



Hetton School

Respect. Learn. Achieve.

Careers Education Information and Guidance

Policy and supporting information

Preparation for Adult Life

September 2018

Contents

1. The Intentions of the Policy
2. Aims of Careers Education and Guidance
3. The School's Commitment
4. Implementation of the Policy
5. Provision of Careers Education
6. Careers Education Programmes KS3 and KS4
7. Year 7 Careers Education
8. Year 8 Careers Education
9. Year 9 Careers Education
10. Year 10 Careers Education
11. Year 11 Careers Education
12. Resources
13. Careers Information
14. Staff Development
15. Links with Partners
16. Evaluation

1. The Intentions of the Policy

This policy provides us with a framework for meeting statutory requirements and for achieving our school aims of enhancing students' prospects, encouraging them to contribute to their communities and preparing them for the challenges and opportunities of working life.

2. Aims of Careers Education and Guidance

- To prepare students for the opportunities responsibilities and experiences of adult life.
- To help them develop career awareness and enable them to manage personal career development.
- To enable them to manage transitions such as the change from school to college or work.
- To enable them to experience the world of work.
- To enable them to handle careers information and assist them in making informed choices.

3. The School's Commitment

The school is committed to promoting high quality careers education, information, advice and guidance as an integral part of every student's education. It will seek to ensure that the provision is appropriate to the age, ability and educational needs of the individual and is underpinned by equality of opportunity.

It is the policy of the school that all students will be given:

- A planned and progressive programme of activities.
- Access to high quality information using a variety of sources including the Careers Library, Computer Software and Information, Advice and Guidance Advisers
- Access to individual guidance from Information, Advice and Guidance Advisers

4. Implementation of the Policy

The responsibility for the management of careers education, information, advice and guidance lies with the Preparation for Adult Life Manager and PD (Personal Development) co-ordinator and overseen by a member of the Leadership Group who is responsible to the Headteacher.

5. Provision of Careers Education

Year 7 & 8 The Careers unit is delivered through Living in the Wider World in Tutorial each day and Citizenship lessons.

Years 10 and 11 have four Tutorials each week of Living in the Wider World and a half term unit of Careers is taught within this. The focus for KS4 is to support students in their choice of Post 16 education and through the application process.

6. Careers Education Programmes KS3 and KS4

The Careers Programme and lessons are set out below and reviewed against the learning outcomes on the **Gatsby Benchmarks 2017**

Careers Education Programme

7. Year 7 Careers Education

Different sectors of work, primary, secondary and tertiary as well as paid, voluntary and self- employed and different types of work and job roles and wide variety of jobs available and examples of them.

PD (Personal Development) Days – Students take part in Enterprise Activities

8. Year 8 Careers Education

Economic wellbeing and financial capability-To know about the world of work what work is and the skills needed for certain jobs the laws associated with children working. Understand that different job roles need different skills

To know how business uses finance and how competition can affect pricing of goods and services

Capital and profit, starting a business, adapting to competition in the business market.

PD (Personal Development) Days – Students take part in Barclays Life Skills Activities

9. Year 9 Careers Education

To know about budgeting, financial products and how to make money through saving

Budgeting is and how to do it, financial products will become available to them, making money through savings and investments.

To understand opportunities available after school and changing employment patterns

Options they have when they leave school, understand that employment patterns have changed over times evaluating which options after leaving school are best for them.

Economic wellbeing and financial capability – career

Recognising strengths, achievements and weaknesses and evaluate how these might inform future choices in learning and work. Linking their achievements to the Hetton Honours system and review and set targets on how to improve next academic year.

PD (Personal Development) Days – Students take part in College Activities

10. Year 10 Careers

Economic Wellbeing and Financial Capability: Careers and action planning

Preparation for college and job interviews, the basic interview dos and don'ts

Personal wellbeing – applying for courses and jobs

Accurately complete a letter of application, for a job in preparation for their mock interview in term 6.

Economic wellbeing and financial capability – career

Recognise their strengths, achievements and weaknesses and evaluate how these might inform future choices in learning and work.

PD (Personal Development) Days – Students take part in University Taster Activities

11. Year 11 Careers

Living in the Wider World

Reflection on their work experience what they have gained from their work experience review and evaluate their work experience using their diary.

Economic wellbeing and financial capability – personal finance

Understand how to read a payslip, what tax and national insurance is what a P45 and P60 are.

Economic Wellbeing and Financial Capability: Careers and action planning

To know how to set out a curriculum vitae and the basic information that goes into a CV using their CV to apply for college and jobs.

To know what jobs are available and the differences between school and post 16 choices.

Know some jobs that are available, understand how certain subjects are needed for certain careers and how their post 16 choice will differ from school, assess the pros and cons of each post 16 environment.

Economic wellbeing and financial capability – personal finance

To know facts about bank accounts different types of bank accounts available, the keywords associated with bank accounts, evaluate different bank accounts.

To know be able to complete an action plan

Reviewing their skills and abilities able to identify areas for improvement and make a detailed career plan

Independent learning skills

To be able to work independently and as a team to research and plan a presentation on options for after year 11, the different choices they have when leaving Hetton after year 11 and how to research independently where to find jobs / application forms for college etc. and how to work as part of a group to collate information. Conduct research using the internet and college / university prospectuses to gain a deeper understanding of the choices available, time management skills.

