



# Careers, Employability and Enterprise Policy (2023-2024)

# **Rationale for Careers Education Information Advice and Guidance (CEIAG)**

**Careers Education, Information Advice and Guidance make a major contribution to preparing young people for the opportunities, responsibilities and experiences they will encounter at school, in further education and in working life. It aims to help all students make a successful transition to adulthood by:**

- Supporting young people to achieve their full potential
- Empowering young people to plan and manage their own futures
- Providing comprehensive information on all options
- Raising aspirations
- Supporting inclusion by promoting equality, diversity, and social mobility and challenging stereotypes
- Enabling young people to sustain employability and achieve personal and economic well-being throughout their lives
- Promoting participation in learning

**The CEIAG programme at Stoke Damerel Community College follows the principles of the Gatsby benchmark<sup>1</sup> which sets out a framework of good practice –**

1. A stable and embedded programme of career education and guidance
2. Good quality information about future study options, jobs and the labour market
3. Opportunities for advice and support tailored to young people's needs
4. Subject teaching linked to careers
5. Opportunities to learn from employers and employees

6. Experiences of workplaces
7. Opportunities to hear from representatives of FE, HE and apprenticeship providers
8. Personal guidance from a professionally qualified careers adviser, at the right time.

### **Purpose**

Stoke Damerel Community College is committed to career, employability and enterprise learning and development and it intends to fulfil its statutory obligations by providing a best-practice careers service.

It supports the school's overall vision and is included in the School Improvement Plan. Governors and senior leaders have a key role in developing and approving the policy and a strategic plan and this process ensures a high profile and a secure place for CEIAG within the school curriculum.

This policy supports and is underpinned by key school policies including Curriculum, Special Educational Needs, SMSC and Equality and Diversity.

### **Commitment**

Stoke Damerel Community College is committed to providing a planned programme of career education activities for all year groups, with opportunities at key transition points to access impartial information and expert independent advice and guidance.

It is also committed to maximising the benefits for students by using a whole school approach involving parents, carers, employers, past students (Alumni), external Information Advice and Guidance (IAG), providers, the wider community and FE and HE establishments.

## **Management**

A senior leader has strategic responsibility for CEIAG and oversight of the Careers and Employability Manager.

The senior leader and Careers and Employability Manager will review and evaluate the provision with all stakeholders including young people, parents, employers and external IAG providers, taking into account the school's destination information annually.

## **Careers Team**

### **Careers and Employability Manager-Miss Trezona**

- Develop external links to support CEIAG within curriculum areas
- Support the development of employability skills
- Develop links with local and national employers
- Signpost students to appropriate CEIAG advice and information
- Provide 1:1 Impartial Information Advice and Guidance to students in years 9,11, 12 and 13.
- Support the delivery of the careers education programme
- Liaison with local FE colleges, Training Providers and Universities
- Providing advice and training to support teaching staff in the delivery of career education.

### **Next Steps South West<sup>2</sup> Coordinator**

- Next Steps is a National Outreach programme to inspire young people to Higher Education
- Organises administers and coordinates events for students in Years 11- 13 under the Next Steps contract
- Core activities to address barriers to HE progression
- Contribution to the school's careers offer and Gatsby benchmarks
- Provides student travel cards to help fund access to open days, interviews and HE visits
- Provides funding for HE campus visits for classes or year groups

## **STEAM Coordinators**

- Coordinates STEAM events in the school
- Coordinate STEAM club
- Coordinate a whole school approach to integrating STEAM cross-curricular learning
- Develop a team of STEAM ambassadors within the school
- Delivers assemblies across the school
- Liaison with local FE colleges when they have STEAM events

## **All teaching staff**

- Link curriculum areas to careers
- Support the development of employability skills
- Promote progression routes within their curriculum area
- Feedback specific student needs (or opportunities) to the CEIAG team
- Signpost students to appropriate CEIAG advice and information
- Engage with SDCC careers Continuous Professional Development

## **Pastoral Team**

- Ensure they are familiar with Stoke Damerel Community College's careers plan and its objectives
- Working with the CEIAG team to provide additional support for the NEET risk group
- Encourage students to think positively about their career prospects and what they could be doing to enhance their life chances
- Feedback specific student needs (or opportunities) to the CEIAG team
- Year 10 tutors and the year team support students in identifying appropriate work experience.
- Engage with Stoke Damerel Community Colleges careers Continuing Professional Development

## **Enterprise Adviser**

- Brings the world of work into school.
- Supports the careers manager with the careers programme.
- Provides support between school and employment

## **Students**

- Students to provide feedback on events and the school's CEIAG programme
- Students to engage in the activities that are provided to them

## **Parents and carers**

- Parents and carers support and help students to explore and research their options, make decisions and manage their career development.
- Parents and carers support students to engage effectively with the school careers programme.
- Parents and carers provide feedback on the careers programme

## **Curriculum Provision**

There is a planned programme of learning experiences as part of students' entitlement to CEIAG, which is mapped against the <sup>3</sup>Career Development Institute (CDI) framework for careers, employability and enterprise for Years 7 to Year 13.

