

Hetton School: Careers Programme 2018-2019**Aim:**

At Hetton School we are committed to providing all our students in Years 7-11 with a comprehensive programme of careers, education, information, advice and guidance (CEIAG) and work related learning (WRL). Every school and college should have an embedded programme of career education and guidance that is known and understood by students, their parents, teachers, governors and employers. Every student and parent should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed advisor to make best use of available information.

We have a duty to secure independent careers guidance for all Year 7-11 students (the education act of 2011 – provide guidance and access for education and training providers). Our overall aim is to provide quality and comprehensive information, advice and guidance to all of our students to help them make informed and realistic career decisions. 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 challenging than that faced by previous generations.

1. A stable careers programme	Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.	<ul style="list-style-type: none"> • Every school should have a stable, structured careers programme that has the explicit backing of the senior management team, and has an identified and appropriately trained person responsible for it. • The careers programme should be published on the school's website in a way that enables pupils, parents, teachers and employers to access and understand it. • The programme should be regularly evaluated with feedback from pupils, parents, teachers and employers as part of the evaluation process.
2. Learning from career and labour market information	Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.	<ul style="list-style-type: none"> • By the age of 14, all pupils should have accessed and used information about career paths and the labour market to inform their own decisions on study options. • Parents should be encouraged to access and use information about labour markets and future study options to inform their support to their children.

3.Addressing the needs of each student	Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.	<ul style="list-style-type: none"> • A school's careers programme should actively seek to challenge stereotypical thinking and raise aspirations. • Schools should keep systematic records of the individual advice given to each pupil, and subsequent agreed decisions. • All pupils should have access to these records to support their career development. • Schools should collect and maintain accurate data for each pupil on their education, training or employment destinations for at least three years after they leave the school.
4.Linking curriculum learning to careers	All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.	<ul style="list-style-type: none"> • By the age of 14, every pupil should have had the opportunity to learn how the different STEM subjects help people to gain entry to, and be more effective workers within, a wide range of careers.
5.Encounters with employers and employees	Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.	<ul style="list-style-type: none"> • Every year, from the age of 11, pupils should participate in at least one meaningful encounter* with an employer. <p>*A 'meaningful encounter' is one in which the student has an opportunity to learn about what work is like or what it takes to be successful in the workplace.</p>
6.Experiences of workplaces	Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.	<ul style="list-style-type: none"> • By the age of 16, every pupil should have had at least one experience of a workplace, additional to any part-time jobs they may have. • By the age of 18, every pupil should have had one further such experience, additional to any part-time jobs they may have.
7.Encounters with further and higher education	All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.	<ul style="list-style-type: none"> • By the age of 16, every pupil should have had a meaningful encounter* with providers of the full range of learning opportunities, including Sixth Forms, colleges, universities and apprenticeship providers. This should include the opportunity to meet both staff and pupils. • By the age of 18, all pupils who are considering applying for

		<p>University should have had at least two visits to universities to meet staff and pupils.</p> <p>*A 'meaningful encounter' is one in which the student has an opportunity to explore what it is like to learn in that environment.</p>
8. Personal guidance	<p>Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made.</p>	<ul style="list-style-type: none"> • Every pupil should have at least one such interview by the age of 16, and the opportunity for a further interview by the age of 18.

We are actively engaging with the nationally respected Gatsby benchmarks – <http://www.gatsby.org.uk/calculation/focus-areas/good-career-guidance> and make progress towards the different benchmarks as our careers advice and guidance goes. We have also provisionally agreed to appoint Mrs Joanne Munro of Calsonic Kansei, who will help develop and enhance the quality and level of experience for our students. Joanne's role was the result of our engagement with a local careers networking group organised by the North East Local Enterprise Partnership <https://www.nelep.co.uk/>. We welcome interaction with local businesses and technical education and apprenticeship providers. Any employer or education establishment should contact the school and speak with Mrs Julie Chalk (Careers Leader) or Mr Amran Suleman (Senior Leader).

