Careers Education Guidance Policy

School Tier: College

Related Policies: Curriculum Policy, PSHE Policy

Policy Aims

Through the operation of this policy we aim to:

- Contribute to strategies for raising achievement - especially by increasing motivation
- Support inclusion, challenge stereotyping and promote equality of opportunity
- Encourage participation in continued learning including higher education and further education – wherever that may be
- Develop enterprise and employability skills
- Contribute the economic prosperity of individuals and communities
- Meet the needs of our pupils through appropriate levels of support
- Focus students on their future aspirations
- Involve parents, OWs and local and national businesses

Rationale

The education and guidance programme for Careers intends to make a contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned and impartial programme of activities supports them in choosing career pathways that suit their strengths, interests, abilities and circumstances – leading to sustained employability throughout their working lives.

Roles and Responsibilities

- All staff contribute to careers education and guidance through their roles as tutors and subject teachers.
- Careers Guidance - planning, monitoring and evaluation by the Head of Futures
- Sixth Form and UCAS, apprenticeship and career preparation by Head of Sixth Form & Assistant Head of Sixth Form and Head of Futures
- Tutoring and Mentoring – HsMs and Tutors
- The careers guidance provided is impartial add promotes aspiration for all that supports a variety of education and training options such as further education, apprenticeships and gap years.

Implementation of Careers Guidance

Careers Education is delivered through:

- PSHE (Y7-11) and Future Skills (Year 12/13) timetabled lessons
- Tutorials
- Internal and external guest speakers (e.g. from OW's, parents, universities, etc.) about careers, employability, gap years, university.
- One to one independent careers guidance interview on offer for Y11 and Y12 students (MyFuture Choices and external careers advisors)
- UCAS and apprenticeship fair at Sheffield University

- University Visits
- Webinars – offered to students using various platforms to support work experience, careers exploration, university, gap years.
- Business seminar lunches
- Employability Skills Workshops
- Subject Lessons
- Find Your Future Week hosted annually in March, involving seminars, guest speakers, career guidance meetings, enterprise sessions for Years 7, 8 and 9
- Career questionnaires completed in Year 9, Year 11 (Morrisby) and Year 12 (MyUniChoices).
- Year 9 and 11 Subject Information evenings
- Year 10 mock interviews
- External student conferences
- Extra support sessions for individuals as appropriate
- Independent (external) Careers Advice, offered by MyFutureChoices
- APEC (academic and professional enrichment clubs) at lunch times – offering support with UCAS and careers, research, application, interview, assessment centre support
- OW mentor support led through OW connections via the Director of External Relations
- Department led lessons, activities, guest speakers and visits

Resources

Funding is allocated in the annual budget. The Head of Futures is responsible for the effective deployment of resources.

Staff Development

Staff training needs are identified by Head of Futures during the year, and these are met within a reasonable period.

Monitoring, Review and Evaluation

The Careers guidance provision is monitored and evaluated annually (usually the summer term) by the Head of Futures. Feedback from pupils, HsMs, parents and tutors is collated throughout the year and used to identify improvements.

Entitlement

All pupils at Worksop College are entitled to receive a programme of careers education, guidance, up to date information and impartial advice.

Parents

Parental involvement is encouraged at all stages. Parents are invited to attend subject information evenings and other appropriate events. They are also invited to contribute to the regular lunchtime Careers seminars, or to speak in VI Form assemblies and contribute during the Find Your Future week programme. Parents can contact the Head of Futures at any time with a query or to make an appointment – with or without their child present.

Parents also play a crucial role in encouraging and enabling their child to experience and organise work shadowing/experience.

Careers Contacts

A variety of contacts will be used and be fluid to accommodate student requirements. This may be for one-to-one telephone advice, work shadowing opportunity, arranging a speaker or careers lunch. These contacts provide valuable up to date advice and years of experience to provide pupils with the best range of advice possible.

The Old Worksopians (OW) Community website has also been designed to connect OWs with sixth form students at the college, to encourage continuing contact early on, and throughout, their careers. The Director of External Relations leads the OW relationships and students can contact her to gain links and mentors suitable to their needs.

Provision
The provision of Careers education is delivered via the following methods:

1. Within timetabled PSHE lessons
2. Find Your Future Week
3. Through curriculum areas
4. Through assemblies (HsMS and Key Stage Leaders, Option evenings)
5. Through pastoral support (HsMs and tutors)
6. Through external guidance and support (e.g., Careers Fairs, Old Worksopians, MyFurtureChoices, mentoring, guest speakers)
7. Information and resources about 'futures' is shared by the Head of Futures to students

Find Your Future Week

Worksop College offer a Find Your Future Week to coincide with National Careers Week. It is a week dedicated to supporting all ages group year 7-13 to learn more about their prospects and explore what options are available to them beyond school. This was established in 2020 and involves many external guests to provide ideas, support and guidance for all students.

