



## Careers Policy

<b>Written By</b>	Ruth Mortimer
<b>Creation Date</b>	Autumn 2018
<b>Adopted by Governors</b>	Spring 2019
<b>Last Review Date</b>	NA
<b>Next Review Date</b>	Spring 2020

## CAREERS POLICY

### **Driffield School and Sixth Form**

Plan agreed (name): Careers Policy  
Date: October 2018  
Plan to be reviewed: October 2019

#### **1. Aims**

Young people are faced with a complex set of demands when making themselves ready for their future careers. Driffield School and Sixth Form aims to ensure that our students are self-confident, skilled and career-ready. This will be achieved through a programme of high quality activities, advice and guidance.

Driffield School and Sixth Form has a number of statutory duties in relation to careers guidance (DfE Careers guidance and access for education and training providers December 2018). This includes the following:

- An obligation to provide independent careers guidance from Years 8 to 13
- Ensure there is an opportunity for a range of education and training providers to access all students in Years 8 to 13
- Use the Gatsby Benchmarks to improve careers provision
- Appoint a named person to the role of Careers Leader
- To publish details of the careers programme for young people and their parents.

Careers Guidance will be based on a partnership with students and their parents or carers. The programme will raise aspirations, challenge stereotyping and actively promote equality and diversity.

#### **2. Content**

##### **Commitment**

Driffield School and Sixth Form is committed to providing high quality impartial careers guidance for all students in partnership with Start Profile, East Riding Youth and Family Support and other appropriate external agencies.

Driffield School and Sixth Form endeavours to follow:

- Careers guidance and access for education and training providers (DfE, 2017)
- CDI Framework for careers, employability and enterprise education (2015)
- The Foundation Code (ASCL, AoC, 157 Group, ATL, AELP, SFCA, NFER, March 2015)
- Other relevant guidance from DfE, QCA and Ofsted as appropriate.

Following publication of the Good Career Guidance Report in 2014 by the Gatsby Charitable Foundation, and further guidance from the DfE in 2018, the school is committed to ensuring that the eight benchmarks of good practice are in place. These eight benchmarks are:

1. A stable Careers Programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of workplaces

7. Encounters with further and higher education
8. Personal Guidance

Driffield School and Sixth Form is fully validated and accredited to the East Riding Collaborative Employability Skills Passport.

### **Student Needs and Entitlement**

Students at Driffield School and Sixth Form will benefit from:

- Access to a range of activities that inspire them, including employer talks, motivational speakers, college and university visits and access to coaches and mentors.
- Access to our employment partner, Plas-Tech. Plas-Tech is a thermoforming processing manufacturer, based in Brandsburton. They have 100 employees and are working with leading organisations in many market sectors. They are helping our school to improve our local LMI, to develop awareness of local apprenticeship opportunities and enhance students' employability skills.
- Links with other local employers, to help boost attitudes and employability skills and learn about the range of roles and opportunities available Post 16 and Post 18.
- Voluntary Work experience provision where it is appropriate and beneficial.
- Meaningful encounters with employers, helping all students learn about what work is like or what it takes to be successful at work.
- Access to advice on options available at Post-16 including apprenticeships and entrepreneurialism, and opportunities available from other Post-16 providers.
- Face to face advice and guidance to build confidence and motivation.
- Coordinated support from external agencies including the local authority where students are vulnerable, have special educational needs or are at risk of becoming NEET.
- Information on the financial support available to them Post-16.
- Information, including local Labour Market Information from a range of agencies to develop a smoother pathway between education and work.
- Access to the on-line careers portal Start Profile at Year 9 and Year 11.
- The opportunity to book a careers appointment with a trained specialist at school. This opportunity is available to all students in every year group.
- Activities during form time in all year groups that promotes awareness of a wide range of career opportunities and progression routes.
- Tailored support for all statemented and EHCP students through progression and transfer reviews, and individual meetings for all students in Year 9 and above.
- Complete East Riding Collaborative Employability Skills Passport which will increase their employability skills and future employment success.

