

**Copy of Careers Advice, Guidance
and Information Policy,
Programme and Information
2019-2020**

Shaftesbury 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. 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 DfE document "Careers Guidance and Inspiration in Schools" dated March 2015.

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.

Shaftesbury School has appointed a Careers Leader, who is the Work Experience & Careers Co-ordinator. Details are as follows:

Karen Johnson

01747 854498

karen.johnson@shaftesburyschool.co.uk

Student Entitlement Statements

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 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.

Year 10 Careers Entitlement

- Students begin to explore 6th form options and interview techniques.
- Economic awareness developed further and students encouraged to think about employability, which careers appeal and to identify and set themselves realistic future goals.
- Students agree personal action plans with careers adviser for future and identify what specific action is required to achieve goals.
- Students begin CV and cover letter writing.
- 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 and record progress on Grofar Work Experience Log.

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.
- Specific mock interviews for those with a particular career path in mind also available.
- 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 assisted further with CV writing and encouraged to have a completed a CV and cover letter
- Students are kept up to date with post 16 deadlines.
- 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.

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.
- 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.

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.

Disclaimer

This report is derived from the Grofar Careers Plan and designed to express the plans, intentions and activities related to the users Shaftesbury 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
•Actively encouraging young people to consider all options at 14 and 16 so that they select the best options for their interest, motivation, learning style, ability and aspirations.	All students in KS4 to be fully aware of the range of options open to them post 16, and to be able to evaluate these to make a fully informed decision about which route will be most appropriate to them.	Via assemblies, tutor groups, individual meetings with students in years 10 and 11.	Students leaving year 11 in the summer are settled into their choice of route; current year 10 students progressing into year 11 are able to demonstrate understanding of the routes and starting to make decisions.	17 Jul 2020
•Engaging with employers.	To further develop relationships with local employers to become more involved in school life, with the aim of providing students with a realistic and aspirational view of employment. Employers also engaged in taking on work experience students from years 10 and 12 particularly, but also year 13.	Employer engagement through school activities such as employer lunches, breakfasts, careers fair, talks in school from employers, visits to employers.	Students to show that they have a fuller understanding of the world of work through year 11 IAG and careers interviews, and with making decisions.	17 Jul 2020
•Utilising advisers trained and qualified in delivering careers education and guidance.	Ansbury Guidance, who provide external, impartial CIAG, to continue to work in the school.	Through assemblies, small targeted groups, interviews for the RONI students (generated by DCC) and those referred on by the school for more in-depth guidance.	Students to be able to make decisions and feel more confident about their futures after interventions with Ansbury.	17 Jul 2020

<ul style="list-style-type: none"> •providing all young people with face-to-face, impartial and independent guidance; 	<p>School to work towards the provision of independent guidance for all year 11 students through assembly, IAG, 1:1 and group interviews with a Level 6 qualified member of staff. By summer 2020. it is estimated that 75% of current year 11s will have been seen by a Level 6 qualified adviser.</p>	<p>Assemblies, interviews, room to see students.</p>	<p>Students to have a good understanding of their options and how to make appropriate decisions about their futures.</p>	<p>17 Jul 2020</p>
<ul style="list-style-type: none"> •Utilising advisers trained and qualified in delivering careers education and guidance. 	<p>The school buys in services from Ansbury Guidance who deliver Guidance to the students on the RONI list (generated by DCC), but also other students deemed by the school as needing further guidance. A member of staff is also Level 6 qualified as an adviser, to deliver careers advice and information.</p>	<p>Funding to continue to buy in Ansbury Guidance services. Room to interview in school, and information that is relevant about students to be passed onto the Ansbury Adviser.</p>	<p>Annual Service Level Agreement signed with Ansbury Guidance. Students fully informed, after seeing the Ansbury Guidance adviser, or qualified member of staff, regarding their next steps.</p>	<p>17 Jul 2020</p>

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 in the weekly electronic bulletins, emailed directly to students, and certain students may be notified directly.

