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# FOREST HILL SCHOOL POLICY

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## CAREERS' EDUCATION Information, Advice & Guidance

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Key document details			
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## **Introduction**

At Forest Hill School our Careers Education, Information, Advice and Guidance (CEIAG) programme is an integral part of the preparation of pupils for the opportunities and experiences of adult life. It is statutory from Year 7 that we are committed to providing outstanding CEIAG for all students.

Our whole school aim is to equip pupils with the skills to manage the choices, changes and transitions affecting their future education, training, employment and life as adult members of an international society. Forest Hill School is a thriving and aspirational school providing the highest quality education to young men in south east London. Our students learn in a stimulating environment designed to foster initiative, develop creativity and promote self-esteem. All students are able to achieve but can only fulfil their potential if they understand themselves, their abilities and the possibilities available to them, aptly demonstrated by our motto *'aspiring to excellence together.'*

The policy sets out how the school complies with current good practice from the Careers Development Institute and is guided by the 'Gatsby' benchmarks, to ensure best practice and to conform to statutory requirements.

## **Rationale for CEIAG**

### **Statutory Duties**

Section 42A of the Education Act 1997 requires governing bodies to ensure that all registered pupils at the school are provided with independent careers guidance from year 8 to year 13.

The governing body must ensure that the independent careers guidance provided:

- is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option
- includes information on the range of education or training options, including apprenticeships and technical education routes
- is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given

The Technical and Further Education Act 2017 inserts section 42B into the Education Act 1997 and came into force on 2 January 2018. This new law requires the proprietor of all schools and academies to ensure that there is an opportunity for a range of education and training providers to access all pupils in year 8 to year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships.

The School Information (England) Regulations 2008 require schools to publish information about the school's careers programme. This information must relate to the delivery of careers guidance to year 8 to year 13 pupils in accordance with Section 42A of the Education Act 1997.

## **Aims of CEIAG**

### **Self-Development**

Young people should be able to understand themselves and the influences on them, to increase their knowledge, develop understanding and skills relevant to life in a rapidly changing world.

- To assess their achievements, qualities and skills
- To present this information as appropriate
- To use this information for personal development
- To set career and learning targets
- To recognise and deal accordingly with influences on their attitudes, values and behaviour in relation to work

### **Career Exploration**

Young people should be able to investigate opportunities in learning and work:

- To understand the nature of work and people's attitude to it
- To use a variety of sources of careers information
- To use work experience to improve chances
- To understand employment trends

### **Careers Management**

Young people should be able to make and adjust plans to manage change and transition.

- To use decision-making techniques
- To understand and use sources of help
- To make informed and appropriate choices at 14–16
- To make and manage changes as appropriate
- To understand job / learning applications and the requirements of interviews
- To understand rights and responsibilities in the workplace

## **Careers Education and Guidance**

### **Careers Education**

Careers Education helps individuals to develop the skills, knowledge and understanding required to make appropriate choices, to manage transitions in learning and to move successfully into work. Careers Education takes place mainly through work in lessons.

### **Careers Guidance**

Careers Guidance is a means of enabling individuals to apply the skills, knowledge and understanding they have learned, to make appropriate decisions about their future educational needs to enable them to move into work. It should be impartial, client-centred and confidential. Careers Guidance takes place mainly through individual support.

### **Professional Development**

Staff are engaged in appropriate CPD on a "need" basis.

## Provider Access

### All students in years 8-13 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 options events, assemblies and group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses.

### The 'Gatsby' Benchmarks

Forest Hill School is working towards the Gatsby Benchmarks as they are judged to be an outstanding hallmark of careers guidance:

<http://www.gov.uk/government/news/careers-guidance-for-modern-country-unveiled>

Each of the benchmarks are set out below with bullet points showing the actions taken by the school to demonstrate how they are being met.

#### **Bench Mark 1 : A stable careers programme**

- A framework for the planning, monitoring and delivery of the careers programme will be reviewed annually, using the quality standard for Careers Education and Guidance.
- Funding is allocated annually in the context of whole school priorities and particular needs for Careers education, Information and Guidance.
- The careers programme is structured and updated by the Careers Lead. It is published and included on the school's website.