The Gatsby Benchmarks provide the structure to our growing careers programme which aims to give all our pupils the advice and guidance they need to make informed decisions at each of their school career crossroad points. In 2018-19 some of the activities or support we have provided in school are listed below:

- All Year 7 pupils had/have a **visit to a local College**
- Some Year 8 students will take part in the **Science Festival at Durham University**
- All Year 8 pupils had/have a **visit to a local University**
- All Year 10 took part in the **North East Skills Event to look at different careers and employment opportunities.**
- All Year 10 pupils have been engaged in '**Building My Skills**' project since September with regular speakers from local business visiting.
- All Year 10 pupils have the opportunity to take part in **Work Experience**
- Some Year 10 & 11 pupils took part in '**Discover Health Careers**' with Sunderland Royal Hospital and Sunderland University

- All Year 11 pupils **have been visited in assembly by the local Colleges**
- All Year 11 pupils / had have a one-to-one impartial careers interview with a qualified careers adviser. Follow-up interviews have also taken place for some pupils.
- The School now have a global bridge profile <https://www.globalbridge.org.uk/> to help connect with potential employers and College/University destinations.

Still to come in 2018-2019...

- All Years 7, 8 and 9 pupils will have the opportunity to take part in the **'Think Big Day'**
- All Year 7 will take part in **Univenture with Students from Durham University**
- All Year 7 & 8 pupils will take part in **STEM activities with Sunderland College**
- Some Year 8 pupils will take part in the **Science & Technology Lego League Tournament**
- Some Year 8 pupils will take part in the **Science Festival at Durham University**
- Some Year 8 pupils will take part in the **Faraday Challenge at Belmont School**
- Some Year 8 pupils will take part in the **Faraday Challenge at Sunderland University**
- Some Year 8 students will take part in the **Science Festival at Durham University**
- Some Year 9 & 10 pupils will take part in the **NextGen Digital Industry Day at Sunderland College**
- Some Year 9 & 10 pupils will take part in **Men into Healthcare at New College Durham**
- Some Year 9 & 10 students will take part in **Girls into Engineering at New College Durham**
- Some Year 10 students will take part in **Work Discovery Week activities.**
- All Year 10 pupils have been engaged in **'Building My Skills' project with regular speakers from local business visiting school**
- Some Years 9, 10 & 11 will take part in the **Cambridge University Road Show**
- All of Year 10 pupils will take part in **Taster Days at the Local Colleges.**
- Some Year 10 students will take part in **a Residential at Durham, Oxford & Cambridge Universities**
- All of Year 10 students will take part in **STEM activities with New College Durham**
- All Year 11 pupils **will have impartial careers interview with a qualified careers adviser. Follow-up interviews will also take place for some pupils.**

Careers Programme Structure:

Year 7:

- What is a Career?
- Top 10 careers in the North East; pay scales.
- Top 10 careers in the Country; pay scales.
- Research the Top 3 careers in the North East – plot their path to this career.
- Research your Top 3 careers – plot your path to this career.
- What is STEM?
- List five different careers in STEM; what do they do? What is their pay scale? What qualifications do they possess (plot their careers)? List 5 STEM based companies in the North East? What do they do? How many people do they employ?
- Complete an application form.
- Mock Interview preparation.

Year 8:

- What is Enterprise? What is the Enterprise wheel?
- Research 3 famous entrepreneurs - 300+ word bibliography? What qualifications do they possess (plot their careers)? Do qualifications boost your chances of success?
- £10 Challenge: What is a Business Plan? Why are budget important? How do families budget? Develop a Business Plan for the £10 Challenge.
- Design a company 'logo' and 'strap-line' plan. Business presentation.
- Enterprise Bazaar.
- Mock Interview preparation.

Year 9:

- What are GCSE's and BTEC's?
- Research the course structure; Maths and English
- Research the course structure; choose two courses of your choice
- What are the Health and Safety Act and PPE act 1992?
- What is the Health and Safety Executive and what is their role (300+ words)?
- Mock Interview preparation.

Last Review: 10.09.2018

Reviewer: Amran Suleman

Next Review: 05.09.2019

Year 10:

- What is the function of a CV?
- Write your own CV.
- What is a Covering Letter?
- Write a Covering Letter.
- Year 10 Work Experience preparation.
- Mock Interview preparation.

Year 11:

- College Options - A levels Vs BTECs Vs Apprenticeships.
- Research your local colleges.
- Future Plans – internet research.
- Revision plans; 24hrs – 8hrs sleep – 8hrs school. 8hrs left – give 2 hours to revision. 4 30 minutes session.
- College interview preparation.
- 1-2-1 Guidance.