September

Y11 information evening				
Type	Careers Activity			
Description	Evening to give parents information on the activities for that year in each subject, but also in the careers programme/options and timelines.			
Provision Type	CEIAG			
Provision Source	In School			
Gatsby Benchmark	<ul style="list-style-type: none"> Benchmark 1 - Stable careers programme 			
Resources Required	Hours: 2 Staff Members: 1 Total Staff Hours: 2 Total Business Hours: 2			
Feedback	☆☆☆☆☆			
Businesses		Alumni		Parents/Individuals
				✓
Year 9	Year 10	Year 11	Year 12	Year 13
		✓		

Work experience preparation sessions	
Type	Experience Of Work
Description	Sessions with year 12 groups on work experience preparation.
Provision Type	CEIAG
Provision Source	In School
Skills	<ul style="list-style-type: none"> Listening Problem Solving Creativity
Gatsby Benchmark	<ul style="list-style-type: none"> Benchmark 1 - Stable careers programme Benchmark 3 - Pupil needs

	<ul style="list-style-type: none"> Benchmark 6 - Workplace experiences 			
Feedback	☆☆☆☆☆			
Year 9	Year 10	Year 11	Year 12	Year 13
			✓	

Year 11 Parents Information Evening

Type	Careers Activity			
Description	Presentation at Parents Information Evening on options post-16, timeline for the year and researching career plans.			
Provision Type	CEIAG			
Provision Source	Independent			
Skills	<ul style="list-style-type: none"> Listening 			
Gatsby Benchmark	<ul style="list-style-type: none"> Benchmark 1 - Stable careers programme Benchmark 2 - Career information Benchmark 3 - Pupil needs 			
Feedback	☆☆☆☆☆			
	Businesses	Alumni	Parents/Individuals	
			✓	
Year 9	Year 10	Year 11	Year 12	Year 13
		✓		

Options post 16 assembly

Type	Careers Activity			
Description	Assembly to all year 10 looking at options post 16, to start thinking about destinations, and in preparation for intended destinations survey.			
Provision Type	CEIAG			
Provision Source	In School			
Skills	<ul style="list-style-type: none"> Listening 			
Gatsby Benchmark	<ul style="list-style-type: none"> Benchmark 1 - Stable careers programme Benchmark 2 - Career information Benchmark 3 - Pupil needs 			
Feedback	☆☆☆☆☆			

Year 9	Year 10	Year 11	Year 12	Year 13
	✓			

Year 11 Options assembly

Type	Careers Activity
Description	Assembly to all year 11 to remind them of the options open to them, timescales for the year, researching career plans.
Provision Type	CEIAG
Provision Source	Independent
Skills	<ul style="list-style-type: none"> • Listening
Gatsby Benchmark	<ul style="list-style-type: none"> • Benchmark 1 - Stable careers programme • Benchmark 2 - Career information • Benchmark 3 - Pupil needs
Feedback	☆☆☆☆☆

Year 9	Year 10	Year 11	Year 12	Year 13
		✓		

October

Careers interviews

Type	Careers Activity
Description	Careers interviews start, with either the Level 6 qualified member of staff, or Ansbury Guidance Adviser. These are predominantly year 11 from the IAG process, but other years can also be referred.
Provision Type	CEIAG
Provision Source	Independent
Resources Required	Hours: 40 Staff Members: 1 Total Staff Hours: 40 Total Business Hours: 40
Feedback	☆☆☆☆☆

Year 9	Year 10	Year 11	Year 12	Year 13
	✓	✓	✓	✓

Intended Destinations survey

Type	Careers Activity			
Description	Intended Destinations survey with year 10 to gather information on what their plans might be, start them thinking but to also inform the choice of students going on work experience.			
Provision Type	CEIAG			
Provision Source	In School			
Resources Required	Hours: 3 Staff Members: 1 Total Staff Hours: 3 Total Business Hours: 3			
Feedback	☆☆☆☆☆			
Year 9	Year 10	Year 11	Year 12	Year 13
	✓			

Internal IAG process starts

Type	Careers Activity			
Description	All year 11 students to go through the school IAG process - 1 interview with their tutor, 2 further with senior members of staff. At any point, students can then be referred for more indepth careers interview, initially with the school member of staff who is a qualified adviser.			
Provision Type	CEIAG			
Provision Source	In School			
Resources Required	Hours: 10 Staff Members: 10 Total Staff Hours: 100 Total Business Hours: 100			
Feedback	☆☆☆☆☆			
Year 9	Year 10	Year 11	Year 12	Year 13
		✓		

November
Internal IAG interviews

Type	Careers Activity			
Description	All year 11 students to go through the school IAG process - 1 interview with their tutor, 2 further with senior members of staff. At any point, students can then be referred for more indepth careers interview, initially with the school member of staff who is a qualified adviser.			

