



Toot Hill School and College

Careers Education and Information, Advice and Guidance (CEIAG) Policy September 2020

School Lead: Fiona Farmer

Governor Lead: Sarah Szulczewski

Approved

Date of next review September
2021

Signed by Chair of Governors or Chair of Committee: _____

Tricia Pedlar

3 September 2020

Date: _____

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Executive Head Teacher: Sandra Paley BSc (Hons), PGCE, MEd | Head of School: Christopher Eardley BSc (Hons), PGCE, PhD

INTRODUCTION

Students need a planned programme of activities to enable them to gain the knowledge, understanding, skills, attitudes and attributes required to make informed choices about their 11-18 pathways and to enable them to manage their careers and sustain employment throughout their lives.

Effective careers education is impartial and considers young people's personal abilities, needs and preferences. It is motivating and it raises aspiration, by providing clear targets and by encouraging young people to participate in learning and to attain qualifications to reach their full potential.

A clear picture of the current and projected local and national labour market helps to support students' future career intentions and helps inform future education and training plans. Toot Hill School has a duty to provide careers education from Year 7 to 13 and to give students access to careers information and impartial guidance.

Careers features as a key part of the Personal Development Curriculum which is complemented by a diverse and extensive character building, enrichment and extra-curricular programme. Students are provided with a multitude of opportunities to try new things, discover new interests, develop their talents and connect with others more deeply, thus developing their emotional resilience, personal identity and long term goals.

AIMS AND OBJECTIVES

This policy aims to detail the procedures and guidelines for the delivery and availability of Careers Education and Information, Advice and Guidance (CEIAG). The main aims of the policy are:

- To set out the procedures put into place to ensure that CEIAG is delivered in line with the Career Strategy December 2017. The School and College will work towards the Gatsby Benchmarks. The School and College has the Careers in Quality Standard-Career Mark.
- To develop students' aspirations, self-awareness and participation in CEIAG.
- To encourage students to make good use of resources available to them in order that they can make well informed decisions throughout their school journey and beyond.
- To enable staff to explore the resources available so that they are able to support students with CEIAG throughout the school, across all teaching staff including (subject teachers, Head of Years/Achievement Coordinators and tutors)
- To maintain a good working relationship between the school and outside agencies including the The Careers Enterprise Company, D2N2 Local Partnership, the Newark Employability Network, Careers Local, Enterprise Adviser, Bingham Business Club, Employers who work in partnership with the school, local Colleges, Apprenticeship

Providers and Universities. Safety Measures are contracted to handle the Health and Safety for Work Experience – see separate policy.

- To create mechanisms for feedback from staff, students and parents about the delivery and availability of CEIAG, so that the procedures and delivery can be continually evaluated and improved via the School Improvement Plan.
- To ensure that the Head Teacher, Senior Leaders and Governors are kept up to date on changes in legislation who in turn ensure appropriate resources and budget are in place to deliver the Strategy.
- To ensure that all students have the transferable skills required by employers at the end of Year 11. These transferable skills will give them the career management skills they need for their future working life. These transferable skills are embedded in the School standards and the ethos of the School. Students will have to have 7 meaningful face to face encounters with employers from Year 7 to 13.
- To motivate and encourage every student to not only achieve their full potential academically but to also make the most of enrichment opportunities as well as work experience by the end of Year 11 and Year 12. It is the school's duty to ensure that students have the transferable skills and are invested in their personal development before leaving tot Hill at the end of Year 11 or 13.
- To monitor and evaluate destination information for both Year 11 and 13 leavers.
- To recruit former students as part of our Alumni network to inspire current students.

The CEIAG policy is underpinned by the School's provision for PSHCE, Personal Development Curriculum and Pastoral Care including Students Services and Behavioural support. Students identified as most at risk of becoming NEET, Looked After Children, students receiving Pupil Premium and students identified as having Special Educational Needs are all given additional support from specialist teams in school. This is also applicable to Gifted and Talented students. The CEIAG policy has been developed alongside other whole school policies, reinforcing those aims that are appropriate to CEIAG.

The CEIAG policy is underpinned by the following DfE statutory and statutory guidance:

- Careers guidance and inspiration in schools DfE statutory guidance March 2015
- Participation of young people in education, employment or training DfE statutory guidance April 2014
- Careers guidance and inspiration in schools. DfE non-statutory guidance April 2014
- Governors Handbook
- Careers Strategy December 2017 – all Schools to achieve the Gatsby Benchmarks by September 2020.

