



*Dream, Believe, Persevere, Achieve*

# Cape Cornwall School

## Careers Education, Information, Advice and Guidance Policy

**School Name:** Cape Cornwall School

**Dissemination:** Website and O: Drive

**Consultation:**

**Date policy approved by Governors:**

**Date policy becomes effective:** Immediately

**Review date:**

**Person responsible for Implementation and Monitoring:** H Richards

**Links to other relevant policies:** Teaching and Learning

### Introduction

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

Every young person needs high-quality career guidance to make informed decisions about their future. Good career guidance is a necessity for delivering technical education reforms and is a vehicle for social justice: those young people without social capital or home support suffer most from poor career guidance. Yet, despite its importance, career guidance in English schools has often been criticised for being inadequate and patchy.

Against this background, in 2013, Gatsby commissioned Sir John Holman, Emeritus Professor of Chemistry at the University of York, Senior Education Advisor and former Head teacher, with setting out what career guidance in England would be like were it good by international standards.

After six international visits, analysis of good practice in English schools and a comprehensive review of current literature, John wrote 'The Good Career Guidance Report' which identifies a set of eight benchmarks that schools can use as a framework for improving their careers provision.

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## **Section 1 - Student Entitlement (Baker Clause)**

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.

Cape Cornwall School will evaluate the impact of our careers programme by completing student surveys and analysing destinations data in line with activities that students have taken part in. In addition, the views of students and parents are surveyed after key events e.g. Year 10 Work Experience.

## **Section 2 - Management of Provider Access Requests**

### **2.1 Procedure**

A provider wishing to request access should contact Helen Richards, *Careers Lead*  
Telephone: 01736 788501. Email: richardsh@cape.cornwall.sch.uk

### **2.2 Opportunities for access**

A number of events, integrated into the school careers programme, offer providers an opportunity to come into school to speak to students and/or their parents/carers.

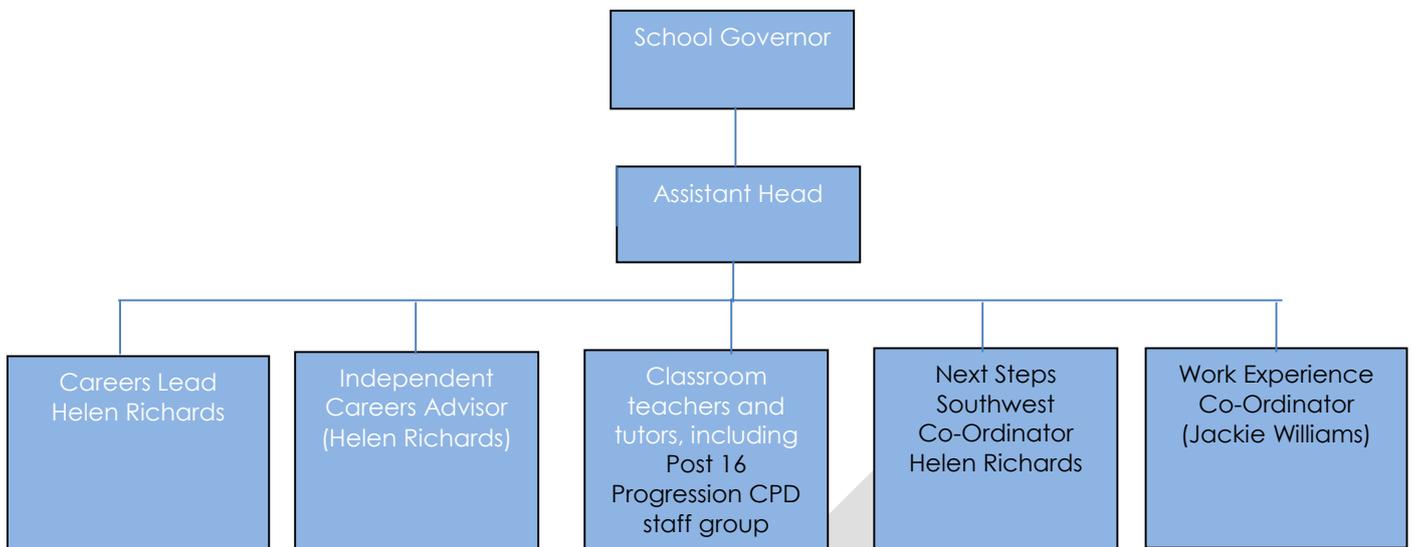
### **2.3 Premises and facilities**

The school will provide a suitable venue for discussions between the provider and students, as appropriate to the activity. The school 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 at the Careers Resource Centre which is managed by our independent Careers Advisor. The Resource Centre is available to all students every day at break and lunchtimes.