Provision Type	CEIAG			
Provision Source	In School			
Resources Required	Hours: 5 Staff Members: 10 Total Staff Hours: 50 Total Business Hours: 50			
Feedback	☆☆☆☆☆			
Year 9	Year 10	Year 11	Year 12	Year 13
		✓		

Careers Interviews				
Type	Careers Activity			
Description	Careers interviews start, with either the Level 6 qualified member of staff, or Ansbury Guidance Adviser. These are predominantly year 11 from the IAG process, but other years can also be referred.			
Provision Type	CEIAG			
Provision Source	Independent			
Resources Required	Hours: 40 Staff Members: 1 Total Staff Hours: 40 Total Business Hours: 40			
Feedback	☆☆☆☆☆			
Year 9	Year 10	Year 11	Year 12	Year 13
	✓	✓	✓	✓

Work experience preparation	
Type	Work Experience Session
Description	Work experience preparation starts with targeted year 10 students
Provision Type	CEIAG
Provision Source	In School
Gatsby Benchmark	<ul style="list-style-type: none"> Benchmark 6 - Workplace experiences
Resources Required	Hours: 3 Staff Members: 1 Total Staff Hours: 3 Total Business Hours: 3

Feedback	☆☆☆☆☆			
Year 9	Year 10	Year 11	Year 12	Year 13
	✓			

6th form options evening				
Type	Careers Activity			
Description	6th form options evening for year 11 students, to look at 6th form courses.			
Provision Type	CEIAG			
Provision Source	In School			
Resources Required	Hours: 3 Staff Members: 15 Total Staff Hours: 45 Total Business Hours: 45			
Feedback	☆☆☆☆☆			
	Businesses	Alumni	Parents/Individuals	
			✓	
Year 9	Year 10	Year 11	Year 12	Year 13
		✓		

Mock interviews	
Type	Careers Activity
Description	All year 12 to have a mock interview with an employer, with feedback provided.
Provision Type	CEIAG
Provision Source	Independent
Gatsby Benchmark	• Benchmark 6 - Workplace experiences
Resources Required	Hours: 6 Staff Members: 2 Business Members: 8 Total Staff Hours: 12 Total Business Hours: 12
Services Required	Mock Applications and Interviews
Feedback	☆☆☆☆☆

Year 9	Year 10	Year 11	Year 12	Year 13
			✓	

Year 11 drop sessions

Type	Careers Activity
Description	Sessions with year 11 looking at producing a CV and letter; researching career ideas; options.
Provision Type	CEIAG
Provision Source	In School
Skills	<ul style="list-style-type: none"> • Listening • Problem Solving • Creativity • Staying Positive • Teamwork
Gatsby Benchmark	<ul style="list-style-type: none"> • Benchmark 1 - Stable careers programme • Benchmark 2 - Career information • Benchmark 3 - Pupil needs
Feedback	☆☆☆☆☆

Year 9	Year 10	Year 11	Year 12	Year 13
		✓		

Careers Drop day

Type	Careers Activity
Description	Drop day for year 10 looking at options post-16, employability skills, teamwork and communication skills, researching career ideas and routes.
Provision Type	CEIAG
Provision Source	In School
Skills	<ul style="list-style-type: none"> • Listening • Problem Solving • Creativity • Staying Positive • Teamwork
Gatsby Benchmark	<ul style="list-style-type: none"> • Benchmark 1 - Stable careers programme • Benchmark 2 - Career information • Benchmark 3 - Pupil needs • Benchmark 5 - Employer encounters • Benchmark 7 - Educational encounters

	• Benchmark 8 - Personal guidance			
Feedback	☆☆☆☆☆			
Year 9	Year 10	Year 11	Year 12	Year 13
	✓			

December

Internal IAG year 11 interviews				
Type	Careers Activity			
Description	All year 11 students to go through the school IAG process - 1 interview with their tutor, 2 further with senior members of staff. At any point, students can then be referred for more indepth careers interview, initially with the school member of staff who is a qualified adviser.			
Provision Type	CEIAG			
Provision Source	In School			
Resources Required	Hours: 5 Staff Members: 6 Total Staff Hours: 30 Total Business Hours: 30			
Feedback	☆☆☆☆☆			
Year 9	Year 10	Year 11	Year 12	Year 13
		✓		

Careers interviews	
Type	Careers Activity
Description	Careers interviews start, with either the Level 6 qualified member of staff, or Ansbury Guidance Adviser. These are predominantly year 11 from the IAG process, but other years can also be referred.
Provision Type	CEIAG
Provision Source	Independent
Resources Required	Hours: 40 Staff Members: 1 Total Staff Hours: 40 Total Business Hours: 40
Feedback	☆☆☆☆☆

Year 9	Year 10	Year 11	Year 12	Year 13
	✓	✓	✓	✓

Work experience preparation

Type	Work Experience Session
Description	Work experience preparation with year 10 students continues with writing CV and letter, contacting employers, and interviews for some.
Provision Type	CEIAG
Provision Source	In School
Gatsby Benchmark	<ul style="list-style-type: none"> Benchmark 6 - Workplace experiences
Resources Required	Hours: 3 Staff Members: 1 Total Staff Hours: 3 Total Business Hours: 3
Feedback	☆☆☆☆☆

