

Teignmouth Community School
Careers and Work Experience Plan (version 2)
July 2019

Rationale

1. Teignmouth Community School (TCS) careers education programme provides our pupils with the opportunity to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It promotes equality of opportunity, celebrates diversity and challenges stereotypes. It is designed to meet the Gatsby benchmarks and conform to statutory requirements.

Context

2. Each year we have many students stay on from Year 11 into the Sixth Form. They are joined by some students from other local schools at the start of Year 12. Students who leave TCS at the end of year 11 go to a variety of post 16 providers e.g. Exeter College, South Devon College, Bicton College and a few to the nearby Grammar Schools. At each point where we deal with 'leavers' (16+ and 18+) we ensure that appropriate advice and guidance is available, including information and support regarding apprenticeships, employment with training or of study with another education provider.
3. TCS is committed to providing all pupils in Years 7-13 with a careers programme which is embedded into the curriculum and includes a variety of enrichment activities. The programme is being developed in line with the eight Gatsby benchmarks for ensuring best practice and to meet the requirements of the Department for Education's statutory guidance 2018.

The Gatsby Benchmarks

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of work places
7. Encounters with further and higher education
8. Personal guidance

Aim

4. We aim to support pupils to make realistic and informed decisions about their future, by raising aspirations and providing impartial and independent information and guidance.

Objectives

5. To ensure that pupils:
 - develop the skills and attitudes necessary for success in adult and working life
 - are aware of the range of opportunities which are realistically available to them in continued education and training at 13+, 16+ and 18+
 - are equipped with the necessary decision-making skills to manage those transitions
 - develop an awareness of the wide variety of education, training and careers opportunities both locally and nationally
 - use effectively the paper-based, virtual and staff resources available so they can make informed and appropriate choices throughout their school journey
 - benefit from links fostered between the school, local businesses and further education establishments
 - experience the world of work and develop transferable skills

- leave the school to enter employment with training, apprenticeships or further/higher education education
- experience a culture of high aspirations, equality of opportunity, in which diversity is celebrated and stereotypes are challenged
- receive extra assistance and guidance to reach their potential, where this is necessary

Statutory requirements and recommendations

6. The careers provision at TCS is in line with the [statutory guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/748474/181008_schools_statutory_guidance_final.pdf) developed by the Department for Education, which refers to Sections 42A, 42B and 45A of the Education Act 1997, Section 72 of the Education and Skills Act 2008, Schedule 4 (15) of the School Information (England) Regulations 2008 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/748474/181008_schools_statutory_guidance_final.pdf
7. This states that all schools should provide independent careers guidance from Years 8 -13 and that this guidance should:
 - be impartial
 - include information on a range of pathways, including university options or apprenticeships
 - be adapted to the needs to the student
8. In addition, the school is compliant with the careers guidance that the government set out for delivery from 5 January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all academies must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. Further information relating to this is set out in our policy statement on Provider Access.

Careers Provision at Teignmouth Community School

9. Careers provision is mapped against the Gatsby benchmarks. The current careers programme is delivered through a combination of methods, including explicit lessons provided within the taught PSHE programme in Years 7 through to Year 13, which is predominantly form tutor led. Careers information is available both in the library and in digital format via Career Pilot, a platform which provides access to information on apprenticeships, universities, the labour market and career pathways.
10. Key Stage 3 (year 7 and 8), this includes introduction to careers during the Enrichment days with an aim to raise pupil aspirations, identifying and challenging stereotypes in the workplace and developing wide range of skills and qualities as defined in our core values (see appendix A). In year 8 there are special assemblies which focus on option subjects and the career links with each subject. There are subject/parents evenings for year 7 and 8 and for year 8 there is an information evening on choosing options for year 9.
11. At Key Stage 4 (year 9, 10 and 11) pupils continue research into careers and pathways into the sixth form and higher education. They develop skills in CV, letter writing, presentations and interviews with external employers. This includes a mock interview with an employer; a week's work experience at a self-arranged placement, assemblies on apprenticeships and A-level options and an A-level/post 16 options evening for parents and pupils. An independent careers adviser carries out a mixture of small group interviews in year 11 for the whole yeargroup followed up with individual interviews for targeted students who also provides independent advice for that student. During enrichment days pupils in each of the KS4 yeargroups experience a variety of careers focussed workshops supported by Next Steps South West. In year 9 students take part in an Enterprise activity to plan and market a local one day festival that simulates business and finance skills needed to plan such an event effectively. Students are encouraged to take part in the National Citizenship Service programme at the end of year 11. Year 9 students will have the opportunity to take part in the Bronze Duke of Edinburgh Award. Year 9, 10 and 11 plan and take a lead for a charity fund raising event at some point in the year.

