



TBGS Careers Plan

Torquay Boys' Grammar School

2018/2019

Foreword

Introduction

There has never been a time when careers guidance has been as important for young people as it is today. The landscape of education, training and employment opportunities that students need to navigate is more complex and more challenging than that faced by previous generations. While the economy is beginning to recover from the recent recession, levels of youth unemployment and under-employment are still high. The raising of the age for participating in learning means that young people face a wider range of choices of courses and places to study.

Qualifications such as GCSE and A level are changing, and opportunities in higher education extend now beyond the UK to other parts of Europe and further afield. Students need help to make choices and manage transitions: they need good quality careers education, information, advice and guidance.

The school careers plan sets out how the school intends to provide a fit for purpose careers programme with the available resources which will provide our students with the knowledge, inspiration and ability to take ownership of their own career action plans which will enable them to succeed in their chosen career paths.

The school Careers Plan is based on the latest DfE guidance.

Careers education does not just mean informing students about their options after school but also how their school career will affect their futures. It is our statutory duty to ensure that all pupils receive independent, impartial advice and guidance regarding all options within school and how they will affect their options after school and which careers pathways will become available to them. 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 life after school whichever path they choose.

Student Entitlement Statements

Year 7 Careers Entitlement

- Students are encouraged to identify personal traits, strengths and skills and develop confidence and have high expectations of themselves.
- Students are introduced to careers resources and informed how to use them.
- Students have optional access to an independent and impartial adviser by request or recommendation of teaching and pastoral staff.
- By beginning careers education early students can make better informed decisions at transition stages and are more motivated in school in order to follow a particular pathway.

Year 8 Careers Entitlement

- Students build on personal strengths and begin to link skills to specific careers enabling realistic and informed decisions at transition stages.
- Students introduced to the world of work and how it is constantly changing.
- Students introduced to other careers software and websites available in school.
- Students encouraged to think about what they might like to achieve after school.
- Students have optional access to an independent and impartial adviser by request or recommendation of teaching and pastoral staff.
- They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.

Year 9 Careers Entitlement

- Students encouraged to reassess personal strengths with a focus on transferable skills.
- What is important in a career? Students encouraged to investigate different jobs and careers and what they mean in terms of lifestyle, budgeting and a good work/life balance and develop economic awareness.
- Students encouraged to challenge stereotypes within the world of work and traditional job roles.
- Students should begin to think about GCSE option in terms of career pathways and plan future within school.
- What is a CV, what is a cover letter and why do people applying for jobs need them?
- Students have optional access to an independent and impartial adviser by request or recommendation of teaching and pastoral staff.

Year 10 Careers Entitlement

- Economic awareness developed further and students encouraged to think about employability, which careers appeal and to identify and set themselves realistic future goals.
- Students have optional access to an independent and impartial adviser by request or recommendation of teaching and pastoral staff.
- They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.

Year 11 Careers Entitlement

- Students are helped with post 16 choices and encouraged to consider all their options including further study in 6th form and apprenticeships. Interview techniques further developed.
- Students should use careers interviews to help understand different career pathways and entry requirements and encouraged to make contingency plans should results be better/worse than expected and set personal targets for development.
- Students are encouraged to think about the kind of behaviour potential employers look for.
- Students are encouraged to attend careers talks, fairs, college open days and taster days with employers.
- Students are kept up to date with post 16 deadlines.
- All students have a meeting with the independent careers adviser. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.
- Students complete work experience following their GCSE exams.

Year 12 Careers Entitlement

- Students are given specific help with preparing UCAS/applying for apprenticeships.
- Sessions on understanding school leaver and graduate job markets and how to look and apply for jobs.
- Students should start to understand how world of work is changing and how it might affect individuals.
- Students learn how to manage a career in terms of progression, budgeting and planning for the future.
- Students are reminded of different options including higher education, jobs, gap years, apprenticeships etc.
- Students are encouraged to attend university open days, mock interviews, careers interviews and meet potential employers to discuss future options.
- All students have a meeting with the independent and impartial careers adviser. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.