### **2.4 Management and Staffing**

Cape Cornwall School commissions an independent Careers Advisor, who comes into school regularly along with a small amount of individual support meetings from CSW Group, also works with Next Steps South West. Teachers, tutors and teaching support staff are all expected to play a role in helping students to make well-informed realistic decisions about future study and employment.



## **Section 3 – The Careers Programme**

### **3.1 Careers Provision**

The careers programme includes; careers education sessions, career guidance activities (group work and individual interviews), information and research activities and work-related learning. It also includes visits to colleges, universities and employers. Careers lessons are part of the school's PSHE, registration times and subject curriculums.

The programme is provided to students through:

- The PSHE curriculum via specific lessons;
- Tutor group activities, including small group activities;
- Careers interviews with Helen Richards (Careers Advisor);
- Individual careers support with CSW;
- Careers presentations during assemblies e.g. college and employer presentations;
- Off timetable careers events with employers;
- Guest speakers and volunteers supporting lessons e.g. alumni network;
- Next Steps South West funded provision/events;
- Enterprise Advisor Network support at events;
- Attendance at Careers Fair/Skills shows and local college/universities;
- Apprenticeship talks;
- Work experience programme.
- University trips

**Please see Appendix 2 for a full list of the careers provision at Cape Cornwall School.**

### **3.2 Staff Development**

At Cape Cornwall School, whole staff training sessions are delivered by the Careers Advisor or external providers as part of the INSET programme to ensure staff are aware of requirements regarding careers provision in teaching and learning.

The CPD programme also support careers education through a 'Post-16 Progression' staff group. This group is led by the Careers Advisor to investigate methods of improving progression to Post-16 education for students as part of the whole school CPD programme.

All subject areas in Cape Cornwall School contribute an annual analysis of how specific elements of their curriculum relate to particular careers and local Post 16 pathways related to their subject area. This is shared with all subject teachers to allow teaching staff to embed careers and Post 16 progress into Teaching and Learning across the school. This analysis is collated and stored as a centralised booklet.

### **3.3 External Partnerships**

Cape Cornwall School works with the following organisations:

- A range of local university and colleges e.g. Truro and Penwith College; Cornwall College
- A range of employers sourced through local knowledge, parents contact and the Enterprise Advisor Network;
- CSW;
- Next Steps South West;
- Enterprise Advisor Network.
- Rotary Club
- Job Centre Plus
- EBP

### **3.4 Resources**

Cape Cornwall School has a space dedicated to careers related materials. These are audited annually by the Careers Advisor to ensure that materials are accessible, relevant and accurate. Students have access to the careers library during normal opening hours.

The Careers Advisor runs a 'Drop in Careers area' once a week during lunchtime in the school library to allow students to come and ask questions to the Careers Advisor or to discuss pathways.

During Careers lessons in PSHE and curriculum time, students have access to computers and the internet where required. Laptops can be booked for lessons where required if the lesson is not based in a computer room.

Cape Cornwall School use and promote a range of electronic online resources (also included on the Cape Cornwall School website), including:

- ICould
- National Careers Service
- Get In Go Far
- Career Pilot
- UCAS
- Prospects

### **3.5 Parents and Carers**

Careers information is provided on the school website, linking also to external sources of information. The Careers Advisor is available for parents to meet at all parent evenings/events and Year 8 Options Evening. Parents are communicated to regarding carers updates through newsletter and social media.

### 3.6 Equality and Diversity

Students who are Statemented or Pupil Premium, receive further support from the Careers Advisor or Careers South West. Selected individuals in Year 9 participate in extended Next Steps South West Careers events and activities. The inclusive approach includes access to guidance for all students when they need it.

#### **Status of the Policy**

This policy does not form part of the formal contract of employment but it is a condition of employment that employees will abide by the rules and policies made by the school and Trust. Failure to comply with this policy may therefore result in disciplinary actions.

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## **APPENDIX 1**

### **The Gatsby Benchmarks:**

- 1 A stable careers programme;
- 2 Learning from career and labour market information;
- 3 Addressing needs of each student;
- 4 Linking curriculum learning to careers;
- 5 Encounters with employers and employees;
- 6 Experiences of workplaces;
- 7 Encounters with Further Education;
- 8 Personal guidance.