#### **Bench Mark 2: Learning from career and labour market information (LMI)**

- Pupils complete individual research using "Unifrog" an online careers programme. All pupils are issued with a password so that they are able to complete further research both at home and school.
- Pupils are encouraged to use the National Careers Service and Helpline
- Labour Market Information (LMI) is included in the careers programme and the Careers Lead provides additional knowledge.
- The Careers Lead provides independent careers guidance, including LMI to all Year 11 pupils and identified groups.
- LMI information shared with parents on school web site as well as at Parents evenings and Pathways evenings.
- Local companies and colleges access the school on an annual basis for a careers fair enabling the school to show impartiality.

#### **Bench Mark 3: Addressing the needs of each pupil**

- The Careers Lead will track aspirations of individual pupils from year 7–13, this helps to provide personalised advice for pupils. The careers destination spreadsheet is updated annually. The information is also used to identify pupils for the most relevant talks / workshops / visits.
- The Careers Lead keeps accurate records of individual careers advice and these are shared with pupils.
- Destinations are collated by the Careers Lead and/or Heads of Year 11/13.
- The careers programme actively seeks to challenge stereotypical thinking and to raise aspirations.
- Sixth form students have access to careers specialists, i.e medical, law, accountancy.
- The Careers Lead and the Deputy Head(outcomes) support vulnerable groups at key transitions: Year 9 for Pathways choices and in Year 11 with a "World of Work" course.
- All students will access at least one university visit.

- Year 10 students are invited to 1-2-1 independent careers to discuss their career plans and to confirm a destination for the end of Year 11.
- Sixth Form students are encouraged to attend summer school and university workshops.

#### **Bench Mark 4: Linking curriculum learning careers**

- Pupils will experience a series of planned STEM activities either in lessons or on a collapsed timetable.
- Pupils will access various careers days focused within areas of curriculum during National Careers Week (NCW)
- Heads of House promote and recognise achievements within weekly assemblies and via the school newsletter.

#### **Benchmark 5: Encounters with employers and employees**

- Pupils will be provided with opportunities of mentoring, workplace visits, work experience, work shadowing, employer talks and higher education presentations.
- Where appropriate, we will arrange visits for pupils to local colleges, work-based education and training providers and universities. This will assist pupils in making an informed decision about their future career.
- We will continue to develop our partnership with *colleges/universities* enabling our students to see various pathways and to raise aspirations, along with a mentoring programme from years 9-13.
- The school will continue to work in partnership with the **Enterprise Advisor Network** and the **Careers and Enterprise Company**.

#### **Benchmark 6: Experience of work places**

- Year 12 students take part in relevant work experience in the summer term
- Year 10 students complete a two-week long work experience placement of their choice in the autumn term.
- Year 11 and 12 students are encouraged to take part in the National Citizenship scheme 'The Challenge'. The programme is a government-funded initiative to build a stronger and more cohesive society.

#### **Benchmark 7: Encounter with further and higher education**

- Online webinars allow pupils to have a meaningful encounter with learning providers, including sixth forms, colleges, local employers and apprenticeship providers.
- By the end of year 13 all students will have experienced as least two visits to universities, including a university from within the Russell Group.
- The school PSHCE programme includes numerous workshops and presentations by a full range of learning providers.
- Career workshops and presentations from higher education providers take place for pupils in years 8-11.

#### **Benchmark 8: Personal guidance**

- The Careers Lead will provide independent careers guidance to all year 10 pupils, identified groups in all year groups
- Students in the sixth form will have access to a careers interview as and when appropriate.
- Pupils and parents/carers may make appointments with the Careers Lead.
- Forest Hill School students will be supported either as individuals or in a group. The careers section on the school website includes up to date careers information.

## YEAR 7 Careers Programme

DATE	ACTIVITY	Gatsby Benchmark	Delivering
Autumn 1	<ul style="list-style-type: none"> <li>• Unifrog assembly launch</li> <li>• Interest quiz</li> </ul>	1,2,3,4	AKA, TCS, HOY and Tutors
Autumn 2	<ul style="list-style-type: none"> <li>• What are your skills? (Unifrog)</li> <li>• GT scholars' careers summit</li> <li>• Success Assemblies</li> </ul>	1,2,3,4,5,7	AKA, TCS, HOY and Tutors
Spring 1	<ul style="list-style-type: none"> <li>• Interest profile quiz</li> <li>• National Apprenticeship Week</li> </ul>	2,3,4,5,7,8	AKA, TCS, HOY and Tutors
Spring 2	<ul style="list-style-type: none"> <li>• National Careers week</li> <li>• Parent's Evening Guidance</li> </ul>	2,3,4,5,7,8	AKA, TCS, HOY and Tutors
Summer 1	<ul style="list-style-type: none"> <li>• Recording activities (Unifrog)</li> </ul>	1,3	AKA, TCS, HOY and Tutors
Summer 2	<ul style="list-style-type: none"> <li>• What is your dream job? (Unifrog)</li> <li>• Success Assemblies</li> </ul>	1,3,4	AKA, TCS, HOY and Tutors