12. At Key Stage 5, a series of careers workshops are delivered from universities and employers. Some of these lectures, together with form time, are devoted to the topic of UCAS applications and interview skills. There is also a UCAS event at Westpoint and all year 12 students are encouraged to go to this event. In addition, Year 12 has a week of work experience in July of the academic year; pupils are involved in voluntary community and charity work. Individual careers interviews are held with an independent careers adviser as identified by the 6th form leaders. Charity fundraising and enterprise activities are encouraged e.g. the Young Enterprise competition, charitable activities led by students that develop their leadership and organisational skills. A number of students every year will take part in the Duke of Edinburgh Award. At Sixth Form, this will usually mean Gold or Silver.

Careers and SEND provision.

13. Every pupil with SEND follows the same programme of careers as their peers, with adaption and support from the SEND team where appropriate.
14. Pupils with SEND have an interview with the internal careers leader in Year 8 before the options process to enable early identification of any necessary adaptations or interventions according to need to support their career aspirations. Pupils can self-refer and form tutors are also able to raise concerns. May SEND students automatically qualify for a one to one interview with the school's CSW careers advisor.
15. The SENDCO meets with parents/carers to discuss a student's suitability where individual need is likely to have an impact on choices made during the option process. The SENDCO supports work experience placements, ensuring that providers are aware of individual needs, in order to promote a positive experience.
16. Personalised support from the SENDCO, Careers South West Advisor is used where appropriate.

Careers Advisor

17. At TCS we buy in days for an Independent Careers Advisor, provided by CSW, who works alongside the named Careers Leader and the Assistant Principal with responsibility for careers. The Careers Advisor and Career Leader will work together to target career advice appropriately. There will be a mixture of small group interview, one to one interview and drop in lunchtime sessions for any one.

Monitoring, Recording and Evaluation

18. Built into the careers programme are opportunities for pupils to self-evaluate and reflect on their learning at key points, such as following work experience and mock interviews during Year 10. Pupils develop a profile on Career Pilot and Unifrog through which their activities and skills development can be recorded and monitored by staff including form tutors and the careers leader. All participants in the programme complete surveys following key events including pupils, parents and employers. Leavers' destination information is also analysed.

Entitlement

19. Please see [Appendix A](#) outlining pupil and parent entitlement.

Partnerships

20. The CEIAG programme is greatly enhanced through links which help to ensure that pupils' learning is current and relevant. We work closely with local employers and parents and other local groups. This involvement enhances the provision of work experience placements, careers talks, the biennial careers fair, workplace visits and mock interviews. In addition, we work closely with many universities. We always strive to expand and improve our contacts.

Next Steps South West. (2017 onwards)

21. TCS is a link school for NSSW and all students from year 9 – 13 benefit from their contribution to raising the profile of Higher Education for students aged 18+. This contribution starts from year 9 to raise aspirations for students and challenge some of the myths and stereotypes for post 18 higher education.

WORK EXPERIENCE PROVISION AT TEIGNMOUTH COMMUNITY SCHOOL Year 10 and Year 12

22. The aim of work experience is to provide an opportunity for all students to learn in the work place; an experience that cannot be replicated in school. In year 10 the focus is on a more general placement on the broader “Experience of work”. All students are expected to complete one week of work experience in July of Year 10.
23. In year 12 the focus is on the sector or field of work of interest with a specific view to give good careers advice for their chosen field and where appropriate give valuable information for a student’s personal statement/CV. All students in year 12 level 3 courses are expected to complete one week of work experience in July of year 12.
24. The overall organisation of work experience is undertaken by the Career Leader, who liaises with the Head of learning for year 10. For year 12 the organisation is carried out by the Sixth Form staff.
25. The students are encouraged to arrange their own work experience. The Career Leader advertises work experience opportunities to the students who then need to apply and approach the employer for the placement. Often this involves submitting a CV or a letter of application. The school has a database of local business and organisations for students to approach.
26. Parents are informed and communicated with throughout the process and a work experience agreement form and work experience information form are completed.
27. The Career Leader ensures that appropriate checks are made by the Teignbridge Work Experience Consortium to ensure that the placement meets all the Health and Safety requirements.

Policy statement for provider access

28. A provider wishing to request access should contact **Jo Hussain** (Careers leader), telephone number 01626 774091 or email Joanne Hussain joanne.hussain@teignmouth.devon.sch.uk. Please see separate policy for further details.

