



CROOKHORN COLLEGE

Careers Education, Information, Advice and Guidance Policy. (Including Provider Access Policy)

Date of Policy: January 2023

Review Date: January 2024

1. Introduction

A young person's career is their pathway through learning and work. Crookhorn College is committed to ensuring all students have access to a planned programme of activities which help them make decisions and plan their careers, both in college and after they leave.

The curriculum is broad and balanced and enables all options Post-16 to be accessible. Students are encouraged to develop personal qualities as well as meeting their academic potential. The college endeavours to follow statutory guidance from; the Association of Careers Education & Guidance Framework, the PSHE Association programme of study, the national curriculum programme of study for citizenship and the Careers Strategy

- **Commitment**

Crookhorn College is committed to providing a planned programme of careers education information and guidance for all students in Years 7 – 11 in partnership with Hampshire Futures. The programme developed is around the three aims of careers education and guidance: -

- Understanding themselves and the influences on them – self development
- Investigating opportunities in learning and work – career exploration
- Making and adjusting plans to manage change and transition – career management

In December 2017 the Careers Strategy “making the most of everyone's skills and talents” was introduced with guidelines for schools detailing the requirements to ensure the school are meeting statutory requirements. In the introduction points 4 and 5 are relevant to demonstrating the aim of the strategy:

We want:

- All young people 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 to get an excellent programme of advice and guidance that is delivered by individuals with the right skills and experience.
- Everyone to get support tailored to their circumstances. All young people should be able to access free face to face advice, with more bespoke support for those who need it.
- Everyone to get the information they need to understand the job and career opportunities available, and how their knowledge and skills can help them in considering suitable careers.

High-quality education, information, advice and guidance should help people to:

- Understand their options and different paths to work, to plan the steps they need to take, and to get from where they are to where they want to go.
- Be inspired about new opportunities they might not have known about (or that things might not exist yet), or thought they could not achieve.
- Understand their own knowledge and skills and how they can be used in the workplace.
- Get, hold and progress in a job, whatever their age, ability or background.
- Increase the amount they earn across their working lives.
- Improve their well-being through doing a job they are good at and enjoy.

Benchmark	Description
1. A stable careers programme	Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.
2. Learning from career and labour market information	Every pupil, and their parents, should have access to good-quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
3. Addressing the needs of each pupil	Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.
4. Linking curriculum learning to careers	All teachers should link curriculum learning with careers. For example, STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
5. Encounters with employers and employees	Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
6. Experiences of workplaces	Every pupil should have first-hand experiences* of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.
7. Encounters with further and higher education	All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
8. Personal guidance	Every pupil should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs.

(Good Gatsby Guidance)

Appendix 1 shows the action plan for achieving these benchmarks

To confirm the commitment to Career Education, Crookhorn College have held the Investor in Careers Award (re-named to Quality in Careers Standard) since 1998 and show continuous improvement every 3 years when the college is re-assessed.

- **Development**

The policy was developed and is reviewed regularly through discussions with teaching staff; Hampshire Futures Careers Adviser; students; parents; governors and external partners.

- **Links with other policies**

It is underpinned by the colleges policies for teaching and learning, assessment, recording and reporting achievement, PSHE, citizenship, work experience, enterprise and work-related learning, equal opportunities, health and safety and special educational needs.

2. Objectives

- **Student's Needs**

The careers programme is designed to meet the needs of students at Crookhorn College. It is differentiated to ensure progression through activities that are appropriate to the students' stages of career learning, planning and development through both the key stages. Through working in partnership with a wide range of external partners such as employers, tertiary colleges, Careers Enterprise Company (CEC), training providers, Hampshire Futures, local universities and other educational establishments.

- **Entitlement**

Students are entitled to guidance that is impartial and confidential as part of their wider careers education programme. It will be integrated into their experience of the whole curriculum based on a partnership with students and their parents / carers. The programme will promote equality of opportunity, inclusion and anti-racism.

Parents / carers can expect the college to actively involve them in the planning, implementation and review of their youngster's career learning through: -

- Year 8/9 'Choices' evening
- "Work Experience Information" evening (Year 10)
- Student Progress Reviews
- The opportunity to attend their youngster's careers interview if requested
- Providing specialist help if their youngster needs learning support
- Contact with the college to request information or advice about their youngster
- Supporting their youngster by allowing them to attend / take part in events such as "Meet the Employer" (Year 8), "Skills for Life Day" (Year 9), college visits (Year 10), work experience (Year 10), "Mock Interview Day" (Year 11), Post 16 options fair (Year 11) and any other relevant presentations / activities which are deemed by the college to support the careers education and guidance programme.