Year 13 Careers Entitlement

- Students are given specific help with preparing UCAS/applying for apprenticeships.
- Sessions on understanding school leaver and graduate job markets and how to look and apply for jobs.
- Students should start to understand how world of work is changing and how it might affect individuals.
- Students learn how to manage a career in terms of progression, budgeting and planning for the future.
- Students are reminded of different options including higher education, jobs, gap years, apprenticeships etc.
- Students are encouraged to attend university open days, mock interviews, careers interviews and meet potential employers to discuss future options.
- Students have optional access to independent and impartial advisers via drop in sessions. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.
- Academic and careers progress is recorded on Student Passport.
- Students complete work experience at appropriate times during the year

Disclaimer

This report is derived from the Grofar Careers Plan and designed to express the plans, intentions and activities related to the users School Careers Service.

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Careers Service Goals

Careers Service Goals

Our Careers Service Goals set out the key areas where we will focus our efforts this year. These are the things that we have identified as being the most important to help prepare our students for their next steps after leaving school. We aim to achieve or better all the points set out in the DfE statutory guidance and focus attention on some specific goals.

Goal	Description	Resources Required	Success Criteria	Target Date
Collect and maintain destination data for all student leavers.	We will collect and maintain destination data for all student leavers and use this information to guide our long term planning.		All students have provided details of FE or work destinations.	01 Sep 2018
Provide a broad range of careers information.	We will provide broad information sources for students to use which will help them choose and develop their career plans.	Additional updated resources are need covering a range of non-university options.	Resource library and noticeboard stocked with up-to-date careers information.	15 Jul 2019
Every Student to be provided with a Careers Action Plan.	Through our school-wide integrated careers approach we will ensure that every student is supported and inspired to develop their own careers action plan and that this is used as a key stimulus for their learning.		Every student is registered with and using the CareersPilot resources specific to the SouthWest.	15 Jul 2019
Integrate Career readiness into School curriculum.	We will ensure that we take every opportunity to integrate career readiness into the School curriculum.		Curriculum lesson plans that include a provision for careers readiness.	15 Jul 2019
Measure, monitor and report on the quality of our career programme.	We will measure, monitor and report on the quality of our career programme so that we can demonstrate year on year improvements.		Useful measurements and feedback on careers service activity collected.	15 Jul 2019

Activities and Events

Careers Events and Activities

Students will have access to wide range of careers focused events and activities. All careers activities will be posted on the careers noticeboard and on the school website.

Months	Careers Activity	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
December	Name	Year 11 Careers Day						
	Description	All Year 11 Pupils attend a series of sessions outlining their options for post-16 study including A-levels, IB and apprenticeships among others.						
	Provision Type	CEIAG						
	Provision Source	Independent						
	Type	Careers Event						
	Gatsby Benchmark	Benchmark 2 - Career information						
	Businesses							
	Alumni							
	Parents							

January	Name	Year 9 Options Evening			✓				
	Description	This session will provide parents and students with vital information to help them make the best choices for GCSE study.							
	Provision Type	CEIAG							
	Provision Source	In School							
	Type	Options Evening							
	Gatsby Benchmark	Benchmark 2 - Career information							
	Resources Required	Hours: 1 Staff Members: 12 Total Staff Hours: 12							
	Businesses								
	Alumni								
	Parents								

	Name	Year 9 Careers Lessons			✓				
	Description	Year 9 Students will have two Careers Lessons enabling them to explore the range of educational and career pathways on offer, identifying the necessary training and skills.							
	Provision Type	CEIAG							
	Provision Source	In School							
	Skills	Planning and organising Self-management Learning							
	Type	Careers Lesson							
	Gatsby Benchmark	Benchmark 2 - Career information							
	Resources Required	Hours: 2 Staff Members: 6 Total Staff Hours: 12							
	Businesses								
	Alumni								
	Parents								