Economic wellbeing – work experience planning

Introduction to Work experience diaries and, plan their journey and what they must take / wear to their work experience. Discuss expectations and worries they have from their upcoming work experience

Economic wellbeing and financial capability

Relationships, behaviours and practices in the workplace.

Many different roles within organisations, what a trade union is and their basic employee rights, hierarchy of job roles in an organisation, the benefits of trade unions, employees' rights and health and safety laws in the workplace, risk assessment in a work place.

12. Resources

Appropriate resources are allocated to this area of the school's work.

A staff member is responsible for Careers Education Information and Guidance and Work Experience

A Leadership Group member oversees Careers Education, Information, Advice and Guidance/Work Experience/Work Related Learning. Students have access to dedicated personnel in the Careers/Tyne & Wear Youth/Connexions in the local community. A dedicated area in the Library for Careers Information, an annual budget allowance and a staff member is responsible for PD. A Connexions officer interviews all Year 11 students at least once and provides impartial advice, guidance and information.

13. Careers Information

The Pearson programme will be available on the school network, Careers Noticeboard sited in the Pastoral Corridor and Co-ordinators office. Information from local Colleges, Sixth forms, Training Providers is readily accessible. Any apprenticeship or job opportunities are disseminated via tutors and any information produced by Careers Network and National Apprenticeship website. Local Employers also send Labour Market Information to school.

14. Staff Development

A member of the Leadership Group attends the School Liaison meetings with the local College and 14-16 partner schools. CEIAG co-ordinator (PAL) attends co-ordinators meetings with other schools in the city. PAL Manager completed a Career Learning and Development course at Sunderland University and is currently awaiting a place on the Careers Leader course facilitated by the National Careers Network..

KS4 Tutors CPD involves Careers Event and research and calendared CPD sessions with the allocated Connexions Officer and PAL Manager.

15. Links with Partners

Links with other partners support the programme including:

Local Colleges

Local Universities

Training Agencies

Education Business Link (EBL)

Engineering Road Show

Local Employers

Engineering Construction Training – Roadshow for Year 9 Students

CEIAG Co-ordinator Network Meetings Secondary Schools in Sunderland

The ESH group (Architecture and Construction Company) have started to work in school and deliver assemblies on expectations of business, how to complete a Personal statement, Application form and C.V. The students complete each task after the briefings and are given timescales when completed they are assessed by staff at the ESH group. Students are also given the opportunity to have a practice interview and the invitation to do work experience with one of the organisations in the ESH group.

The Council Economic and Development Department and The Stadium of Light has worked with schools and businesses to develop Work Discovery Week the first which took place this year and will continue in the future. Evaluation is presently taking place involving all stakeholders.

Oak Training delivers ECDL Level 2 course to some Year 11 students.

16. Work with Local Colleges

- In Y10 Ex-Hetton, Sunderland College students in Y12/13 coming into School to work as classroom support for SEN students including our possible NEET students. Talk should include what they can do at college. Drip feeding the idea that college is the natural extension to school.
- In Year 11 additional visits for SEN (including NEET students) to City Campus and Bede Campus. These 3 events have been set up since Easter to run from this October and in subsequent years assuming they have the expected impact in terms of positive experiences for students and thought beneficial in helping to choose courses and careers.
- New College Durham offer students Master Classes, Science Events, Girls into Engineering, Men into Healthcare and Early Years.
- Links between our PE dept. & Sunderland College Sport dept. Use of Sunderland College fitness facilities for our GCSE PE course, and we take our students to the college to be trained in various sports by their students who have to be assessed doing practical lessons.
- Links between the Science departments of Hetton School & Sunderland College. Staffs are able to inform students about the contents of A' level & BTEC Science courses and requirements and for College courses.
- Durham 6th form visit school to speak to Year 11 about A' Levels.
- There is a comprehensive School & Colleges Engagement Plan

17. Links with Universities

- As part of the North East Collaboration Programme (NECOP) Hetton School works closely with Sunderland University and Year 9 students take part in a number of activities including 1 to 1 mentoring with an Undergraduate.
- Year 10 & 11 students work with Peerz Academy who offer online tuition in Mathematics.
- Sunderland University offer Taster Days.
- Newcastle University offer students Residential visits in Year 8
- Durham University offer students residential in Year 11
- Cambridge University offer a residential to student in Year 10
- All of the partnership universities offer bespoke activities to Hetton School

18. Evaluation

The PAL Manager, PD Co-ordinator and Senior Leader will monitor, review and evaluate the policy. Learning outcomes are measured at the end of each module or activity to ensure students' knowledge of lessons they have learned. To evaluate the provision we need to find out what works well and what doesn't and to what impact it has on students. The ESH group will carry out an evaluation at the end of the programme and the good practice will continue but by analysing the programme from their perspective, the delivery tutors and the students will enable us to define the success and what could be done to improve. A sample of students from different ability levels will ensure the inclusivity of the programme, which will include questionnaires, interviews and scrutiny of workbooks. Data collection will be used to provide statistical evidence but anecdotal evidence which cannot be measured i.e. raised self- esteem and confidence will also be included. Connexions will work with the school to evaluate their delivery in school and the impact they have on students.