This enables young people to:

**Develop themselves through career and work-related education – *Self-development***

**Learn about careers and the world of work – *Career Exploration***

## **Develop career management and employability skills – *Career Management***

### **Years 7 and 8**

- **Careers Education** as part of the PSHE programme – recognise one's own skills and abilities and begin to understand the labour market and jobs. With differentiated resources for SEND, employer involvement and talks.
- **Enterprise Adviser**, various talks, activities and assemblies.
- **Assemblies** for both year groups to raise awareness of options post-16 including apprenticeships and T Levels.
- **Encounters** with employers through vocational interest groups linking the world of work to the curriculum to understand the skills that employers expect.
- **Subject teachers** linking curriculum learning to careers.
- **STEAM** career workshops, events and visits.

### **Year 9**

- **Careers Education** as part of the PSHE programme with differentiated resources for SEND, employer involvement and talks, focusing on raising post-16 employment and further education opportunities.
- **Careers Fair** with local further education colleges, apprenticeship training providers, local employers, Babcock, NHS, Higher Education providers, and representatives from the Armed Forces.
- **Enterprise Adviser**, various talks, activities and assemblies.
- **Assemblies** on general options, Further Education, T Levels, and apprenticeships, with employers and the professional community including volunteer agencies and clubs.
- **STEAM** activities, visits and events over the year for students.
- **Next Steps South West** project for targeted students incorporating Higher Education and technical training routes awareness, and career workshops.

- **Encounters with employers** through vocational interest groups linking the world of work to curriculum learning and identifying the skills that employers require.
- **Subject teachers** linking curriculum learning to careers.

## Year 10

- **Careers Education** as part of the PSHE programme – recognise one's own skills and abilities and begin to understand the labour market and jobs, with differentiated resources for SEND, researching key websites to make sense of options at KS5 and advice to make sense of the options linked to careers. A range of differentiated activities for those students with SEND.
- **Careers Fair** with local further education colleges, apprenticeship training providers, local employers, Babcock, NHS, Higher Education providers, and representatives from the Armed Forces.
- **Enterprise Adviser**, various talks, activities and assemblies.
- **Assemblies** on general options, HE awareness, and presentations from employers.
- **Work experience**, Students in Year 10 are given the opportunity to participate in work experience.
- **Encounters with employers** through vocational interest groups linking the world of work to curriculum learning and identifying the skills that employers require.
- **Subject teachers** linking curriculum learning to careers.
- **STEAM activities**, visits and events over the year for all students.

## Year 11

- **Careers Education** as part of the PSHE programme recognise one's own skills and abilities and begins to understand the labour market and jobs. A range of differentiated activities for those students with SEND.
- **Collapsed curriculum event** 'meet the employers'.
- **Careers Fair** with local further education colleges, apprenticeship training providers, local employers including Babcock, NHS,



Higher Education providers and representatives from the Armed Forces.

- **Enterprise Adviser**, various talks, activities and assemblies.
- **GWR women into the railway's** targeted group work about the full range of career opportunities and information on the recruitment process.
- **Assemblies** held over the year – Option Choices at KS5 and qualifications including talks from Further Education providers and apprenticeship opportunities.
- **1-1 careers advice and guidance interviews** for all students with the Careers and Employability Manager.
- **Apprenticeship Master classes**-specific support on applications, CV writing, interview preparation, and personal statements.
- **Information** sessions with the 6th form team for all students.
- **Parental support** and advice on request.
- **Transition support** from CSW Group Ltd for those students with an EHCP leaving Stoke Damerel Community College to assist with their transitions.
- **Next Step South West** project for targeted students, incorporating career workshops for level 3 options, visits to careers fairs etc.
- **1-1 career** guidance interviews, differentiated according to the student's needs.
- **Encounters with employers** through vocational interest groups linking the world of work to curriculum learning and identifying the skills that employers require.
- **Work with Department of Work and Pensions school adviser** CV writing workshops, employability skills sessions, interview skills sessions, and mock interviews.
- **Subject teachers** linking curriculum learning to careers and further and higher education.
- **STEAM activities**, visits and events over the year for all students.
- **Destination data** is collected and analysed to inform changes to the careers programme. Ensuring that the careers programme supports all student's progression. Destination information is shared with CSW Group Ltd on behalf of the local authority.