## Year 8 Careers Programme

DATE	ACTIVITY	Gatsby Benchmark	Delivering
Autumn 1	<ul style="list-style-type: none"> <li>• Interest quiz</li> <li>• What does success mean to you?</li> </ul>	1,3	AKA, TCS, HOH and Tutors
Autumn 2	<ul style="list-style-type: none"> <li>• Careers terminology</li> <li>• GT scholars' careers summit</li> </ul>	1,2,3,4,5,7	AKA, RFG, HOH and Tutors
Spring 1	<ul style="list-style-type: none"> <li>• Careers library hunt 2</li> <li>• National Apprenticeship Week</li> </ul>	1,2,3,4,5,7,8	AKA, TCS, HOH and Tutors
Spring 2	<ul style="list-style-type: none"> <li>• National Careers week</li> </ul>	2,3,4,5,7,8	AKA, TCS, HOH and Tutors
Summer 1	<ul style="list-style-type: none"> <li>• What makes a good leader</li> </ul>	1,3	AKA, HOH and Tutors
Summer 2	<ul style="list-style-type: none"> <li>• Activities and competencies bingo</li> <li>• Success Assemblies</li> </ul>	1,2,3,4,8	GGN, HOH and Tutors

## Year 9 Careers Programme

DATE	ACTIVITY	Gatsby Benchmark	Delivering
Autumn 1	<ul style="list-style-type: none"> <li>Interest profile</li> <li>Subjects library treasure hunt</li> </ul>	1,3	AKA, RFG, HOH and Tutors
Autumn 2	<ul style="list-style-type: none"> <li>Options assemblies</li> <li>GCSEs – Choices, Choices</li> <li>GT Scholars Summit 1</li> </ul>	1,2,3,4,5,7,8	AKA, RFG, HOH and Tutors
Spring 1	<ul style="list-style-type: none"> <li>Year 9 Parents evening</li> <li>Year 9 Options Evening</li> <li>National Apprenticeship Week</li> </ul>	2, 3, 4, 5, 7, 8	AKA, RFG, HOH and Tutors
Spring 2	<ul style="list-style-type: none"> <li>National Careers week</li> </ul>	2,3,4,5,7,8	AKA, RFG, HOH and Tutors
Summer 1	<ul style="list-style-type: none"> <li>Meet with employer’s assembly</li> <li>How to contact employers? (Unifrog)</li> </ul>	2,3,4,5,6,7,8	GGN, HOH and Tutors
Summer 2	<ul style="list-style-type: none"> <li>CVs and cover letters (Unifrog)</li> <li>Success Assemblies</li> </ul>	2,3,4,5,7,8	GGN, HOH and Tutors

## Year 10 Careers plan

DATE	ACTIVITY	Gatsby Benchmark	Delivering
Autumn 1	<ul style="list-style-type: none"> <li>Personality profile (unifrog)</li> <li>How to research placements</li> </ul>	2,3,4,	AKA, HOY/TUTORS
Autumn 2	<ul style="list-style-type: none"> <li>GT Scholars Careers Summit-1</li> <li>Year 10 work experience</li> </ul>	1,2,3,4,5,6,7,8,	AKA, HOY/TUTORS
Spring 1	<ul style="list-style-type: none"> <li>Careers library treasure hunt – 4 (Unifrog)</li> <li>Careers interviews</li> <li>National Apprenticeship Week</li> </ul>	2,3,4,5,6,7,8,	AKA, HOY/TUTORS
Spring 2	<ul style="list-style-type: none"> <li>National Careers week</li> <li>National Careers week tutor time competition</li> <li>GT Scholars Careers Summit - 2</li> </ul>	2,3,4,5,6,7,8	AKA, HOY/TUTORS
Summer 1	<ul style="list-style-type: none"> <li>FHS Year 10 careers day</li> <li>What makes a great team player?</li> </ul>	2,3,4,5,6,7,8	GGN, AKA and Tutors
Summer 2	<ul style="list-style-type: none"> <li>Escape room (Unifrog)</li> </ul>		AKA, HOH and Tutors