Careers Provision Map at TCS

Year Group	Autumn term	Spring term	Summer term
Year 7		Introduction to careers Challenging career stereotypes and raising aspirations Making ethical financial decisions Saving, spending and budgeting our money	
Year 8		Enterprise skills and introduction to careers Options – Challenging stereotypes, basic Human Rights Evaluating value for money in services	

		Risks and consequences making financial decisions Rights and responsibilities age and disability discrimination	
Year 9		Career convention bi annually wide range of providers including apprenticeships NSSW, Universities, and employers. Enterprise day-Planning a 1 day festival	Next Steps Enrichment day-led by NSSW including information about Higher Education and other higher education opportunities including apprenticeships
Year 10	Life Skills – work experience preparation sessions NSSW- presentation by the Barbican Theatre group Next Steps Enrichment day-led by NSSW including apprenticeship information and opportunities	Careers Convention bi-annually wide range of providers including apprenticeships, NSSW, Universities, and employers. Work experience preparation sessions-CV Mock interviews with local employers.	Work experience week, keeping a diary with follow up in tutor times.
Year 11	Assemblies on opportunities at 16 Assembly-post 16 choices. Understanding the post 16 application process and plans beyond school led by NSSW in the 6 th form centre.	Careers Convention bi-annually wide range of providers including apprenticeships, NSSW, Universities, and employers. Post 16 information evening for TCS 6 th form. Individual interviews and group interviews re post 16 intentions. Post 16 assemblies about subjects available at TCS Next Steps Career Pilot session. Intro to Personal Finances.	
Year 12	Higher Education Fair Visits to appropriate employers, providers as available ie Torbay Hospital	Careers convention bi annually wide range of providers including apprenticeships, NSSW, Universities, and employers. Small group	Small group sessions: future education, training and employment options

	Unifrog introduction including how to access apprenticeship vacancies etc.	sessions: future education, training and employment options. Higher Education Fair Westpoint, Exeter. Visit to Plymouth University or Apprenticeship workshop	NSSW- presentation by the Barbican Theatre group-Next steps University life talk including Russell group-Cardiff met
Year 13	HE applications workshops Visits to appropriate employers, providers as available ie Torbay Hospital	Apprenticeship fair- Westpoint, Exeter Careers convention bi annually wide range of providers including apprenticeships, NSSW, Universities, and employers. Apprenticeship workshop Student Finance and budgeting-Cardiff met University Employability –including CV and interview with local employer.	

Monitoring and Evaluation

29. The Career Leader will work alongside the independent careers advisor to monitor the progress of students in year 11. This will be a simple RAG system for all students.
30. An evaluation of retention in 6th form and final destinations will be done by our 6th form team and by CSW.

Appendix A: Careers Entitlement

Students attending the School in their careers programme entitled to:

- Receive a stable careers programme from Year 7 that continues until they leave school at 16, 17 or 18.
- Receive relevant careers guidance and have access to independent careers information and guidance, including labour market data where relevant.
- Receive personal advice that helps pupils to achieve their individual careers goal – whether this is Higher Education, an apprenticeship or employment with training.
- Be equipped with the necessary skills to prosper in FE, HE and employment.
- Have the relevant knowledge to make realistic and achievable goals based on their own interests and skills, whilst taking into account local job market information and relevant entry requirements.
- Receive up-to-date information about careers and skill-development opportunities.
- Understand how different subjects help keep different options open.
- Have access to additional help, whether this need is generated from a change of decision, personal circumstances or additional needs.
- Have meaningful and helpful encounters with employers and other education providers.
- Have a minimum of one week's work experience in year 10, with the opportunity for a second week in year 12.

Students are expected to:

- Fully engage with careers lessons and activities.
- Utilise the available careers resources, including the on-line Career Pilot platform.
- Record careers-related skills, participation and research, reflect upon what has been learnt.
- Identify and set goals for the future.
- Actively participate in workshops, presentations and visits from external employers or providers.
- Attend informative events such as Options Evening and the Careers fair.
- Use study and research spaces such as the careers library and school library and sixth form library appropriately and with respect for other users.
- Take advantage of opportunities offered outside school, such as school trips and projects.

Parents are entitled to have:

- Access to links to the National Careers Service information and other independent websites and resources via the school website.
- The opportunity to contact the independent careers advisor, careers leader.
- Access to information and guidance through parent information evenings including subject/parents evenings, choosing options, sixth form open evening, UCAS events and preparation for work experience placements.