MANAGEMENT AND KEY STAFF

Careers Leader is Fiona Farmer

Admin Support is Liz Seingier and Sophie Jones

Year 13 Destination Coordinator is Spencer Lawrence

PROVISION

The delivery of CEIAG occurs through all curriculum areas and through events which lie outside of the curriculum area. Some events involve all students, while others are targeted to students according to their individual needs. Delivery is focussed at key transition points:

- Key Stage 3 – Identifying strengths, getting to know me, option choices, making well informed decisions.
- Key Stage 4 - Destination Planning – College, Apprenticeship, Traineeship, other education/training
- Key Stage 5 – Destination Planning – University, Apprenticeship, Employment

The CEIAG programme includes Careers Guidance activities including:

- Completion of Careers Work Books during Active Tutoring.
- Aspirations Workshop – What could I be? Exploring Career aspirations in tutor time in Year 7-11.
- Inspirational Guest Speakers in School – Year 8-13
- Options Information Evening in Year 8.
- Year 8 Options Taster morning
- Visits to Employers
- Competitions
- Year 9 Guest Speakers
- Year 10 CV writing/Preparation for interview Day – employer as guest speaker
- Year 10 Mock Interview Day – interviews with Employers
- Applications and preparation for Work Experience
- Year 11 and 12 Work Experience
- Work Experience Debrief and reflection
- Destination Week: College and University visits, Apprenticeship/Trainee Guest Speakers in Year 10.
- Careers embedded in the curriculum through subject areas.
- 1-2-1 interviews with Senior Leaders at decision making time for example Year 8 and Year 11.
- 1-1 advice and guidance meetings with Level 6 qualified Careers Adviser, on request or referral.
- Parents Forum – termly meeting with parents.
- Enrichment Programme
- Student voice – Diplomats, Ambassadors and Prefects
- Residential Trip in Year 8
- Foreign Exchange visits
- Duke of Edinburgh Award

Due to Covid-19 trips and guest speakers to School are on hold from September 2020. This will be reviewed throughout the year. In the meantime activities will be delivered in tutor time/PSHE days virtually.

ENTITLEMENT FOR CEIAG

Students are entitled to careers education, information, advice and guidance which is both impartial and confidential. At Key Stages 3, 4 and 5, students are able to access an interview with a member of staff and the Schools Careers Adviser. This impartial advice based on the individual student's needs. Targeted support is available for students at risk of becoming NEET. There is also the opportunity for students to have access to careers advice from independent and local institutions including many employers, local colleges, apprenticeship providers and universities. Students in all year groups have access to the Unifrog platform which is an impartial careers platform. In addition the National Careers Service website, Icould, Start and Success for Schools website provide further advice and guidance.

KEY STAGE THREE:

Tutor 1-to-1s: Tutors may refer students who need specific careers advice to a Head of Year, Achievement Coordinator, Gifted and Talented Coordinator, Senior Leader or the School Careers Adviser. Tutors and teachers can also refer students to careers resources on the Unifrog.

Referrals: SLT, Heads of Year, Achievement Coordinator, SEN, Behavioural Support, Individual Mentors, School Careers Adviser.

Independent careers advice: Available from the school's network of employers. Colleges, apprenticeship providers and universities. In addition the School's Career Adviser.

Year 8 Options Information Evening: All students and their parents are invited to attend an information evening where they can learn about and discuss the options available to them for Key Stage 4 study.

Alternative Provision: The Head of Year/Achievement Coordinator for each year, the SEN team, and Tutors may liaise to discuss and decide whether it is in a student's best interests to continue with a full cohort of options subjects; this decision will be discussed and made with parents/carers.

Year 8 Option Taster morning: This is an opportunity for students to try a subject that they do not currently do in Year 7/8. This will support their decision making ensuring they make a well informed decision.

Year 7 and 8 Parents Evenings

This is an opportunity to update parents and to set student targets across subject areas at Parents Evening and for personal development target setting. This supports the option decision making in Year 8.

Key Stage 3 Enterprise/TFest/Ignite: Throughout the key stage, students develop enterprise skills across the curriculum during lessons, and in extra-curricular activities/enrichment, with a particular focus on raising aspirations, team work, creativity, independence and resilience.