Provision has included:

- Guest speakers for all year groups that include a variety of speakers and careers
- Careers and university exploration questionnaires completed by Years 9, 11 and 12
- Careers guidance meetings offered to those in Year 11 and 12 to support exploration from career questionnaire findings
- University and apprenticeship fair for Year 12
- Enterprise sessions for Years 7,8 and 9 run by Adam Corbally (former finalist on the BBC's 'The Apprentice')
- Lesson activities delivered by individual departments dedicated to learning about careers in that subject.

Independent Careers Advice

Independent careers advisors visit during Find Your Future Week in March.

- Year 11 – Morrisby careers programme is offered to all students, including questionnaires to provide help explore future choices, including their choice for Post 16 subjects and possible career options. Students are offered a careers guidance meeting with an independent careers advisor to follow up on finding from their Morrisby questionnaires.

- Year 12 – MyUniChoices programme is offered to students, which includes questionnaires that help to provide guidance on careers and university options along with access to a UK university database. Students are offered a futures/careers/univeristy guidance meeting with an independent careers advisor to follow up on finding from the questionnaires. The careers guidance meeting is also offered to those that are not considering university as the next step in their future.

- Year 9 - Morrisby Careers programme has also been used by all Year 9 students, receiving guidance and support on possible future choices personalised to them. This supports students making subject choices at GCSE.

PSHE

Years 7–11 receive PSHE lessons on a carousel basis, covering Living in the Wider World. Topics include, but are not limited to, CV writing, personal statements, professional conduct, presentation skills, interview preparation, financial awareness and employability skills..
Sixth Form students receive Life Skills lessons that provide support and guidance as they prepare for greater independence. These lessons explore career pathways, gap years and university options, while also developing students' employability skills.

Work Shadowing

Shadowing and work experience is advised from Year 10 onwards. Some careers require a variety of experiences before university applications (e.g.: medicine). Pupils are encouraged to arrange suitable placements at a high level if possible with the aim of experiencing the skills, conditions and day-to-day life in that career. Pupils may use either parental contacts or the school's contact list of OWs and parents who have offered to help. Online work experience opportunities and other internship programmes/work experience are communicated to students throughout the school year.

Equal Opportunities

All students are provided with the same opportunities to access careers provision and every opportunity is taken to challenge stereotypes, raise aspirations and celebrate diversity. Students are encouraged to follow career paths that suit their interests, skills and strengths – and make informed decisions. Students are inspired through 'alumni' case studies and input wherever possible.

References:
Legal Framework:

General Guidance:

Technological:

Boarding Schools:

APPENDIX

Careers Map

Year 7 and Year 8

- Careers lessons in PSHE designed to introduce students to what a career is and begin to understand the variety of career paths they could follow.
- Attending careers talks given by specialist professionals – these opportunities typically occur during National Careers Week (Find Your Future Week)
- Enterprise session run by Adam Corbally (former finalist on the BBC's 'The Apprentice')
- One-to-one discussions with tutors, offering discussion and individual advice
- Department led lessons, activities and visits

Y7 PSHE

Developing skills and aspirations

- Careers, teamwork and enterprise skills, and raising aspirations

Financial decision making

- Saving, borrowing, budgeting and making financial choices

Y8 PSHE

Community and careers

- Equality of opportunity in careers and life choices, and different types and patterns of work

Lessons covering:
Who do we know that works?
What do they do? How many hours do they work?
Family investigations.

Year 9

- Attending careers talks given by specialist professionals – these opportunities typically occur during National Careers Week (Find Your Future Week)
- Enterprise session run by Adam Corbally (former finalist on the BBC's 'The Apprentice')
- Department led lessons, activities and visits

- Y9 complete Morrisby Aspirations, Personality, Priorities and Subject Interests questionnaires that integrate to provide personalised career, subject and course guidance, and support option choices at 14. Completed to help GCSE option choices.
- One-to-one discussions with tutors, offering discussion and individual advice
- Appointments available with the Head of Futures

Y9 PSHE

<u>Setting goals</u>

- Learning strengths, career options and goal setting as part of the GCSE options process

<u>Employability skills</u>

- Employability and online presence

Lessons covering:
What am I like?
Why do people work?
What is the world of work like?
How do people investigate the world of work and different opportunities?
What's involved in making GCSE decisions?

Year 10

- Mock job interviews are held for all students during Find Your Future Week
- Seminars/talks on offer with visiting professionals from a range of disciplines.
- Appointments available with the Head of Futures
- Attending careers talks given by specialist professionals – these opportunities typically occur during National Careers Week (Find Your Future Week)
- One-to-one discussions with tutors, offering discussion and individual advice.
- Department led lessons, activities and visits

Y10 PSHE

<u>Financial decision making</u>

- The impact of financial decisions, debt, gambling and the impact of advertising on financial choices

<u>Work experience</u>

- Preparation for and evaluation of work experience and readiness for work

Lessons covering:
Employability skills, including Data Literacy.
Career Paths
How long can I stay in education?
How am I changing – What am I like?

