearly linked experience in the career field of choice	Making the most of careers information, advice and guidance Preparing for employability Handling applications and interviews Managing changes and transitions
Summer Term	13	Mock interviews for those needing some extra practice and support in preparation for employment or apprenticeships	Small group work to help build confidence as well as practical skills in good interview techniques	Making the most of careers information, advice and guidance Preparing for employability Handling applications and interviews Managing changes and transitions