Programme Overview:

Career related activity	Year 7	Year 8	Year 9	Year 10	Year 11
Assembly	√	√	√	√	√
Tutorial programme	√	√	√	√	√
Careers lessons	√	√	√	√	√
Drop down days	√	√	√		
Visits from employers	√	√	√	√	√
Visits to employer	√	√	√	√	√
Work experience			√*	√*	
FE taster days	√	√	√	√	
HE taster sessions	√	√	√	√	
Visits from FE / HE	√	√	√	√	√
Employee mentoring (targeted students)	√	√	√	√	√
Future Me (NECOP)			√	√	√
Enterprise Activities	√	√	√	√	
Building My Skills					
Mock interviews	√*	√*	√*	√*	
Careers Talks	√*	√*	√*	√	√
External careers events					
One to one guidance interviews	On request	On request	On request	√	√
National Citizenship Service	√	√	√	√	√
Work Discovery Week				√	
Industrial Cadets	√	√	√		

√* - this activity does not include the whole cohort.

Activities Overview:

<u>Date:</u>	<u>Time:</u>	<u>Year group:</u>	<u>No of Pupils:</u>	<u>Delivered By:</u>	<u>Venue:</u>	<u>Activity:</u>
24-09-18	8.45am – 9.10 am	Y11	All	East Durham College	In School	Introduction to East Durham College and courses on offer.
26-09-18	9.00am - 12.30pm	Y10	All	North East Skills Event	Metro Arena	Large Careers Event with Colleges, Universities, Training Colleges and Businesses in attendance.
01-10-18	8.45am – 9.15am	Y11	All	Sunderland College	In School	This fun and engaging assembly to education and the college.
08-10-18	8.45 – 9.15am	Y11	All	New College Durham	In School	Introduction to New College Durham and courses on offer.
15-10-18	8.45am - 9.10am	Y11	All	East Durham College E6	In school	East Durham College (E6) will talk about their 6 th Form Centre and in particular A' Level qualifications.
September / December 2018	Lunchtime (scheduled for 1 week)	Y11	All	Sunderland College	In school	Sunderland College will be based in a communal area of the school during lunch time, and students who have not applied will be allocated time slots to talk about options and process an application.
October / November 2018	½ hour sessions	Y11	70	New College Durham CEIAG Team	In school	1-2-1 interviews giving impartial advice and guidance.
07-11-18	12.00pm - 3.00pm	Y10	15	Sunderland Royal Hospital	Sunderland University	The annual day will be followed by occupational area specific events including Discover Healthcare Science, Discover Nursing, and Discover Medicine.

15-11-18	9.00am-3.00pm	Y10	15	Sunderland College	Sunderland College	NEXTGEN - Digital Sector Activities include animation, computer gaming, simulation visualisation.
November / December 2018	TBC	Y11	40	Sunderland College	In school	GCSE Prep Lessons These sessions are tailored to the school's needs, to prepare students for their GCSE's and to help them understand how to prepare for their GCSE's to achieve the grades they are working towards.
06-12-18	9am-3pm	Y8	10	David Metcalf	The Word	Science & Technology Lego League Tournament.
11/12/2018 12/12/2018	All Day	Y8		Newcastle University	Great North Museum	Night at the Museum.
TBC	8.50am - 9:20am	Y9 / Y10	All	Sunderland College	In school	Talks delivered during morning tutor time, including current Sunderland College students.
W/C: 07/01/2019	TBC	Y10 / Y11	100	Cambridge University	In school	Road Show Graduates will speak to selected students in an interactive workshop about studying in a Russell Group University.
18-01-19	TBC	Y7 / Y8 / Y9	300	Sunderland College	Hetton School	Think Big Day - opportunity to introduce students to further study opportunities.
07-01-19	9.00am - 3.00pm	Y8	8	Faraday Challenge	Belmont School	Faraday Science & Technology Challenge
January 2018	TBC	Y11	40	Sunderland College	In school	Master Classes - Geography & History. The school has expressed an interest in 2 master class sessions per curriculum. Staff from college will attend the school do some class intervention.

