



## **Careers Education, Information & Guidance (CEIG) and Work Experience Policy**

**Approved by Governors 27 September 2023**

**Next Review: June 2024**

### **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 through the delivery of PSHE lessons. The programme has been 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
- 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](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 also supported through tutor sessions and assemblies too. Careers information is available in the careers office, on the school website (careers page) 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, 8 and 9) includes the introduction to careers during PSHE lessons and tutor led sessions 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 9, there are special assemblies which focus on option subjects and the career links with each subject. There are parents' evenings for year 7, 8 and 9 and an additional information evening on choosing options for year 9. Year 9 students also have the opportunity to take part in the Duke of Edinburgh Award which they can continue throughout KS4 and KS5 as well as taking part in the annual enrichment day where they will attend a variety of careers/ HE focused workshops.
11. At Key Stage 4 (year 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 year group followed up with individual interviews for targeted students who also provides independent advice

for that student. During the annual enrichment day pupils in years 9, 10 and 11 will experience a variety of careers/HE focussed workshops supported by Next Steps South West. Students are encouraged to take part in the National Citizenship Service programme at the end of year 11. Year 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 provided mainly by NSSW. Some of these lectures, together with form time, are devoted to the topic of UCAS applications and interview skills and we also have student ambassadors who visit the Sixth Form Centre to support with the writing of students' personal statements. There is also a UCAS event at Westpoint and all year 12 students are encouraged to go to this event as well as attending university open days. We have links with, in particular, Northumbria, Exeter and Plymouth University who visit TCS to deliver talks in order to widen student aspirations. We also have established link with Speakers in Schools who visit termly to give a master class on specific professions. Level 2 students have access to work experience one day per week as part of their study programme whereas Level 3, Year 12 students take part in a one week work experience programme in July. Individual careers interviews are held with an independent careers adviser as identified by the 6<sup>th</sup> form leaders. Charity fundraising and enterprise activities are encouraged every Wednesday afternoon during Enrichment e.g., 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 9 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 Group 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, CSW Group Careers Advisor is used where appropriate.

### Careers Advisor

17. At TCS we buy in days for an Independent Careers Advisor, provided by CSW Group, who works alongside the named Careers Leader and the Head of TLA with responsibility for careers. The Careers Advisor and Careers Leader will work together to target career advice appropriately. There will be a mixture of small group interviews, one to one interviews and appointments available at parents' evenings for Years 9, 10, 11, 12 and 13.

### 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, options evening 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. Every Year 10 student will receive three bespoke PSHE lessons which focus on the preparation and organisation of completing a work experience placement and the subsequent evaluation once finished.
24. 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.
25. The overall organisation of work experience is undertaken by the Careers Leader, who liaises with the Head of Year 10. For year 12 the organisation is carried out by the Sixth Form staff.
26. The students are encouraged to arrange their own work experience. The Careers 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.
27. Parents are informed and communicated with throughout the process and a work experience agreement form and work experience information form are completed.
28. The Careers Leader ensures that appropriate checks are made to ensure that the placement meets all the Health and Safety requirements.

## Policy statement for provider access

29. A provider wishing to request access should contact **Natasha Brown** (Careers Leader), telephone number 01626 774091 or email [Natasha Brown](mailto:Natasha.Brown@teignmouthschool.co.uk) [natasha.brown@teignmouthschool.co.uk](mailto:natasha.brown@teignmouthschool.co.uk). Please see Appendix B for further details.