Year 9	Year 10	Year 11	Year 12	Year 13
	✓			

January

Employer engagement

Type	Careers Activity
Description	An employer breakfast, lunch or tea is organised to bring together targeted students from a particular year group with invited employers, with students and employers informed of a topic to be discussed. The aim is for students in that year group to be further informed, by employers. This is held on a termly basis, involving different year groups at each event.
Provision Type	CEIAG
Provision Source	Independent
Gatsby Benchmark	<ul style="list-style-type: none"> Benchmark 1 - Stable careers programme Benchmark 2 - Career information Benchmark 3 - Pupil needs Benchmark 5 - Employer encounters
Resources Required	Hours: 2 Staff Members: 2 Business Members: 8 Total Staff Hours: 4 Total Business Hours: 4

Feedback	☆☆☆☆☆			
Year 9	Year 10	Year 11	Year 12	Year 13
		✓		

Internal IAG for year 11 students				
Type	Careers Activity			
Description	1:1 IAG sessions for all year 11s initially with tutors, then 2 further sessions with senior members of staff.			
Provision Type	CEIAG			
Provision Source	In School			
Resources Required	Hours: 10 Staff Members: 10 Total Staff Hours: 100 Total Business Hours: 100			
Feedback	☆☆☆☆☆			
Year 9	Year 10	Year 11	Year 12	Year 13
		✓		

Careers Interviews				
Type	Careers Activity			
Description	Careers interviews start, with either the Level 6 qualified member of staff, or Ansbury Guidance Adviser. These are predominantly year 11 from the IAG process, but other years can also be referred.			
Provision Type	CEIAG			
Provision Source	Independent			
Resources Required	Hours: 40 Staff Members: 1 Total Staff Hours: 40 Total Business Hours: 40			
Feedback	☆☆☆☆☆			
Year 9	Year 10	Year 11	Year 12	Year 13
	✓	✓	✓	✓

Work experience preparation	
Type	Work Experience Session

Description	Work experience preparation with year 10 students continues with writing CV and letter, contacting employers, and interviews for some.			
Provision Type	CEIAG			
Provision Source	In School			
Gatsby Benchmark	• Benchmark 6 - Workplace experiences			
Resources Required	Hours: 3 Staff Members: 1 Total Staff Hours: 3 Total Business Hours: 3			
Feedback	☆☆☆☆☆			
Year 9	Year 10	Year 11	Year 12	Year 13
	✓			

Year 9 options evening				
Type	Careers Activity			
Description	Year 9 options evening to look at options for KS4			
Provision Type	CEIAG			
Provision Source	In School			
Resources Required	Hours: 3 Staff Members: 15 Total Staff Hours: 45 Total Business Hours: 45			
Feedback	☆☆☆☆☆			
	Businesses	Alumni	Parents/Individuals	
			✓	
Year 9	Year 10	Year 11	Year 12	Year 13
✓				

Year 11 Intended Destinations	
Type	Destination Data Session
Description	Ansburly Guidance Intended Destinations forms to all students via tutor groups, for collection. Informs both Ansburly and the school of the plans of each student - struggling students can then be followed up.
Provision Type	CEIAG

Provision Source	Independent			
Resources Required	Hours: 1 Staff Members: 1 Total Staff Hours: 1 Total Business Hours: 1			
Feedback	☆☆☆☆☆			
Year 9	Year 10	Year 11	Year 12	Year 13
		✓		

Year 9 options assembly				
Type	Careers Activity			
Description	Assembly for year 9 on the KS4 options.			
Provision Type	CEIAG			
Provision Source	In School			
Resources Required	Hours: 1 Staff Members: 2 Total Staff Hours: 2 Total Business Hours: 2			
Feedback	☆☆☆☆☆			
Year 9	Year 10	Year 11	Year 12	Year 13
✓				

February

Careers interviews	
Type	Careers Activity
Description	Careers interviews start, with either the Level 6 qualified member of staff, or Ansbury Guidance Adviser. These are predominantly year 11 from the IAG process, but other years can also be referred.
Provision Type	CEIAG
Provision Source	Independent
Resources Required	Hours: 5 Staff Members: 1 Total Staff Hours: 5 Total Business Hours: 5
Feedback	☆☆☆☆☆