See below for more details:-

[https://www.careersandenterprise.co.uk/sites/default/files/uploaded/gatsby\\_benchmark\\_toolkit.pdf](https://www.careersandenterprise.co.uk/sites/default/files/uploaded/gatsby_benchmark_toolkit.pdf)

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## APPENDIX 2 – CAREERS PROVISION AT CAPE CORNWALL SCHOOL

Year	Description	Gatsby Benchmarks
Year 7	<p>Introduction Assembly – What is the purpose of school – Introduction to careers, careers adviser, careers library and what you can expect from your time at Cape Cornwall School</p> <p>Registration Groups:- Introduction to Careers and the world of work.</p> <ul style="list-style-type: none"> <li>• I could Buzz quiz</li> <li>• Introduction to Careerpilot</li> <li>• Career exploration</li> <li>• Careers activities and challenges</li> </ul> <p>- I Love My Job programme (all students meet an employer).</p> <p>- 6 Assemblies – with 6 different job sectors –</p> <p>- Assembly with Software Cornwall about the IT industry.</p> <p>- STEM Assembly – relating to careers and breaking stereotypes</p> <p>- Careers and cultural capital embedded in curriculum</p> <p>- 1 2 1 Guidance for students requiring it or requesting it</p>	<p>2, 3, 5</p> <p>3, 5</p> <p>5</p> <p>2, 5</p> <p>2, 3, 5, 4</p> <p>4</p> <p>8</p>
Year 8	<p>Support with Option choices with Careers Advisor as requested</p> <p>Career aspirations and job role lessons in PHSE lessons.</p> <p>Attendance of Careers Advisor at parents' events/evenings and Options evening.</p> <p>Attendance of local Post 16 colleges at parents' events/evenings and Options evening.</p> <p>Assembly with Software Cornwall about the IT industry.</p> <p>STEM assembly – relating to careers and breaking stereotypes</p> <p>Careers Carousel – 20 visiting businesses, employers from different job sectors.</p> <p>Careers and cultural capital embedded in curriculum</p> <p>Trips out through curriculum</p>	<p>4, 8</p> <p>2, 4</p> <p>2, 3</p> <p>3, 7</p> <p>5</p> <p>2,3,4,5</p> <p>5, 6</p> <p>4</p> <p>6</p>
	<p>Career pilot with Next Steps South West.</p> <p>Finance and skills for life in PSHE lessons.</p>	<p>3, 7</p> <p>4</p>

Year 9	University visit to Plymouth	7
	Assemblies with guest speakers.	3, 5
	Next steps south west – career pilot workshop	3, 5
	Attendance of Careers Advisor at parents' events/evenings.	2, 3
	Attendance of local colleges at parents' events/evenings.	3, 7
	Assembly with Software Cornwall about the IT industry.	5
	Enterprise event	5, 2, 3, 6
	Careers and cultural capital embedded in curriculum	4
	Visit to RNAS Culdrose	5, 6
Year 10	Next Steps South West – Options post 16 and apprenticeships workshops.	7
	Visits to 3 local colleges for all students.	3, 7
	Work experience for all students.	5, 6
	Mock interviews for all students.	3
	CV and letter of application with NCS	4
	Visit to Skills Show for all students.	5, 7
	Post 16 college assemblies and Open Evenings.	3, 7
	Diagnostic meeting with Careers Advisor.	2, 3, 8
	Attendance of Careers Advisor at parents' events/evenings.	2, 3
	Attendance of local Post 16 colleges at parents' events/evenings.	3, 7
	Assembly with Software Cornwall about the IT industry.	5
	Careers and cultural capital embedded in curriculum	4
	Visit to RNAS Culdrose	5, 6
	Assembly from ASK – apprenticeship information	2,3,5, 7
	Assembly from Training Provider	5,3,2
Assembly from 6 <sup>th</sup> form	7	
Falmouth University visit	7, 2	

Year 11	Individual guidance interviews for all students.	2, 3, 8
	Completion of post 16 applications with Careers Advisor.	3
	Visit to local Careers Fair.	3, 5, 7
	Attendance of Careers Advisor at parents' evenings/events.	2, 3
	Attendance of local post 16 colleges at parents' evenings/events.	3, 7
	Support of Careers Advisor at post 16 college interviews for students requiring it.	2, 3, 8
	Next Steps South West workshop on choosing the right Level 3 options for all students.	7
	Next Steps South West Level 3 pathways awareness evening with parents.	7
	Assembly with Software Cornwall about the IT industry.	5
	Post 16 college assemblies.	7
Careers and cultural capital embedded in curriculum	4	

<b>Other:</b>	<b>Gatsby Benchmarks</b>
Next Steps South West careers roadshow for all students to access at break and lunchtimes.	3, 7
Assemblies for Careers Week delivered by employers to all students as well as tutor time activities for all students.	2, 7
Careers Advisor meets with SEN students and with students identified as 'Most Able'.	2, 3, 8
'Career of the Week' information discussed by tutor groups and shared with parents through social media on a weekly basis and school newsletter.	2
Next Steps South West/Enterprise Advisor Network West Cornwall Careers networking evenings.	3, 7
<b>Green Power Challenge with students across Year groups to provide real life STEM experience.</b>	<b>3, 5</b>
	4, 7

Parents given information linking to post 16 college courses and related careers by subject teachers during parents' evenings.

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