Year 7 and 8 PSHE lessons

Year 7 have weekly lessons and cover careers research during their lessons and using Unifrog and icould websites to find the career most suitable to their strengths and preferences. Year 8 continue to build on this identifying their favourite subjects and how they can link this to a career. This work supports Year 8 making a well informed decision for their GCSE option choices.

Student Voice

Year 7 and 8 have the opportunity to be a Diplomat for their year group and work on fund raising and having a say in shaping the school. There are also Subject Ambassadors who support teaching for example Language Ambassadors will go into Primary Schools to inspire children. The Ambassadors from Year 7 to 11 feedback on the current careers provision and what they think it should look like in future.

Visits and Guest Speakers

Subject areas will arrange visits out of school when appropriate and guest speakers are invited into school. Inspirational Guest Speakers come from Industry, Higher Education, Apprenticeship providers as well as from our Alumni network. This will be delivered virtually during 2020 due to Covid 19.

Activities Week

Every tutor group does a business plan and pulls together a team of people to have a stall at the T-Festival. The tutor group allocate roles and responsibilities and they decide on the product they would like to sell. This is a day off timetable at the end of the school year. Tutor groups have a stall and all money is donated to a charity agreed by Student Voice. The remainder of the week is allocated to students being out of school on enrichment/extra-curricular activities for example visits to other countries, water sports, cycling, climbing or in school doing Cooking, Languages, Art and D&T activities.

KEY STAGE FOUR

Tutor 1-to-1s: Tutors may refer students who need specific careers advice to the appropriate party. Tutors can also refer students to careers resources within the school. Details of individual 1-to-1 meetings and consequent individual targets will be recorded, reviewed and maintained by form tutors.

Destination Planning: At the start of the academic year, Y10 and Y11 students indicate which areas they are likely to be pursuing following their GCSEs. This information is then used alongside student progress tracking to select groups of students who may find the following activities useful:

- 'What Next?' Careers Fair, a group of Year 10 students attend this calendared event during curriculum time with options available to return to the event in the evening with their parents/carers).
- Newark and Sherwood Council Expo event that takes place during School time.
- College Visits during Activities week are arranged for Year 10– groups of students visit our link Colleges (Newark, Lincoln, Nottingham College, Brackenhurst, Confetti, Brooksby and Colleges in the surrounding area) to experience taster sessions of

College courses that they may be interested in, and receive advice on how to apply for a college course.

- Presentations from Apprenticeship providers for Year 10 are held to inspire and inform students about the types of apprenticeships available and advice and tips on how to apply and be successful.
- Year 11-13 Careers and Networking Fair is held in school in January each year. This is an opportunity for all students and parents to come into school to find out about Post 16 options. A range of local and national employers attend in addition to local Colleges, apprenticeship providers and a number of Universities. Students have the opportunity to network with a variety of people and not only have the chance to plan their Post 16 destinations but look further ahead to going to University, Higher Apprenticeship/Degree apprenticeship and ultimately gaining employment.

Visitors to School on hold due to Covid, this will be reviewed throughout the year and in the meantime activities will be delivered virtually.

Support for Destination Programme: Enhanced support is offered to identify students, including those with specific needs. Specific needs will include SEND, Looked after Children and those receiving Pupil Premium. Support is given with personal development planning and with applications for college/apprenticeships.

Year 10 CV writing and Mock Interview Day: Year 10 have a themed day whereby they have a presentation from an employer on interview skills. During the day tutors will stay with their tutees and they will have a lesson on body language, CV writing and interview skills. This is followed up in March with a Mock Interview with an employer. Every student in the Year Group has an interview. Students are out of uniform in business dress and prepare for their interview prior to the day with their tutor and if relevant SEND Coordinator. Students take their CV (including a personal statement) along to their interview. Reflection, debrief, feedback and updating CV's takes place with their tutor after the event. This is a positive day for students and helps prepare them for applying for and going on work experience in Year 11. This continues to develop students' employability skills during a face to face meeting with employers/colleges/apprenticeship providers and universities.

The Interview Day will be delivered virtually in March 2020.

Year 11 Work Experience

All students go out on Work Experience in Year 11 and support is provided from Careers Leader, Head of Year and tutors. Preparation for work experience and the debrief takes place in tutor time.

Work Experience is being reviewed throughout the year but not possible in October 2020 due to Covid. Virtual opportunities are being offered.

Toot Hill College Open Evening: All students and their parents/carers who are interested in applying to Toot Hill College are invited to attend an open evening where they can learn about and discuss the options available to them for Key Stage 5 study.