Year 9	Year 10	Year 11	Year 12	Year 13
	✓	✓	✓	✓

work experience preparation

Type	Work Experience Session
Description	Work experience preparation with year 10 students continues with writing CV and letter, contacting employers, and interviews for some.
Provision Type	CEIAG
Provision Source	In School
Gatsby Benchmark	<ul style="list-style-type: none"> Benchmark 6 - Workplace experiences
Resources Required	Hours: 3 Staff Members: 1 Total Staff Hours: 3 Total Business Hours: 3
Feedback	☆☆☆☆☆

Year 9	Year 10	Year 11	Year 12	Year 13
	✓			

Year 9 options drop in

Type	Careers Activity
Description	Drop in sessions for year 9 to discuss their options, with the school member of staff who is Level 6 qualified.
Provision Type	CEIAG
Provision Source	In School
Resources Required	Hours: 2 Staff Members: 1 Total Staff Hours: 2 Total Business Hours: 2
Feedback	☆☆☆☆☆

Year 9	Year 10	Year 11	Year 12	Year 13
✓				

National Apprenticeship Show

Type	Careers Activity
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Description	Students attend national apprenticeship show - opt in.			
Provision Type	CEIAG			
Provision Source	Independent			
Gatsby Benchmark	<ul style="list-style-type: none"> Benchmark 2 - Career information 			
Resources Required	Hours: 6 Staff Members: 2 Total Staff Hours: 12 Total Business Hours: 12			
Feedback	☆☆☆☆☆			
Year 9	Year 10	Year 11	Year 12	Year 13
			✓	

Higher Education Conventon				
Type	Careers Activity			
Description	Students attend HE Convention held locally.			
Provision Type	CEIAG			
Provision Source	Independent			
Gatsby Benchmark	<ul style="list-style-type: none"> Benchmark 2 - Career information 			
Resources Required	Hours: 6 Staff Members: 2 Total Staff Hours: 12 Total Business Hours: 12			
Feedback	☆☆☆☆☆			
Year 9	Year 10	Year 11	Year 12	Year 13
			✓	

Employer visit	
Type	Careers Activity
Description	Y10 Catering students to visit a local Food Factory for tour and presentation on Careers in the Food Industry
Provision Type	CEIAG
Provision Source	Independent
Skills	<ul style="list-style-type: none"> Listening Problem Solving

	<ul style="list-style-type: none"> • Creativity • Teamwork 			
Gatsby Benchmark	<ul style="list-style-type: none"> • Benchmark 1 - Stable careers programme • Benchmark 2 - Career information • Benchmark 3 - Pupil needs • Benchmark 5 - Employer encounters • Benchmark 6 - Workplace experiences 			
Feedback	☆☆☆☆☆			
Year 9	Year 10	Year 11	Year 12	Year 13
	✓			

March

Employer talks				
Type	Careers Activity			
Description	Employer occupational talks to interested students between years 10-13, for up to an hour.			
Provision Type	CEIAG			
Provision Source	Independent			
Resources Required	Hours: 4 Staff Members: 3 Business Members: 12 Total Staff Hours: 12 Total Business Hours: 12			
Services Required	Careers workshops			
Feedback	☆☆☆☆☆			
	Businesses	Alumni	Year 11	Year 13
	✓			
Year 9	Year 10	Year 11	Year 12	Year 13
	✓	✓	✓	✓

Careers interviews	
Type	Careers Activity
Description	Careers interviews start, with either the Level 6 qualified member of staff, or Ansbury Guidance Adviser. These are predominantly year 11 from the IAG process, but other years can also be referred.

Provision Type	CEIAG			
Provision Source	Independent			
Resources Required	Hours: 40 Staff Members: 1 Total Staff Hours: 40 Total Business Hours: 40			
Feedback	☆☆☆☆☆			
Year 9	Year 10	Year 11	Year 12	Year 13
	✓	✓	✓	✓

Work experience preparation				
Type	Work Experience Session			
Description	Work experience preparation with year 10 students continues with writing CV and letter, contacting employers, and interviews for some.			
Provision Type	CEIAG			
Provision Source	In School			
Gatsby Benchmark	<ul style="list-style-type: none"> Benchmark 6 - Workplace experiences 			
Resources Required	Hours: 3 Staff Members: 1 Total Staff Hours: 3 Total Business Hours: 3			
Feedback	☆☆☆☆☆			
Year 9	Year 10	Year 11	Year 12	Year 13
	✓			

Employer engagement				
Type	Careers Activity			
Description	An employer breakfast, lunch or tea is organised to bring together targeted students from a particular year group with invited employers, with students and employers informed of a topic to be discussed. The aim is for students in that year group to be further informed, by employers. This is held on a termly basis, involving different year groups at each event.			
Provision Type	CEIAG			
Provision Source	Independent			
Gatsby Benchmark	<ul style="list-style-type: none"> Benchmark 1 - Stable careers programme Benchmark 2 - Career information 			