15-02-19	9.00am - 2.00pm	Y9 / Y10		New College Durham	New College Durham	Men into Healthcare and Early Years.
26/02/19 28/02/19	9.00am - 3.00pm	Y7		Newcastle University	Newcastle University	Univenture Students will take part in a range of fun interactive and educational sessions assisted by current university students.
12/03/2019 03/06/2019	9.30am - 3.00pm	Y9 / Y10		New College Durham	New College Durham	Women into Engineering.
02/04/2019 03/04/2019 04/07/2019	9.00am - 3.00pm	Y8		Durham University	Durham University	Science Festival.
29-04-19	9.00am - 3.00pm	Y9	8	Sunderland University	Sunderland University	Faraday Science & Technology Challenge.
24-06-19	9.00am - 3.00pm	Y10	50	Work Discovery Launch	Stadium of Light	Schools and Business Event, practice interviews, 'hands on' activities with local businesses and organisations (Careers Fair).
16-07-19	9.00am - 2.00pm	Y7 / Y8	All	Sunderland College	In school	Year 8 & 9 will spend half of the day at college, boys doing "girls" careers and girls doing "boys" careers activities, then spend half of the day at school, college will look at brining STEM activity into the school, as well as running raising aspiration student talk.

TBC	Over the course of half a term/term		TBC	Sunderland College	In school	College to take in engineering equipment and staff. We will come up with a project for students, once the project is complete we will invite the students' parents to come and see their work. As well as giving parents a detailed talk about technology and engineering.
02/07/2019 03/07/19	Residential	Y10	10	Cambridge University	Cambridge University	An insight to University life taking part in workshops and lectures. Staying overnight in Halls of Residence.
July 2019	9.30am- 2.30pm	Y10	TBC	New College Durham	New College	Further Education Taster Day.
June / July 2020	9.00am - 2.30pm	Y10	TBC	New College Durham	New College	STEM Day – Raising Aspirations in Science with embedded English (including Careers session).
W/C: 15/07/2019	9.00am – 2.30pm	Y9	24	Sunderland University	Sunderland University	NECOP Mentoring Celebration Day.

How is the careers provision assessed at Hetton School?

The school is developing a multi-level approach to assessing careers provision.

- Termly review of the school's achievement of the Gatsby Benchmarks, with Careers Lead and SLT link. Evidence is recorded in a living document, tracking progress against the benchmarks and is used to inform priority planning for the following academic year.
- Employers and External providers that deliver sessions to pupils and students are sent feedback request forms which are used to inform the planning of future, re-occurring events.
- The Careers leader and SLT link meet fortnightly to discuss the day-to-day logistics of the school's career program – making adjustments to improve the quality of current provision and plan for future provision to be increasingly effective.
- From Autumn Term 2018, Careers learning walks will take place to track, monitor and evaluate the impact of curriculum links with careers. Feedback will then be shared with SLT to inform future curriculum planning decisions.

Other Useful Careers Links:

Careers Advice

- The National Careers Service (including a free chatline) - [Click Here](#)
- Tyne and Wear Connexions service (local advice) - [Click Here](#)
- iCould (careers videos) - [Click Here](#)
- Job Centre Plus (job hunting and applying) - [Click Here](#)
- Apprenticeships (apprenticeships and traineeships) - [Click Here](#)
- Labour Market Northeast (shifts and trends) - [Click Here](#)

Applying for Post-16 Study

- Durham Johnston - [Click Here](#)
- New College Durham - [Click Here](#)
- East Durham College - [Click Here](#)
- Durham 6th Form Centre - [Click Here](#)
- Sunderland College - [Click Here](#)

Applying for University

- UCAS (university applications) - [Click Here](#)

Grants to help with studying

- HE Student Finance (University grants) - [Click Here](#)
- 16-19 Bursary Fund (grants for studying in Year 12/13) - [Click Here](#)

Websites

www.careersbox.co.uk – careers films on the web

www.nationalcareersservice.direct.gov.uk – provides information and advice to help you make decisions on learning and training for work

www.whatuni.com – helps students find universities and courses that suits them best

www.icloud.com – provides careers inspiration and information for young people

www.careersworld.co.uk –to find the best training and career opportunities in England

www.gov.uk/apply-apprenticeship/ - apply for apprenticeships and get email and text alerts

www.successatschool.org.uk – for young people to explore careers and look for the latest jobs

www.ucas.com – higher education information system

www.prospectusfinder.co.uk – easily find the website to any university or college

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