Alternative College evenings are advertised on noticeboards, school website and in the Year 11 booklet.

Year 12 Young Enterprise Challenge/Ignite

Year 12 Young Enterprise is held in school and there is a Company formed by students called Ignite. Ignite is suitable for younger students. Both initiatives develop and sell products in the local community of Bingham.

KEY STAGE FIVE

Tutor 1-to1s: During Post 16 the majority of student support is given during the enhanced 1-2-1 time with Mentors and College Leaders/Careers Leader. The programme is designed to support progression pathways, including University, apprenticeships, training and employment.

Curriculum: Subject teachers can also provide support including guidance for foundation art courses, preparation for portfolios for university and college interviews, facilitating university taster days and student personal statements. Interviews with the Chair of Governors take place for Year 13 students who are applying for University and with a Careers Adviser for those applying for apprenticeships/employment.

Impartial careers advice: Students may request an interview at any stage. Students who are not wishing to pursue University Level education are referred to the Careers Leader and are supported more closely, as necessary and appropriate to their post-18 choices. Students who leave Toot Hill College prior to completion of their Post 16 courses are required to attend an interview with the College Senior Leaders and the Careers Leader. The team ensure a destination is in place before the student leaves College.

Additional activities

- Inspirational Guest Speakers
- Presentations and workshops from visiting university/apprenticeship speakers
- Oxbridge visits
- UCAS preparation day
- Toot Hill's Year 11-13 Careers and Networking Fair
- Newark and Sherwood Expo Fair
- Duke of Edinburgh Award
- World Challenge
- Charity fundraising
- Christmas Tea Party for elderly and disadvantaged children
- CV update.
- Quality work experience in Year 12 and debrief.

CONTINUOUS IMPROVEMENT

All tutors and teaching staff receive training on the Careers provision annually. Staff who are new to the school and/or the tutoring system each year will receive training via the induction programme/INSET training.

The Careers Leader is Level 6 trained for Careers Development, Advice and Guidance. This member of staff also attends meetings with the Careers Enterprise Company, D2N2, Newark Employability Network, and regular School Forum Meetings in addition to being a member of both the Bingham Business Club and the Newark Business Club. Responsibility for keeping up to date on legislation lies with the Careers Leader and is gained by regular training about new developments in CEIAG. The school has the Quality in Careers Standard Career Mark and this will be reaccruited in 2020..

PARENT UPDATE

Parents are kept up-to-date with the policy via the Parent Forum, regular parent evenings and Student Review Day and Weekly School Newsletter and Monthly College Newsletter. Feedback is requested from parents. The School website contains a Careers page for every year group and there is a Virtual Careers Library providing details of lots of useful resources.

BUDGET

A designated careers budget is available each year to cover the CEIAG.

EQUAL OPPORTUNITIES AND DIFFERENTIATION

All information, advice and guidance will be provided impartially to all students and will be provided free of bias. Students will be encouraged to look at careers and courses outside the normal gender stereotypes. Following the guidance all students with SEND will be entitled to transition plans. Where a student has an Education Health Care Plan, all reviews of that plan will include a focus on preparing them for adulthood, independent living, employment and participation in society. Students with SEND will receive independent and impartial advice about mainstream education, training and employment opportunities on offer, regardless of their individual circumstances to support them for the next phase of education or training and beyond into adult life.

EVALUATION AND REVIEW

This policy will be reviewed annually as part of the whole-school self-assessment process for continuous improvement and will be reviewed by the governors when any additions or amendments are made. The delivery of CEIAG, including external provision to students will be evaluated annually through discussion with students, evaluation forms, and survey monkey and during supervision of the day. Senior Leaders and Head of Year mentors will undertake interviews with Year 11 and Post 16 students in the spring term annually to assess whether the needs of all students are being met.

Individual Careers-linked events such as visits to Careers Fairs, Year 10 Mock Interview Day and Enterprise Days are evaluated individually and reported to senior staff as part of the annual reporting process.

The school will also utilise both local and national destination data to assess the success in supporting students to take up education and/or training which offers good long term prospects.

ADDITIONAL INFORMATION

National Careers Service
Unifrog
Icould
Success for Schools
Apprenticeship application website – gov.uk



Toot Hill School Careers Education Information Advice and Guidance (CEIAG) Strategy

Vision

All students on leaving Toot Hill School and College will have the Career Management Skills required for life. They will be able to self-evaluate their employability skills and be able to demonstrate these to an employer. They will be inspired to make the most of their life choices. Science, Technology, Engineering Maths careers will be promoted to all students.