	<ul style="list-style-type: none"> • Benchmark 3 - Pupil needs • Benchmark 5 - Employer encounters 			
Resources Required	Hours: 2 Staff Members: 2 Business Members: 8 Total Staff Hours: 4 Total Business Hours: 4			
Feedback	☆☆☆☆☆			
Year 9	Year 10	Year 11	Year 12	Year 13
	✓			

Year 10 work experience				
Type	Work Experience Session			
Description	Year 10 work experience			
Provision Type	CEIAG			
Provision Source	Independent			
Gatsby Benchmark	<ul style="list-style-type: none"> • Benchmark 6 - Workplace experiences 			
Feedback	☆☆☆☆☆			
Year 9	Year 10	Year 11	Year 12	Year 13
	✓			

April

Careers interviews	
Type	Careers Activity
Description	Careers interviews start, with either the Level 6 qualified member of staff, or Ansbury Guidance Adviser. These are predominantly year 11 from the IAG process, but other years can also be referred.
Provision Type	CEIAG
Provision Source	Independent
Resources Required	Hours: 40 Staff Members: 1 Total Staff Hours: 40 Total Business Hours: 40
Feedback	☆☆☆☆☆

Year 9	Year 10	Year 11	Year 12	Year 13
	✓	✓	✓	✓

May

Careers interviews				
Type	Careers Activity			
Description	Careers interviews start, with either the Level 6 qualified member of staff, or Ansbury Guidance Adviser. These are predominantly year 11 from the IAG process, but other years can also be referred.			
Provision Type	CEIAG			
Provision Source	Independent			
Resources Required	Hours: 40 Staff Members: 1 Total Staff Hours: 40 Total Business Hours: 40			
Feedback	☆☆☆☆☆			
Year 9	Year 10	Year 11	Year 12	Year 13
	✓	✓	✓	✓

June

careers interviews				
Type	Careers Activity			
Description	Careers interviews start, with either the Level 6 qualified member of staff, or Ansbury Guidance Adviser. These are predominantly year 11 from the IAG process, but other years can also be referred.			
Provision Type	CEIAG			
Provision Source	Independent			
Resources Required	Hours: 40 Staff Members: 1 Total Staff Hours: 40 Total Business Hours: 40			
Feedback	☆☆☆☆☆			
Year 9	Year 10	Year 11	Year 12	Year 13
	✓	✓	✓	✓

Employer engagement				
Type	Careers Activity			
Description	An employer breakfast, lunch or tea is organised to bring together targeted students from a particular year group with invited employers, with students and employers informed of a topic to be discussed. The aim is for students in that year group to be further informed, by employers. This is held on a termly basis, involving different year groups at each event.			
Provision Type	CEIAG			
Provision Source	Independent			
Gatsby Benchmark	<ul style="list-style-type: none"> • Benchmark 1 - Stable careers programme • Benchmark 2 - Career information • Benchmark 3 - Pupil needs • Benchmark 5 - Employer encounters 			
Resources Required	Hours: 2 Staff Members: 2 Business Members: 8 Total Staff Hours: 4 Total Business Hours: 4			
Feedback	☆☆☆☆☆			
Year 9	Year 10	Year 11	Year 12	Year 13
✓				

Careers Fair				
Type	Careers Activity			
Description	Careers Fair aimed at y9-13 students, for students to talk to and engage with employers.			
Provision Type	CEIAG			
Provision Source	Independent			
Resources Required	Hours: 3 Staff Members: 4 Business Members: 30 Total Staff Hours: 12 Total Business Hours: 12			
Services Required	Careers fair participation			
Feedback	☆☆☆☆☆			

Businesses		Alumni		Parents/Individuals	
✓					
Year 9	Year 10	Year 11	Year 12	Year 13	
✓	✓	✓	✓	✓	

July

Careers interviews					
Type	Careers Activity				
Description	Careers interviews start, with either the Level 6 qualified member of staff, or Ansbury Guidance Adviser. These are predominantly year 11 from the IAG process, but other years can also be referred.				
Provision Type	CEIAG				
Provision Source	Independent				
Resources Required	Hours: 40 Staff Members: 1 Total Staff Hours: 40 Total Business Hours: 40				
Feedback	☆☆☆☆☆				
Year 9	Year 10	Year 11	Year 12	Year 13	
	✓	✓	✓	✓	

Year 10 taster day, Yeovil college					
Type	Careers Activity				
Description	Visit to Yeovil college for some year 10 students.				
Provision Type	CEIAG				
Provision Source	Independent				
Gatsby Benchmark	<ul style="list-style-type: none"> Benchmark 7 - Educational encounters 				
Resources Required	Hours: 6 Staff Members: 1 Total Staff Hours: 6 Total Business Hours: 6				
Feedback	☆☆☆☆☆				