April	Name	Careers and skills Fair	✓	✓	✓	✓	✓	✓	✓
	Description	Students across the Year Groups will be attend a Careers Fair where they will have the opportunity to meet with education providers and employers							
	Provision Type	CEIAG							
	Provision Source	In School							
	Skills	Planning and organising Learning							
	Type	Hosted Career Fair							
	Gatsby Benchmark	Benchmark 2 - Career information							
	Businesses								
	Alumni								
	Parents								
July	Name	Year 12 Independence Day						✓	
	Description	All Year 12 Students will attend the annual Independence Day event. A range of information and skills will be covered ranging from legal rights and responsibilities, though basic first aid and finances/credit cards to basic cooking skills.							
	Provision Type	CEIAG							
	Provision Source	In School							
	Type	Annual Activity Session							
	Resources Required	Hours: 5 Staff Members: 13 Total Staff Hours: 65							
	Businesses								
	Alumni								
	Parents								

August	Name	Tutor Activities	✓	✓	✓	✓	✓	✓	✓
	Description	Tutors across the year groups are provided with a range of resources they are asked and encouraged to complete with their tutees.							
	Provision Type	CEIAG							
	Provision Source	In School							
	Type	Tutor Period							
	Gatsby Benchmark	Benchmark 2 - Career information							
	Businesses								
	Alumni								
	Parents								

Information & Self Help

Self-Help Resources

A range of information sources are available in the careers library. These resources are updated regularly and students can request additional resources, which we are happy to investigate and obtain if financially prudent. Students will be encouraged to visit the library and will be provided with guidance on the use of the resources where necessary.

Resource	Description
Facebook	The suitability of making greater use of a school's TBGS Careers Facebook account will be reviewed during the year.
Display Screens	The display screen in the careers area of the main library will be used to communicate important careers events.
Noticeboard	The Careers Noticeboard will be kept up to date by the Careers department.

Careers Providers

Independent Providers

The school will secure independent careers information, advice and guidance (CEIAG) that includes information on the full range of education and training options, including apprenticeships and vocational pathways. This should help inform a pupil's decision about their 16-19 study programme and beyond. Guidance should encompass good, appropriate local further education, apprenticeships, and vocational education opportunities and pupils should individually make their own choice about what is the best next step for them. In good time before decision points schools should ensure that pupils are informed about the options available, including:

- Post - 14: GCSEs; options offered by local university technical colleges and studio schools; opportunities for 14 - year - old enrolment at local colleges.
- Post - 16: A levels, advanced general qualifications, apprenticeships, employment combined with training, supported internships, tech levels and traineeships.
- Post - 18: further education courses, higher apprenticeships, undergraduate degrees.

Provider	Services	Summary
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Access to Independent Careers Guidance

The school's careers education programme adheres to the ACEG/CDI framework for careers education and work-related learning and also complies with the Education Act 2011 by securing independent and impartial careers guidance. All year 11 and 12 students are provided with an appointment during the year. Tutors, Heads of House and subject teachers also refer any students in need of immediate or additional support. Any other pupils who self-refer are accommodated and can make an appointment to see the adviser.

Access to Internal Careers Guidance

The careers leader will provide impartial guidance and advice to students and will ensure that the external independent advisor is suitably briefed to ensure their time is effective when visiting the school.

Stakeholder Engagements

Engagements

The service aims to provide a broad range of information and updates to students, parents, providers and the school leadership team throughout the year. The updates will help to engage the service with the wider school community and provide information about the careers education, information, advice and guidance provided.

Engagement	Description	Month	Students	Parents	Providers	Employers	Leadership
Website Careers Section	Regularly update the careers section of the school website with updates.	Ongoing	✓	✓			
Destination Data Collection	Collection of all destination data from students at the end of year 11.	Ongoing	✓	✓	✓	✓	✓
Governors update meeting	Present draft career plan to governors. Review progress yearly.	Ongoing					✓