What is the labour market like and how is it changing?

Year 11

- Students complete Morrisby Aspirations, Personality, Priorities and Subject Interests questionnaires that integrate to provide personalised career, subject and course guidance, and support option choices at 14, 16 and 18.
- Y11 – 1:1 Independent careers guidance meeting offered with experienced external career advisors to support the finding from the Morrisby questionnaires.
- One-to-one discussions with tutors, offering discussion and individual advice.
- Attending careers talks given by specialist professionals – these opportunities typically occur during National Careers Week (Find Your Future Week)
- Seminars/talks on offer with visiting professionals from a range of disciplines.
- Invited to attend the VI Form Lecture Programme for their specialist subjects, which invites speakers from prestigious universities across the country and careers related talks.
- PSHE lessons covering questions documented below.
- Appointments available with the Head of Futures
- Invited to join Business Lunches/Career Seminars
- Department led lessons, activities and visits

Y11 PSHE

<u>Next steps</u>

- Application processes, and skills for further education, employment and career progression
- Understanding money, how to budget, how to save, buying a house, global issues

Lesson covering:
What different paths are available to me post 16?
How to complete a CV
Interview skills
What do I want from my future career?
What is the labour market like and how is it changing?

VI Form

Students are advised to research and apply to university but are also made aware of suitable alternatives such as apprenticeships and gap years. The school recognises that students have individual needs and aims to support all students in their next steps. Students are also encouraged to be active in the process and if they wish to explore anything further or require help, teachers are always available to assist them.

- Attend University, Apprenticeships, and Careers Fairs at Sheffield University

- A Lecture Programme of top Academic and Business Professionals from a range of disciplines
- Access to the MyUniChoices programme, to provide guidance for university options and access to a UK university database.
- One-to-one independent careers guidance meeting with an experienced independent career advisor is offered to Year 12 students.
- Regular information on routes of progression e.g. seminar on degree apprenticeships, emails sent to students from a wide range of sources covering many disciplines, assemblies.
- Personal advice and guidance upon request with the Head of Careers
- Information regarding university open days and events.
- Guest professional speakers throughout the year in assemblies, Life Skills sessions and after school as well as within Find Your Future Week. They cover a wide range of options and opportunities such as gap years, university talks, business professionals, apprenticeships.
- Career seminars – lunch time offering to hear from and have Q&A session with professionals
- Workshops in the 'Life Skills' programme to help students boost their CV and prepare for interviews.
    - Interview success, Workplace behaviours and CV's
    - Financial survival – finance and the world of work, financial survival skills, managing money and budgeting
    - Preparing for university
    - Careers exploration – research and explore gap years, apprenticeships, university and careers
- An Oxbridge Programme to support Oxbridge candidates prepare for assessments and interviews.
- Head of Science supports those wishing to apply for choices such as medicine, veterinary medicine, dentistry
- APEC (academic and professional enrichment clubs) at lunch times – offering support with UCAS and careers, research, application, interview, assessment centre support
- Our network of Alumni (OW's) *Mentors* provide support to students interested in particular career paths. OW mentor support is lead through OW connections in marketing (Lucy Smithson)
- Specific resources and advice about apprenticeships are provided during National Apprenticeship Week and throughout the year as appropriate. Support in applying for Apprenticeships is ongoing.
- Regular emails sent to students to inform them of next step opportunities (such as gap years, potential careers information, work experience offers, information days, webinars) from sources such as universities, Notgoingtouni.com, Success at school,
- Excellent support form OW and parents – often provide sessions and guidance to students interested in chosen subject areas.
- Advice and guidance in assemblies on UCAS and other options beyond the sixth form. Speakers and internal support on Gap year, university (and studying

abroad), apprenticeships and careers e.g. Lancaster University, Yipiyap, Travelteer.
- Information communicated and support given to students on work experience online and in person e.g. students have recently undertaken online experience in the 'NHS Virtual Work Experience Programme' and others have completed a two-day internship programme in London on Fintech (AI)
- Support available from specialists in applying to universities abroad
- Department careers support e.g. 'Brain Day' delivered by DR Guy Sutton to Biology and Psychology students
- One-to-one discussions with tutors, offering discussion and individual advice.

Lessons/assemblies covering:
Employability skills
How do I mange my career?
Work/study cultures abroad
How are careers changing?
What is the labour market like and how is it changing?
Online identity
How can I improve my 'career capital'
How do I? applications, UCAS, apprenticeships, job applications
UCAS applications (Return on Investment?)
Work shadowing – value and making the most of it
Preparing for interviews and CVs