Year 9	Year 10	Year 11	Year 12	Year 13
	✓			

Visit to Bournemouth University

Type	Careers Activity
Description	Visit o Bournemouth University for certain year 10 students.
Provision Type	CEIAG
Provision Source	Independent
Gatsby Benchmark	<ul style="list-style-type: none"> Benchmark 7 - Educational encounters
Resources Required	Hours: 6 Staff Members: 2 Total Staff Hours: 12 Total Business Hours: 12
Feedback	☆☆☆☆☆

Year 9	Year 10	Year 11	Year 12	Year 13
	✓			

year 10 taster day at Salisbury college

Type	Careers Activity
Description	Year 10 taster day at Salisbury college for certain students.
Provision Type	CEIAG
Provision Source	Independent
Gatsby Benchmark	<ul style="list-style-type: none"> Benchmark 7 - Educational encounters
Resources Required	Hours: 6 Staff Members: 1 Total Staff Hours: 6 Total Business Hours: 6
Feedback	☆☆☆☆☆

Year 9	Year 10	Year 11	Year 12	Year 13
	✓			

Lecture Experience Day

Type	Careers Activity
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Description	Students attend a university to find out about student life.			
Provision Type	CEIAG			
Provision Source	Independent			
Gatsby Benchmark	<ul style="list-style-type: none"> Benchmark 7 - Educational encounters 			
Resources Required	Hours: 6 Staff Members: 4 Total Staff Hours: 24 Total Business Hours: 24			
Feedback	☆☆☆☆☆			
Year 9	Year 10	Year 11	Year 12	Year 13
			✓	

UVAS/University Progression Day				
Type	Careers Activity			
Description	As part of school progression week, students attend sessions on UCAS and applying to university.			
Provision Type	CEIAG			
Provision Source	In School			
Gatsby Benchmark	<ul style="list-style-type: none"> Benchmark 2 - Career information 			
Resources Required	Hours: 3 Staff Members: 2 Total Staff Hours: 6 Total Business Hours: 6			
Feedback	☆☆☆☆☆			
Year 9	Year 10	Year 11	Year 12	Year 13
			✓	

Visit to large national employer				
Type	Careers Activity			
Description	Y10 students to sign up to visit large national employer to find out about their apprenticeship and graduate schemes.			
Provision Type	CEIAG			
Provision Source	Independent			
Gatsby Benchmark	<ul style="list-style-type: none"> Benchmark 2 - Career information 			

Resources Required	Hours: 6 Staff Members: 2 Business Members: 1 Total Staff Hours: 12 Total Business Hours: 12			
Services Required	Company visits/tours			
Feedback	☆☆☆☆☆			
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.. Students will be encouraged to visit the library and will be provided with guidance on the use of the resources where necessary. The weekly student bulletin is also frequently added to with relevant information on events, opportunities, apprenticeships, open days, useful websites, and this information is also emailed directly to relevant year groups or students, by Mrs K Johnson.

Resource	Description
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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
Ansburly Guidance	Assembly presentations Careers fair participation Careers workshops	Provider Type Opportunities Provision 0.0 Hours per Day
Careers & Enterprise Company	Careers fair participation Classroom Speakers or Presenters Enterprise Education Enterprise workshops	Provider Type Opportunities Provision 0.0 Hours per Day

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. Access to advice is determined by the Year 11 Year Progress Leader in consultation with the senior leadership team, the head of sixth form, the careers leader and other personnel including outside agencies. A detailed "needs analysis" ensures all students with barriers to progression are seen first. Any other pupils who self-refer are accommodated and interviews are set up through Mrs K Johnson.

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.

Ongoing

Employer lunches and breakfasts			
Description	Termly lunch and breakfast meetings held with local employers and involving targetted students from each year group, to network and develop links between the school and employers.		
Students	Employers	Parents	Providers
✓	✓		

Termly newsletter			
Description	Includes regular updates on careers events that have taken, or are taking places, useful websites and dates.		
Students	Employers	Parents	Providers
✓		✓	

September

Year 11 information evening			
Description	Evening to inform parents of curriculum during year 11, but also options post 16.		
Students	Employers	Parents	Providers
✓		✓	

November

6th form open evening			
Description	Open evening for parents and students to find out more about the 6th form.		
Students	Employers	Parents	Providers
✓		✓	

January

KS4 options evening			
Description	Parent and year 9 student information evening for KS4 options		
Students	Employers	Parents	Providers
✓		✓	

June

Careers Fair			
Description	For employers and students in years 9 and above, to raise awareness of careers and opportunities; but to also develop links between the school and employers. ~this also includes local colleges.		
Students	Employers	Parents	Providers
✓	✓		✓

Roles and Responsibilities

Roles and Responsibilities

To maintain and run an effective Careers Service several groups and individuals within the School are identified along with their roles and responsibilities in order to provide support and guidance to the service.