## Careers Provision Map at TCS

| Year Group | Autumn term   | Spring term   | Summer term  |
|------------|---|---|--|
| Year 7     | <p><b>PSHE lessons once a fortnight (TERM 2)</b></p> <p><b>Developing skills and aspirations:</b> Careers, teamwork and enterprise skills, and raising aspirations</p> <p><b>Work shops</b> for students who are at risk of NEET AND who have additional needs to give them extra guidance towards their careers journey.</p> <p><b>Careers session within Tutor time. Career of the week and speak about aspirations</b></p>                 | <p><b>National Apprentice</b> week to include information on apprenticeships, how to apply and other worksheets during tutor time that can help them to learn.</p> <p><b>National Careers Week</b> assembly with external speaker</p> <p><b>Workshops</b> for students who are at risk of NEET AND who have additional needs to give them extra guidance towards their careers journey.</p> <p><b>Careers session within Tutor time. Career of the week and speak about aspirations</b></p> | <p><b>PSHE lessons once a fortnight (TERM 2)</b></p> <p><b>Financial decision making:</b> Saving, borrowing, budgeting and making financial choices</p> <p><b>Workshops</b> for students who are at risk of NEET AND who have additional needs to give them extra guidance towards their careers journey.</p> <p><b>Pastoral Day</b> – Outside speakers to visit them and do workshops depending the on the theme.</p> <p><b>Careers session within Tutor time. Career of the week and speak about aspirations</b></p>   |
| Year 8     | <p><b>PSHE lessons once a fortnight (TERM 2)</b></p> <p><b>Community and careers:</b> Equality of opportunity in careers and life choices, and different types and patterns of work</p> <p><b>Careers session within Tutor time. Career of the week and speak about aspirations</b></p> <p><b>Workshops</b> for students who are at risk of NEET AND who have additional needs to give them extra guidance towards their careers journey.</p> | <p><b>National Apprentice</b> week to include information on apprenticeships, how to apply and other worksheets during tutor time that can help them to learn.</p> <p><b>National Careers Week</b> assembly with external speaker</p> <p><b>Careers session within Tutor time. Career of the week and speak about aspirations</b></p> <p><b>Workshops</b> for students who are at risk of NEET AND who have additional needs to give them extra guidance towards their careers journey.</p> | <p><b>PSHE lessons once a fortnight (TERM 2)</b></p> <p><b>Digital Literacy:</b> Online safety, digital literacy, media reliability and gambling hooks.</p> <p>STEM day outside speakers to take year 8s off timetable to teach them about different jobs within the STEM sector and give them the information they need.</p> <p><b>Pastoral Day</b> – Outside speakers to visit them and do workshops depending the on the theme.</p> <p><b>Careers session within Tutor time. Career of the week and speak about aspirations</b></p> <p><b>Workshops</b> for students who are at risk of NEET AND who have additional needs to give them extra guidance towards their careers journey.</p> |

|                |  |  |   |
|----------------|--|--|---|
| <b>Year 9</b>  | <p><b>PSHE lessons once a fortnight (TERM 2)</b></p> <p><b>Setting goals:</b> Learning strengths, career options and goal setting as part of the GCSE options process</p> <p><b>Careers session within Tutor time. Career of the week and speak about aspirations</b></p> <p><b>Workshops</b> for students who are at risk of NEET AND who have additional needs to give them extra guidance towards their careers journey.</p> <p><b>Careers assemblies to discuss their career journey</b></p> | <p><b>National Apprentice</b> week to include information on apprenticeships, how to apply and other worksheets during tutor time that can help them to learn.</p> <p><b>National Careers Week</b> assembly with external speaker</p> <p><b>Year 9 information evening</b> focusing on option choices with careers speakers available include NSSW, apprenticeships, universities and employers.</p> <p><b>Year 9 parents evening</b> with independent career advisor for CSW Group.</p> <p><b>Careers session within Tutor time. Career of the week and speak about aspirations</b></p> <p><b>Workshops</b> for students who are at risk of NEET AND who have additional needs to give them extra guidance towards their careers journey.</p> | <p><b>PSHE lessons once a fortnight (TERM 2)</b></p> <p><b>Financial decision making:</b> The impact of financial decisions, debt, gambling and the impact of advertising on financial choices</p> <p><b>Pastoral Day</b> – Outside speakers to visit them and do workshops depending the on the theme.</p> <p><b>Careers session within Tutor time. Career of the week and speak about aspirations</b></p> <p><b>Workshops</b> for students who are at risk of NEET AND who have additional needs to give them extra guidance towards their careers journey.</p> |
| <b>Year 10</b> | <p><b>PSHE lessons once a fortnight (TERM 2)</b></p> <p><b>Employability skills:</b> Employability and online presence</p> <p><b>Careers session within Tutor time. Career of the week and speak about aspirations</b></p> <p><b>Workshops</b> for students who are at risk of NEET AND who have additional needs to give them extra guidance towards their careers journey.</p> <p><b>Careers assemblies to discuss their career journey</b></p>  | <p><b>National Apprentice</b> week to include information on apprenticeships, how to apply and other worksheets during tutor time that can help them to learn.</p> <p><b>National Careers Week</b> assembly with external speaker.</p> <p><b>Apprenticeship assembly.</b></p> <p><b>Year 10 parents evening</b> with independent career advisor for CSW Group.</p> <p><b>Mock interviews</b> with local employers.</p> <p><b>Careers session within Tutor time. Career of the week and speak about aspirations</b></p>   | <p><b>PSHE lessons once a fortnight</b></p> <p><b>Work experience:</b> Preparation for and evaluation of work experience and readiness for work.</p> <p><b>Work experience week,</b> keeping a diary with follow up in tutor times.</p> <p><b>Pastoral Day</b> – Outside speakers to visit them and do workshops depending the on the theme.</p> <p><b>Careers session within Tutor time. Career of the week and speak about aspirations</b></p> <p><b>Workshops</b> for students who are at risk of NEET AND who have additional needs to give</p>               |

