

School Careers Plan

Torquay Boys' Grammar School

2019/2020

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. Young people need to prepare for a future where some jobs do not yet exist, they need to be able to develop a range of self-presentation and marketing skills including the use of digital and social media.

Qualifications such as GCSE and A level are changing, opportunities in higher education now extend 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 (student entitlement) sets out how the school intends to provide a fit for purpose careers programme. The plan defines the available resources which will provide our students with the knowledge, inspiration and ability to take ownership of their own career action plans enabling them to succeed in their chosen career paths.

The School careers plan was originally based on the DfE document "Careers Guidance and Inspiration in Schools" dated March 2015. In line with the recent "Careers strategy: making the most of everyone's skills and talents 2017" and subsequent guidance for schools and colleges the careers plan addresses the eight Gatsby Benchmarks, in particular Benchmark 1. Using the careers plan enables school to track the career activities and interventions it provides for all of its students.

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 students receive independent and impartial information, advice and guidance regarding all options both within the school and after leaving the school to best highlight all career pathways 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.

Links with our Enterprise Coordinator and Adviser network introduces and ensures that each year group will benefit from meaningful employer engagement within our programme. They support the school in working towards and in meeting the Gatsby Benchmarks.

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 independent and impartial advisers via drop in sessions.
- 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 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.

Year 9 Careers Entitlement

- Students encouraged to reassess personal strengths with a focus on transferable skills.
- What is important in a career? Students are encouraged to investigate/research 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 options in terms of career pathways and plan their future within the school. They will be made aware of places of study from the ages of 14, 16 & 18 as well as other qualification routes.
- What is a CV, what is a cover letter and why do people applying for jobs need them? Students encouraged to use them when applying for roles of responsibility in the school.
- 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.

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 are encouraged to 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.
- 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 Torquay Boys' Grammar School Careers Service.

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Careers Service Goals

Careers Service Goals

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.

Goal	Description	Resources Required	Success Criteria	Target Date
Consider and implement improved forms of record keeping.	Addressing the needs of each pupil requires the school to keep systematic records of pupils' careers education as well as making those records available to students. The current use of Careers Pilot could help ensure this but there are other free and paid systems that may be more effective. In particular, the Compass + system can be used to measure, monitor, plan and record both existing career provision and future areas of development.	Registration for Compass+ and integration with the school MIS in line with existing policies and GDPR	Registration and onboarding with Compass+ will be complete allowing a limited number of staff members to begin using the system to support the Careers Programme	29 Oct 2019

Ensuring links between Careers Education and standard lessons.	Benchmark 4 – Linking curriculum learning to careers requires that all students have “experienced career learning” as part of their lessons in English, Maths, Science and PSHE. While the specific form these lessons take will be best determined by the relevant subject specialists, it could be helpful for the Head of Careers to provide advice. To support this each subject department will audit the existing links to careers within their specific curriculum. When needed, lessons linking careers with existing schemes of work will be planned	Audit guidance to be provided by Dr Stites.	Departments will provide the results of their audits and, where appropriate evidence of further planning and provision undertaken.	27 Mar 2020
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Activities and Events

Careers Events and Activities

Students will have access to wide range of careers focused events and activities. Careers activities will be advertised in school and on the school website.

October

Year 9 Options Evening						
Type	Careers Activity					
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	Independent/External					
Gatsby Benchmark	<ul style="list-style-type: none"> Benchmark 2 - Career information 					
Feedback	☆☆☆☆☆					
Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
		✓				

Year 9 Careers Lessons						
Type	Careers Activity					
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	Independent/External					
Gatsby Benchmark	<ul style="list-style-type: none"> Benchmark 2 - Career information 					
Feedback	☆☆☆☆☆					
Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
		✓				

Year 12 Independence Day	
Type	Careers Activity
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, through basic first aid and finances/credit cards to basic cooking/skills					
Provision Type	CEIAG					
Provision Source	In School					
Gatsby Benchmark	<ul style="list-style-type: none"> Benchmark 3 - Pupil needs 					
Feedback	☆☆☆☆☆					
Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
					✓	

Tutor Activities						
Type	Careers Activity					
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	Independent/External					
Gatsby Benchmark	<ul style="list-style-type: none"> Benchmark 2 - Career information 					
Feedback	☆☆☆☆☆					
Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
✓	✓	✓	✓		✓	✓

December

Year 11 Careers Day	
Type	Careers Activity
Description	All Year 11 Pupils will attend a series of taster sessions for individual subjects offered post-6. They will also be provided with advice on and time to complete a work experience search.
Provision Type	CEIAG
Provision Source	Independent/External
Gatsby Benchmark	<ul style="list-style-type: none"> Benchmark 3 - Pupil needs Benchmark 7 - Educational encounters
Feedback	☆☆☆☆☆

Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
				✓		

January

Careers Fair						
Type	Careers Activity					
Description	Students in all year groups will attend the Careers Fair. Exhibitors will include a wide range of employers, trainers, FE and HE providers etc.					
Provision Type	CEIAG					
Provision Source	Independent/External					
Gatsby Benchmark	<ul style="list-style-type: none"> • Benchmark 2 - Career information • Benchmark 3 - Pupil needs • Benchmark 5 - Employer encounters • Benchmark 7 - Educational encounters 					
Feedback	☆☆☆☆☆					
Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
✓	✓	✓	✓	✓	✓	✓

Information & Self Help

Self-Help Resources

A broad 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
School website careers page	This will include a range of links to resources for parents, students and staff to make use of.
Display Screens	The display screen in the careers area of the library will be used to communicate important careers events.
Noticeboard	The Careers noticeboard will be kept up-to-date.

Careers Providers

Independent Providers

The school will secure independent careers information, advice and guidance (CEIAG) that includes information on the full range of education / training options including apprenticeships, technical education and vocational pathways. This should help inform a student's decision about their 16-19 study programme and beyond. Guidance should encompass appropriate local further education, apprenticeships, and vocational education opportunities in which students should individually make their own choice about what is the best next step for them. In good time before decision points school should ensure that students 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, technical education routes 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 CDI framework for careers education, employability, enterprise (March 2018) and complies with the Education Act 2011 by securing independent impartial careers guidance. Access to advice is determined by the Careers Leader in consultation with the senior leadership team, and other personnel including outside agencies. A detailed "needs analysis" ensures all students with barriers to progression are seen first, with follow up sessions if required. Any other students who self-refer are accommodated and the adviser has an open door policy at lunch time and at the end of the day.

Access to Internal Careers Guidance

The careers leader will provide a planned programme of careers education for students and their parents. Working with the external independent advisor will ensure that they are suitably briefed to ensure their time is effective when providing the impartial information, advice and guidance.

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.

Ongoing

Website Careers Section				
Description		Regularly update the careers section of the school website with updates and success stories from the careers department.		
Students	Parents	Providers	Employers	Leadership
✓	✓			

Destination Data Collection				
Description		Collection of all destination data from students at the end of year 11.		
Students	Parents	Providers	Employers	Leadership
✓	✓	✓	✓	✓

Governors update meeting				
Description		Present draft career plan to governors. Review progress termly.		
Students	Parents	Providers	Employers	Leadership
				✓