Students will follow the career path that best suits their individual needs and allows them to fulfil their true potential. All students in years 7 to 13 will be provided with independent, impartial careers advice from a variety of sources throughout their time at Toot Hill School and College. The learning will be progressive throughout their time at the School and College.

How will we achieve this?

Toot Hill School and College will commit:

- To deliver quality, effective, impartial CEIAG
- To monitor and evaluate all aspects of provision
- To engage with outside providers of education and training
- To engage with local employers
- To inform parents so they can support and help their children
- To raise aspirations
- To challenge stereotyping
- To promote equality and diversity.
- To ensure staff are sufficiently trained.
- To embed CEIAG in the curriculum
- To put the needs of the students first
- To provide all students with an equal opportunity of progression and success.
- To offer a personal programme for every individual student.
- To deliver the programme through Careers Events, Active Tutoring and PSHE Lessons/Days and during curriculum subject time.

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Executive Head Teacher: **Sandra Paley** BSc (Hons), PGCE, MEd | Head of School: **Christopher Eardley** BSc (Hons), PGCE, PhD

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How will we measure our effectiveness?

- Our success will be measured by the variety and quality of destinations Post 16 and Post 18.
- Target is zero for NEET.
- Student feedback.
- Re-accreditation for Career Mark in 2020..
- Continual tracking of former students career paths via the Alumni.
- Annual evaluation of the programme with staff, students and parents as part of continuous improvement.

Fiona Farmer

Careers Leader

September 2020

Policy Statement on Provider Access

Toot Hill School and College – Provider Access Policy

Introduction

This policy statement sets out the School's arrangements for managing access of providers to pupils at the School for purpose of giving them information about the provider's education and training offer. This complies with the School's legal obligations under Section 42B of the Education Act 1997.

Toot Hill School and College hold the Careers in Quality Standard Career Mark and have a stable Careers Plan in place working towards the Gatsby Benchmarks. The School has a large network of contacts and providers are actively invited into the School and College on a regular basis. The Careers Plan at the School is continually reviewed and improved.

Pupil Entitlement

All pupils in years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeship 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 information and apprenticeships – through option events, assemblies, workshops and group discussions.
- To understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact, Mrs Fiona Farmer, Careers Leader, on 01949 863068 Email: ffarmer@toothillschool.co.uk

Opportunities for Access

A number of events, integrated into the School Careers Programme, will offer providers an opportunity to come into School to speak to pupils and/or their parents/carers.

Please see the attached programme of events at Toot Hill School.

Please speak to the Careers Leader to identify the most suitable opportunity for you.

Premises and Facilities

The School has facilities available for providers to come into School to speak to students. There is a main hall in both the School and College for presentations. Classrooms and smaller meeting rooms are also available as required. The School will make available AV equipment for presentations. This will be advised and discussed prior to the visit.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the Careers Leader. The resources are available to students at lunch and break time. The School also has a Virtual Careers Library and the use of the Unifrog website that offers many useful links for both students and parents. Details of taster events, Open Days and latest news is posted in the Weekly Newsletter to parents and via the Daily Bulletin to students.

Approval and review

Approved on Wednesday 2nd September 2020 by Governors at Curriculum and Standards Committee