### **Implementation**

The Co-ordinator of CEIAG coordinates the careers programme and works alongside the Assistant Headteacher in charge of PSHCE provision. Voluntary work experience is undertaken when required. We work closely with the National Citizen Service and students at Year 11 and 12 can complete a two week social action project which gives them dynamic work experience. Students in Year 8 complete the Volunteer Programme run by ERVAS and this ensures they get involved in voluntary work experience which enhances their knowledge of the world of work. Students in Year 12 and Year 13 can opt to take part in the employer led mentoring programme or work experience. This is planned by the Sixth Form Team. Year 12 and Years 13 can opt to take part in the VYPER Scheme – Volunteering for Young People in East Riding. This gives students a sense of achievement, they develop valuable employability skills and it improves community cohesion.

All teaching staff contribute to Careers Guidance through their roles as tutors and subject teachers. Specialist APEX sessions are delivered by the personal development team. The Careers programme is planned, monitored and evaluated by the Co-ordinator of CEIAG in consultation with the Assistant Headteacher and Start Profile who provide specialist and impartial careers IAG.

## **Curriculum**

Careers guidance is part of the school's APEX programme. The careers guidance programme includes careers education sessions, career guidance activities (group work and individual interviews), information and guided research activities, work-related learning, and individual learning planning/portfolio activities. Visits from outside agencies provide guidance in specialist areas such as Health and Enterprise. Other focused events such as access to Higher Education IAG are provided at appropriate times. Students at Driffield School and Sixth Form have access to Start Profile resources for use from Key Stage 3 to Key Stage 5. Young people are encouraged to visit the Start Profile website for further guidance. Student Voice is used in the planning, delivery and evaluation of activities.

The school runs an employer led programme for sixth form students. This is a unique pathway for students who want to strengthen their employability skills whilst studying in the sixth form. This programme of study has been developed in consultation with employers and offers students' work-related opportunities, mentoring and preparation for the world of work.

## **Additional Opportunities**

Students in Key Stage 4 and 5 will benefit from a range of further opportunities to help support their progression to further study or employment. These are subject to regular review, but will include the following key elements:

- Parent and student workshops for Sixth form students and parents to increase their knowledge and awareness of local and national career opportunities.
- Access to, and support with Start Profile for all students and parents on Year 9 and 11 parents evenings and pathways evenings.
- Key Stage 5 Industry mentoring scheme where professionals work one to one with a small cohort of students, offering support and advice, and access to contacts for work experience or wider information.

## **Partnerships**

Driffield School and Sixth Form works in partnership with Start Profile to tailor delivery of careers guidance. Start Profile provide all students and parents with personalised access to their internet based information portal. This service incorporates a tracking system that allows students, parents and staff to build a profile of areas of interest for students. The school works closely with a large number of local employers, and with other educational establishments to ensure a broad and balanced range of information and opportunities are available to students. Students in the current year 10 will be part of the pilot group who complete the new East Riding Collaborative Employability Skills Passport. They will complete this in summer 2020 and achieve certification from the Humber LEP.

## **Resources**

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the careers guidance area. Sources of external funding are actively sought, and shared provision is used where appropriate and efficient, particularly in conjunction with our local network of partnership schools.

## **Staff Development**

Staff training needs are identified in conjunction with the administrator for training, with Start Profile, and with a continual awareness of local and national careers agendas. The Training Manager carries out a Training Needs Analysis on an annual basis (this is informed by the Self Evaluation Audit, including provision of careers guidance completed by the school). The school will endeavour to meet training needs within a reasonable period of time.

## **Monitoring, Review and Evaluation**

The Partnership Agreement with Start Profile and with YFS is reviewed annually. The school's careers programme is reviewed annually by the Assistant Headteacher and Co-ordinator of CEIAG. The focus is to identify gaps and support improvement. Action research evaluation of different aspects of Careers guidance is undertaken regularly, incorporating Student Voice.

### **3. Supporting Policies and Related Information**

The policy for Careers Guidance supports, and is itself underpinned by, a range of key school policies such as those for Teaching and Learning, Assessment, Recording and Reporting Achievement, Equal Opportunities and Diversity.