Governors & SLT responsibilities

- The governing body has a statutory responsibility to monitor and evaluate the effectiveness of the school and its curriculum in order to promote high standards of educational attainment (DfE, 2014a). Effective careers guidance contributes to raising aspirations, improving motivation and overcoming barriers to success.
- Ensure there is a named member of the SLT and a Governor who have primary responsibility for CEIAG.
- The Board of Governors should identify a link governor such as a local employer governor to support and challenge the careers staff (where the school has a policy of linking individual governors with different departments).
- Ensure the annual Careers Plan is completed and signed off by the end of September.
- Ensure that the agreed careers objectives are understood and implemented across the school.
- Ensure the Careers Leader is prepared for OFSTED inspections.
- Ensure school meets and exceeds the statutory careers requirements.
- Provide support to the Careers Leader and ensure that the agreed resources are made available during the year.
- Review progress and achievements versus the careers plan and make adjustments as necessary.

Senior Leader with overall responsibility for careers provision

- Ensure the careers programme is adequately resourced to deliver the agreed careers plan.
- Recruit, retain and support the careers leader.
- Chair monthly reviews of progress against the careers plan and ensure that any problems preventing completion of any elements are resolved.
- Act as the 'careers champion' to ensure that whole school acceptance of the careers plan is achieved!

Head of Sixth Form responsibilities

- Ensure all Y12 students have prepared draft CVs and/or personal statements.
- Support the careers manager to deliver interview, business game and other work readiness activities during the year.
- Support the careers leader to deliver interview, business game and other work readiness activities during the year.
- Visit at least 3 local businesses during the year to understand how the school could best serve its business community.
- Support the students with their individual career action plans, paying particular attention to those in the NEET risk group.
- Work with the Curriculum leader for careers education to ensure students make a smooth transition to year 12 and are supported onto the right pathway.

SENCO responsibilities

- Ensure that the careers plan complements objectives and activities set out in the school's special education policy.
- Provide support to SEN students to help them generate their individual careers action plans.
- Review SEN student career action plans with their parents to ensure they are engaged and supportive of the plans.
- Ensure the careers leader understands the schools statutory responsibility to students with SEN.
- Generate individual career action plans as part of the Education Health and Care plan.

Careers leader responsibilities

- Prepare and deliver the careers plan.
- Recruit, retain and develop the support staff needed to deliver the careers plan.
- Report monthly progress to the SLT.
- Work closely with the governor with primary responsibility for careers to ensure they are able to support and guide you as required.
- Bring any problems that you are unable to resolve to the attention of the careers senior leader.
- Ensure you engage with all your stakeholders including, Local Authority, Local Colleges and Universities, SLT, teachers, support staff, governors, students, parents, local businesses and guest speakers.
- Put systems in place to ensure that you deliver measurable year on year improvements to the careers programme.
- Ensure you get best value from the agreed budget reviewing each of your annual contracts and other discretionary spend.
- Be the school expert on all matters relating to careers education and training and ensure the SLT are kept informed of industry or legislative changes which may impact their responsibilities.
- Ensure you are accessible to your stakeholders by as many means as possible.
- Conduct and report on annual surveys to measure stakeholder satisfaction with the careers programme and identify affordable improvements that can be made.

Careers information staff responsibilities

- Ensure a broad suite of quality, unbiased resource is available on all pathways.
- Ensure the resource suite meets the needs of each age group.
- Monitor the usage of each resource type and explore if and how information sources can be improved.
- Research how and what the best school examples are providing.

Teachers and teaching support staff responsibilities

- Ensure you are familiar with the school careers plan and its objectives.
- Ensure that career readiness and careers education are embedded in your lesson plans.
- Review your lesson plans in relation to the CDI Framework and the resources on its website.
- Monitor the effectiveness of your embedded activities and improve as necessary.
- Feedback specific student needs (or opportunities) to the Careers Leader.

Pastoral and pastoral support staff

- Ensure you are familiar with the school career plan and its objectives.
- Working with the Careers Leader provide additional support for the NEET risk group.
- Contribute towards the development of an atmosphere (within the school) of learning, confidence and ambition.
- Where and when you have the opportunity, 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 Careers Leader.