## Year 11 Careers plan

<b>DATE</b>	<b>ACTIVITY</b>	<b>Gatsby Benchmark</b>	<b>Delivering</b>
<b>Autumn 1</b>	<ul style="list-style-type: none"> <li>• Post 16 Choices</li> <li>• Busting Btec myths</li> </ul>	3,7	AKA, ADY AND TUTORS
<b>Autumn 2</b>	<ul style="list-style-type: none"> <li>• Post 16 choices</li> <li>• GT Scholars Careers Summit - 1</li> <li>• Year 11 Parent's Evening</li> </ul>	1,2,3,4,5,7	AKA, ADY AND TUTORS
<b>Spring 1</b>	<ul style="list-style-type: none"> <li>• Introduction to apprenticeships</li> <li>• National Apprenticeship Week</li> <li>• Destination data completion</li> <li>• Careers interviews for targeted pupils</li> </ul>	1,2,3,7,8	AKA, ADY AND TUTORS
<b>Spring 2</b>	<ul style="list-style-type: none"> <li>• National Careers week</li> <li>• GT Scholars Careers Summit – 2</li> <li>• Wellbeing: Recognising and managing stress and anxiety</li> <li>• Study skills workshops</li> </ul>	1,2,3,4,5,7	AKA, ADY AND TUTORS
<b>Summer</b>	<ul style="list-style-type: none"> <li>• Coping with changes: Leaving secondary school</li> </ul>		AKA/ADY/GGN

## Year 12 Careers Programme

DATE	ACTIVITY	Gatsby Benchmark	Delivering
Autumn 1	<ul style="list-style-type: none"> <li>• Unifrog challenge</li> <li>• We Rise Assembly</li> <li>• Post 18 choices</li> </ul>	1,2,3,4,5,7	AKA, RFG, HOH and Tutors
Autumn 2	<ul style="list-style-type: none"> <li>• GT scholars' careers Summit</li> <li>• Student year plan-Goal setting</li> </ul>	1,2,3,4,5,7	AKA, RFG, HOH and Tutors
Spring 1	<ul style="list-style-type: none"> <li>• Apprenticeships - finding the best fit</li> <li>• National Apprenticeship Week</li> <li>• Student year plan-Geeking out</li> </ul>	2,3,4,5,7	AKA, RFG, HOH and Tutors
Spring 2	<ul style="list-style-type: none"> <li>• National Careers week</li> <li>• GT Scholars Careers Summit – 2</li> <li>• Competencies tasks from Unifrog</li> </ul>	1,2,3,4,5,7	AKA, RFG, HOH and Tutors
Summer 1	<ul style="list-style-type: none"> <li>• Acing your personal statement</li> <li>• Work experience</li> </ul>	2,3,5,6,7,8	GGN, HOH and Tutors
Summer 2	<ul style="list-style-type: none"> <li>• Discovering MOOC</li> </ul>	1,2,4	GGN, HOH and Tutors

## Year 13 Careers Programme

DATE	ACTIVITY	Gatsby Benchmark	Delivering
Autumn 1	<ul style="list-style-type: none"> <li>• Unifrog challenge</li> <li>• Post 18 choices</li> <li>• How to applications list</li> </ul>	1,2,3,4,5,7	AKA, RFG, HOH and Tutors
Autumn 2	<ul style="list-style-type: none"> <li>• GT scholars' careers Summit</li> <li>• Student year plan-Goal setting</li> </ul>	1,2,3,4,5,7	AKA, RFG, HOH and Tutors
Spring 1	<ul style="list-style-type: none"> <li>• Apprenticeships - finding the best fit</li> <li>• National Apprenticeship Week</li> </ul>	2,3,4,5,7	AKA, RFG, HOH and Tutors
Spring 2	<ul style="list-style-type: none"> <li>• National Careers week</li> <li>• GT Scholars Careers Summit – 2</li> </ul>	1,2,3,4,5,7	AKA, RFG, HOH and Tutors
Summer 1			
Summer 2			