By the end of key stage 3 students will:

- Have had the opportunity to undertake a self assessment of their achievements, abilities and aptitudes to date (self development).
- Be able to demonstrate knowledge and understanding of the opportunities available to them through both academic and vocational options (career exploration)
- Be able to make realistic informed choices of options available to them post 14 (career management)

By the end of key stage 4 students will:

- Be able to use review, reflection and action planning to plan their career development (self development)
- Have had the opportunity to explore all the options open to them at post 16 (career exploration)
- Have developed the knowledge and skills needed to understand the demands, rights and responsibilities of the work place (career management)

3. Implementation

- **Management**

The College has a full time Careers Leader who is responsible for developing and co-ordinating the careers education and guidance programme as part of the PSHE curriculum. The Careers Leader is responsible to The Personal Development Learning Manager and works closely with the Work Experience Co-ordinator, heads of house, tutors, SENCOs, Head of Student Support, senior leadership team and with external partners.

- **Staffing**

All staff have a duty to contribute to the careers education and guidance programme through their roles as tutors and subject teachers. The careers education and guidance programme is planned, monitored and evaluated by the Careers Leader in consultation with the Senior Leadership Team.

The Careers Adviser from Hampshire Futures provides specialist careers guidance to students and supports the careers programme. The college provides a confidential interview room where up-to date careers information and resources are accessible. It provides access to ICT resources such as Career Companion and internet links.

- **Curriculum**

The careers education and guidance programme includes careers focussed lessons, careers guidance activities (group work and individual interviews), information and research activities, work related learning (including two weeks' work experience), action planning and recording achievement. Careers lessons are part of the college's PSHE programme and are delivered by the careers pastoral team. Work experience preparation and follow up take place in careers lessons and in other appropriate parts of the curriculum.

- **Assessment**

Careers learning outcomes have been identified and a framework for all assessing and evaluating what the students have achieved has been developed for all year groups 7-11. This is reviewed each year.

- **Partnerships**

An annual “Partnership Agreement” is negotiated between the college and Hampshire Futures identifying the contributions to the programme that each will make. The college has worked for some time now in partnership with local employers, all colleges in the local area, UTC, CEC, local training providers, the Armed Forces and the local community.

Crookhorn works in partnership with various universities including the University of Portsmouth, University of Southampton and Bournemouth University who offer a range of opportunities for students to explore the benefits of higher education, with a view to raising aspirations.

Crookhorn College have committed to work with the Careers and Enterprise Company (CEC) set up out of the National Careers Strategy to support the achievement of the Gatsby Benchmarks and to build up relationships with local employers.

- **Resources**

Funding is allocated in the annual College budget. Funding for developments in the College’s improvement plan is considered in the context of whole College priorities.

- **Staff Development**

Staff training needs for planning and delivering the careers education and guidance programme will be identified in the staff development plan and in the “Partnership Agreement” with Hampshire Futures. The Careers Leader and Personal Development Learning Manager identify staff training needs for careers in conjunction with an Assistant Headteacher with overall responsibility for CPD.

- **Monitoring, Review and Evaluation**

A framework for monitoring the delivery of the careers programme is in place for Years 7-11. The framework is based on the Career Development Institute (CDI) framework and the PSHE curriculum. The Partnership Agreement with Hampshire Futures is reviewed at the end of each academic year. The Careers Leader reviews the careers education and guidance programme annually in conjunction with the PSHE careers team. The Quality in Careers Standard has been retained following a successful re assessment in **2021**. Written evaluations of “Mock Interview Day”, “Skills for Life Day” and work experience are carried out each year. Other evaluations are carried out as required by the Headteacher.

The Careers Leader submits a written report each term to the College Governors, which also includes information on Year 11 leavers, an overview of the activities that happen each term and the links to the Gatsby Benchmarks.. Destination Data is shared via the College website and Its Learning. The Careers Leader meets with the link governor termly to provide a thorough update and discuss any training needs for the governing body. The careers policy will be reviewed each academic year and presented to the governors for approval.

- **SEND**

All students follow the same careers programme, however additional support is offered to students with SEND needs by the SENCO and Careers Team where appropriate. Some examples of support offered are:

- the options process in Year 8,
- work experience in Year 10
- transition programme to college/apprenticeships in Year 11.

Support is offered in partnership with parents, local FE provision and the College's Careers and SEND department.

- **Post 16 Support**

The Careers Leader monitors the progression of the students for up to two years after leaving school by working with Hampshire Futures to monitor the students that are not in employment, education or training (NEET) and by offering support where appropriate.

4. Provider Access Policy

- **Introduction**

This Policy sets out the College's arrangements for managing the access of providers to students at the College for the purpose of giving them information about the provider's education or training offer. This complies with the legal obligations of the College under Section 42B of the Education Act 1997.

