



**DRIFFIELD
SCHOOL
& SIXTH FORM**

Careers Policy

Version 2.0

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Careers Policy

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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 July 2021). 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, Log On Move On, 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, July 2021)
- CDI Framework for careers, employability and enterprise education (2020)
- 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. Driffield School and Sixth Form achieved the Quality in Careers Standard in March 2020. This award recognises that we achieve all eight Gatsby Benchmarks and we offer all our students high quality careers education, careers information, careers advice and guidance.

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.
- Links with local employers, this helps to improve our local LMI, it develops an awareness of local apprenticeship opportunities and enhances our students' employability skills and boosts attitudes and ensures our students 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, T-Levels and entrepreneurialism, and opportunities available from other post-16 providers.
- Face to face advice and guidance to build confidence and motivation.
- Co-ordinated 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.
- Access to Log On Move On for Year 10 upwards. This is a careers gateway that covers all of Hull, East Riding and the North Yorkshire Coast. It is a single source of information and resources to support CEIAG and progression post 16 and post 18.
- 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.
- Completion of the East Riding Collaborative Employability Skills Passport, which will increase their employability skills and future employment success.

Implementation

The Co-ordinator of CEIAG co-ordinates 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 at Year 12 and 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 13 students 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 contributes 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 an 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 this includes a partnership with Log On Move On. Students in Year 10 complete an electronic version of the East Riding Collaborative Employability Skills Passport. This is on the portal of Log On Move On and all our Year 10 students have access to the site. They can complete the passport, complete virtual work experience with Barclays Life Skills, learn about LMI direct from LMI Humber and complete their CVs using the CV writer. They will have access to Log On Move On until Year 14 so it will help in supporting them through their future transitions.

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.