|                |   |  |  |
|----------------|---|--|--|
|                |   | <b>Workshops</b> for students who are at risk of NEET AND who have additional needs to give them extra guidance towards their careers journey.   | them extra guidance towards their careers journey.   |
| <b>Year 11</b> | <p><b>PSHE lessons once a fortnight (TERM 2)</b></p> <p><b>Next steps:</b> Application processes, and skills for further education, employment and career progression.</p> <p><b>Assemblies on opportunities at 16 and assemblies on post 16 choices</b></p> <p>Begin <b>1:1 careers guidance</b> with CSW Group.</p> <p><b>Made Revision sessions</b></p> <p><b>Careers session within Tutor time. Career of the week and speak about aspirations</b></p> <p><b>Workshops</b> for students who are at risk of NEET AND who have additional needs to give them extra guidance towards their careers journey.</p> <p><b>Careers assemblies to discuss their career journey</b></p> | <p><b>National Apprentice</b> week to include information on apprenticeships, how to apply and other worksheets during tutor time that can help them to learn.</p> <p><b>National Careers Week</b> assembly with external speaker.</p> <p><b>Careers session within Tutor time. Career of the week and speak about aspirations</b></p> <p><b>Workshops</b> for students who are at risk of NEET AND who have additional needs to give them extra guidance towards their careers journey.</p> |  |
| <b>Year 12</b> | <p><b>Higher Education Fair</b></p> <p><b>Visits</b> to appropriate employers, providers as available ie Torbay Hospital</p> <p><b>Unifrog introduction</b> including how to access apprenticeship vacancies etc.</p>   | <p><b>Careers convention</b> bi annually wide range of providers including apprenticeships, NSSW, Universities, and employers.</p> <p><b>Small group sessions:</b> future education, training and employment options.</p> <p><b>Higher Education Fair</b> Westpoint, Exeter.</p> <p><b>Visit to Plymouth University</b> or Apprenticeship workshop</p>   | <p><b>Small group sessions:</b> future education, training and employment options</p> <p><b>NSSW-</b> presentation by the Barbican Theatre group-Next steps</p> <p><b>University life talk</b> including Russell group-Cardiff met</p> |
| <b>Year 13</b> | <p><b>HE applications workshops</b></p> <p><b>Visits</b> to appropriate employers, providers as available ie Torbay Hospital</p>  | <p><b>Apprenticeship fair-</b> Westpoint,</p> <p><b>Apprenticeship workshop</b></p>  |  |

|  |  |   |  |
|--|--|---|--|
|  |  | <b>Student Finance and budgeting</b> -Cardiff met University<br><br><b>Employability</b> –including CV and interview with local employer. |  |
|--|--|---|--|

## Monitoring and Evaluation

30. The Careers 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.
31. An evaluation of retention in 6<sup>th</sup> form and final destinations will be done by our 6<sup>th</sup> form team and by CSW.

## Appendices

- A: Careers Entitlement
- B: Policy Statement on Provider Access



## 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 career's 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 office and school 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.

## Appendix B: Policy statement on Provider Access

### Scope

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes 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.

### Requirements

#### Student entitlement

Students in years 7-13 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 information evenings, visits, and specially arranged events during the school day to ensure full participation, assemblies and group discussions.
- To understand how to make applications for the full range of academic and technical courses.
- All students in Year 10 and 12 are expected to participate in work experience placements.

#### Management of provider access requests Procedure

A provider wishing to request access should contact either the Head of TLA, the Head of PSHE (Years 7-11), the Head of Sixth Form (Years 12-13) or the school careers coordinator. Telephone: 01626 774091

#### Opportunities for access

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

The school policy on safeguarding and the schools visitors' policy sets out the school's approach to allowing providers into school as visitors to talk to our students.

#### Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available 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 with our careers leader who will ensure it is available in the careers office or Sixth Form Centre as appropriate. Sixth form students have open access to resources in the Sixth Form Centre.

#### Key Terms and Definitions

| ACRONYM | TERM | DEFINITION |
|---------|------|------------|
|---------|------|------------|

|      |  |  |
|------|--|--|
| None |  |  |
|------|--|--|

## Amendment Record

| VERSION # | DATE       | AMENDED BY | NATURE OF CHANGE  | GOVERNOR APPROVAL | NEXT REVIEW DATE |
|-----------|------------|------------|---|-------------------|------------------|
| 002       | 21/03/2019 | RW         | Change of contact details   |                   |                  |
| 003       | 07/09/2020 | LEC        | Change of contact details.  |                   |                  |
| 004       | 19/01/2021 | LEC        | Combined work experience provision, provider access and careers policy into one document. | 28/01/2021        | Sept 2021        |
| 005       | 28/06/2022 | LEC        | Review of PSHE provision and change in contact details for careers leader                 |                   |                  |
| 006       | 06/12/2022 | NCB        | Added more onto the plan, as we are trying to hit all bench marks                         |                   |                  |
| 007       | 20/02/2023 | NCB        | Added on extra events   | 20/02/2023        | 03/04/2023       |
| 008       | 06/06/2023 | NCB        | Added important dates and involved information regarding the new legislations             | 27/09/2023        | June 2024        |