Student entitlement

All students in Years 7-11 are entitled:

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

- **Management of provider access requests**

A provider wishing to request access should contact Clare Mack, Careers Leader

Telephone: 023 9225 1120; Email: clare.mack@crookhorn.hants.sch.uk

- **Opportunities for access**

A number of events, integrated into the College careers programme, will offer providers an opportunity to come into College to speak to students and/or their parents/carers, the full careers programme is available on the College website and the College is always open to discussing any additional activities:

Year Group	Autumn Term	Spring Term	Summer Term
7	Year 7 Smart Start		Careers focused PSHE lessons
8	Careers focused PSHE lessons	Options Evening Employer Exhibition	
9		Careers focused PSHE lessons Federation Careers Fair	Skills For Life Day

10	Subject Specific FE workshops	Careers focused PSHE lessons Work Experience Subject Specific FE workshops	College Taster Days Subject Specific FE workshops
11	Careers focused PSHE lessons Post 16 Options Fair Mock Interview Day Parents Post 16 Information Evening College interviews carried out at Crookhorn College either face to face or virtually. Subject Specific FE workshops	Subject Specific FE workshops	Subject Specific FE workshops

Please speak to our Careers Leader to identify the most suitable opportunity for you.

- **Premises and facilities**

The College will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The College will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit, with the Careers Leader.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with Reception for the attention of the Careers Leader for display in the Careers Office.

The Careers Office is available to all students at lunch and break times.

Appendix 1

Gatsby Benchmark	Current Provision	Areas for Development
1. A stable careers programme	<ul style="list-style-type: none"> A half term module of careers education for all year groups (7-11) within the PSHE rotation. Related topics eg. Personal Finance & Enterprise covered in the Enterprise & Life skills module. 	<ul style="list-style-type: none"> Eight key employability skills/attitudes to be introduced and referenced regularly – build in end of module statements for students identify how confident they feel with regard to these.
2. Learning from careers & labour market information	<ul style="list-style-type: none"> Up to date information from online sources such as Career Companion, Spark and Careers Pilot are used as part of careers lessons. Students are provided with log in details for independent research Careers library has up to date publications 	<ul style="list-style-type: none"> Regular updates to be sent to parents via the weekly newsletter
3. Addressing the needs of each pupil	<ul style="list-style-type: none"> Comprehensive tracking process which records all the personal development & careers education activities each individual student takes part in. Also used to inform which students are offered targeted activities. Careers Leader works closely with pastoral team to tailor support /Asst Head for Pastoral Destination information is analysed to inform how future provision is targeted. 	<ul style="list-style-type: none">
4. Linking Curriculum learning to careers	<ul style="list-style-type: none"> After staff training, most staff relate careers to their subject however this is not consistently written in plans. 	<ul style="list-style-type: none"> All staff to update subject plans with 2 links to careers over the academic year
5. Encounters with employers and employees	<ul style="list-style-type: none"> Y7 – Smart Start Day – 1 session is with an employer looking at the importance of transferable skills Y8 – Employer Exhibition – Students interview various employers including apprentices about their view of Maths and English and why they are important to any job role. Y9 Skills for Life Day – each class works with two representatives from different industries for a morning, including a Q&A session. Y10 – 2 week work experience placements for all students. Y11 – Mock Interview Day, every student has a 1-1 interview and feedback session. Visits to employers through curriculum or careers links on a when appropriate and available. 	<ul style="list-style-type: none"> A further session is being planned for year 10 with an employer about creating a good CV
6. Experiences of workplaces	<ul style="list-style-type: none"> Y10 – 2 weeks' work placement Work place visits 	<ul style="list-style-type: none"> Improved communication with employers as part of the Alumni & Supporters network.
7. Encounters with Further & Higher Education	<ul style="list-style-type: none"> HE presentations to whole cohort in Y7 & Y11. Targeted programmes with 4 local universities, Portsmouth, Southampton, Bournemouth, Southampton Solent and Winchester for years 7-10. Including visits to campus, workshops run in school, residential visits and projects. FE presentations and taster days in Y10 Post 16 Options Fair in Y11 Y9 attendance at Federation of Schools careers fair. 	<ul style="list-style-type: none"> Continued involvement in the SUN initiative.
8. Personal Guidance	<ul style="list-style-type: none"> Hampshire Futures – 2 days per week impartial 1-1 careers interview and small group works which ensure all students have at least 2 encounters with a careers adviser, at least one of which will be an individual interview. Career Leader is a Level 6 qualified careers practitioner and PDL Manager is a Level 7 qualified careers practitioner. 	<ul style="list-style-type: none"> Working to achieve all students receiving an interview in both year 10 and 11