## Sixth form

- **1-1 careers advice and guidance interviews** offered to sixth form students who are making a transition, differentiated for students with additional needs.
- **Intensive support** for students on university choices and personal statements.
- **Wider Curriculum**- incorporating the Careers Education programme covering; recognise own skills and abilities and understanding the labour market and jobs, in addition, a range of activities exploring career ideas, the completion of personality quizzes for students to identify achievements, recognise own skills and abilities, links to research key websites to make sense of options at HE and support to research and find Higher and Degree Level Apprenticeships.
- **Enterprise Advisor**- various talks, activities and assemblies.
- **Careers Fair** with local further education colleges, apprenticeship training providers, local employers, Babcock, NHS, Higher Education providers, and representatives from the Armed Forces etc.
- **A range** of differentiated activities for those students with SEND.
- **Wider curriculum**, employer workshops.
- **Parental** support and advice at parents' evenings and on request.
- **Next Step South West** project for targeted students incorporating university visits, UCAS personal statement writing etc.
- **Previous** students (Alumni) visit the school to talk about Gap Year opportunities and life at University.
- **University** open day visits.
- **Enterprise Adviser**, various talks, activities and assemblies.
- **Assemblies** for both year groups to raise awareness of options post-16 including apprenticeships, GAP year opportunities and employment.
- **Encounters** with employers through vocational interest groups linking the world of work to the curriculum to understand the skills that employers expect.
- **Subject teachers** linking curriculum learning to careers.

- **STEAM** career workshops, events and visits.
- **1:1 guidance interviews** to support students' option choices.
- **Destination data** is collected and analysed to inform changes to the careers programme. Ensuring that the careers programme supports all student's progression. Destination information is shared with CSW Group Ltd on behalf of the local authority.

## Parents and Carers

- **Information and support** are provided to parents and carers to help their children explore and research their options, make decisions and manage their career development. Labour market information both local and national. Achieved through careers education, employability and enterprise designated section on the school website and regular updates in the school newsletter.
- **Specialist careers support** Careers and Employability Manager available at parents evenings, open evenings and parent information evenings.

## Staff

- **INSET** training days to support staff to integrate career education into the curriculum.
- **Information and Support** on the careers section of the school website.

## Evaluation

The Senior Leadership Team lead and Careers and Employability Manager will be responsible for the monitoring, review and evaluation of the programme and provision in place. Students will be consulted on the impact of activities and events and changes made as a result of the feedback.

- **Students** will be asked to complete evaluation questionnaires after career guidance interviews, training sessions and career events.
- **Visitors** representing local businesses will be asked to evaluate the effectiveness of the interaction with the school and pupils.

- **Teaching staff** will be asked to reflect on how to further embed careers into the curriculum.
- **Parents** will be asked to complete questionnaires during parent evenings helping to inform the careers provision.
- **Senior Leadership Team link**, Careers and Employability and Manager to use the Careers and Enterprise company Compass and Tracker Tools to evaluate and develop the school careers programme.

## **Provision**

Elements of the above will require access to individual information advice and guidance through:

- **Internal staff**, external visitors and mentors.
- **Impartial sources** using email, telephone, web chat and forums via websites, the National Careers Service<sup>2</sup>, Next Steps South West and specialist face-to-face careers guidance.

We will secure additional access to face-to-face external specialist careers guidance as stated in the Education Act 2011 for our vulnerable students as defined by the school's/academy's governing body. The contract for this is currently held by CSW Group Ltd.

## **Resources**

The school will provide resources for the successful implementation of this policy by securing:

- **Budget** agreed annually to cover internal needs, CPD training opportunities and commissioning of external sources.
- **Staffing resources** to adequately deliver the programme.
- **Information** both electronic and hardcopy providing information for students, parents and staff.
- **Designated** space for individual, group and research sessions.

- **Access** to the careers platform **Unifrog** for all staff and students

## **Partnerships**

The policy recognises the range of partners that support the CEIAG offer within our school.

These include:

- Enterprise Adviser.
- Careers and Enterprise Company and the Career Hub.
- External provider commissioned by Local Education Authority to carry out transition support for students with an EHC Plan and students with additional vulnerabilities (CSW Group Ltd).
- Next Steps South West project to raise aspirations, achievement and awareness of Higher Education.
- Liaison with Post-16 providers and higher education institutions. Delivered through specifically targeted programmes, 1-1 independent careers guidance, whole cohort activities and group sessions.
- Local Authority, employers and training providers.
- Parents and carers.

## **Approvals and review**

This policy is reviewed annually/biennially in discussion with staff and external partners and key priorities for action are identified and included in the school improvement plan.

## **References**

<sup>1</sup>The Gatsby Charitable Foundation (2014). Good Career Guidance. London: Gatsby.

<https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

<sup>2</sup>Next Steps South West

[https://nextstepssw.ac.uk/content/uploads/2023/05/NSSW\\_School-College-2023\\_24\\_digi\\_v3.pdf](https://nextstepssw.ac.uk/content/uploads/2023/05/NSSW_School-College-2023_24_digi_v3.pdf)

<sup>3</sup>Careers Development Institute Careers Framework

[https://www.thecdi.net/write/Framework/BP385-CDI\\_Framework-v7.pdf](https://www.thecdi.net/write/Framework/BP385-CDI_Framework-v7.pdf)

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