Next review: September 2021



Signed by Tricia Pedlar

Chair of Governors



Signed by Dr C Eardley

Head Teacher

TOOT HILL SCHOOL CAREERS PLAN - SEPTEMBER 2020 - JULY 2021

Year 7 Getting to Know Me		Year 8 Making an Informed Decision		Year 9 Careers Research		Year 10 - Career Planning		Year 11 Post 16 Destination Planning	
Autumn Term		Spring Term		Summer Term		Outcomes			
Year 7									
Students to be aware of own strengths and set targets for areas of development. Introduction of transferable skills.	Settling into Toot Hill School	Self awareness of transferable skills and setting targets of development. Identifying role models, favourite subjects, importance of enrichment and researching a variety of careers and pathways. Leadership responsibilities eg student Voice opportunities. STEM Activities with employers. Enterprise opportunity of having a stall on a YouNG market. Opportunities to attend talks from a Guest Speaker. Students will learn about the importance of checking school email accounts and learn about email etiquette.		Introduction to Unifrog - skills research and matching Skills to careers. Transition to Year 8.		Students are able to identify their transferable skills and their favourite subjects. They are aware of how to set and review personal development targets. Students will be aware of the opportunities on offer and make a decision on whether it is something that will aid their personal development. Students will be aware of Unifrog and how to research skills.			
Year 8									
To equip students with the knowledge of how to research subject areas and careers with a view to making an informed decision on option choices for KS4.	Settling into Year 8.	Unifrog subject research exploring the link between a subject and a variety of careers. Exploring GCSE's, vocational, T Levels and apprenticeships. Support in making option choices. Attendance at Options Taster day where students can find out about subjects they do not currently study e.g. Sociology, Citizenship, Engineering etc. Meeting with guest speakers during PSHE time. Support in making an informed decision re KS4 options and how these will link with KS4 destinations/career pathways. 1-1 advice and guidance interviews available with tutor, Senior Leaders and qualified adviser.		Launch of Social Media Ambassador role working for the Trent Bridge Community project. Students to apply and attend a formal interview to become the Toot Hill YouNG Ambassador. This is a paid role leading on the project. Students will also have the opportunity to run a social action project in the community.		Students are able to research a subject and identify the types of skills required and the types of jobs available linked to the subject. Students will be able to make an informed decision on their KS4 options and know how this will link to their future career pathway. Students are aware of a variety of opportunities e.g. School Diplomats and how to apply to be the Toot Hill YouNG Ambassador. Students will have the opportunity to run a social action project which will develop their compassionate and empathy qualities with the vision of making a positive difference to the lives of others.			
Year 9									
To equip students with the skills for KS4 study with a view to exploring subject and career pathways linked to their own aspirations and individual needs. Students will build their knowledge of the Labour Market information locally and nationally.	Settling into KS4 study.	Students will continue to develop their self awareness skills by drafting out a CV detailing their subjects, current transferable skills and enrichment activities/achievements. Students will continue their research on Unifrog and will be signposted to wider reading linked to their subject area. Students will start to think about applying for work experience and will brainstorm their network of contacts exploring whether they will be able to help them with finding work experience. Students will research a variety of careers on Unifrog and will access labour market information informing them whether it is a growing or declining industry. Students will have the opportunity to hear about the 350+ careers with the NHS as part of their PSHE day.		Year 9 will have the opportunity to attend guest speaker talks and also find out about opportunities to visit employers.		Students will be able to demonstrate their transferable skills on a draft CV. Students will be able to identify in their network of contacts who could be useful to them in respect of their career aspirations in the future. Students will explore a variety of careers and will have the knowledge of whether there will be jobs available for them when they leave school. Students will know which jobs are declining and which are growing enabling them to make an informed decision on their career pathway. Students will develop confidence and knowledge by meeting with guest speakers and be able to access trips to employers.			
Year 10									
Career Planning in Year 10 will further enhance exploring and researching subjects and career pathways. Students will start to experience and plan a Post 16 destination. Students will have the detailed knowledge of how they can transfer their transferable skills into the work place.		Students will attend a CV writing workshop and build their CV on Unifrog. Students will have a 1-1 interview with an employer and will have the knowledge of the skills and qualities they can offer an employer. Students will have the opportunity to talk through their aspirations with an employer. Students will prepare for the interview day and will do workshops in body language and interview skills as well as researching on Unifrog. Students will reflect on their interview and feedback on their CV and will have the opportunity to learn from the feedback. Students will also apply for work experience writing letters/emails of applications and sending in their CV's. Students will hear from the Army and the RAF about the transferable skills they have developed in their careers and how these link both to the standards in school and to any workplace.		Students will also have the opportunity to attend a speed networking workshop with employers, attend trips to Further Education Colleges, University visits and attend a talk about apprenticeships. They will also find out about sixth form college and the NCS. Students in Year 10 will have the opportunity to get involved in a Social Action project too		Students will be aware of how to write an impressive CV detailing what they have to offer. Students will feel confident about meeting with employers and will be able to communicate in a professional way. Students will know how to dress, research and prepare for interview and will know that they need to reflect and learn from the experience. Students will be developing their network of contacts and will understand how their network can help them in the future. Students will be developing their confidence and both written and verbal communication skills throughout the year in preparation for work experience and accessing their Post 16 destination.			
Year 11									
Destination Planning will take place in Year 11 with students having a Plan A and Plan B in place. Students will have a clear and sustainable destination relevant to their own needs, capabilities and aspirations. Students will have the opportunity to demonstrate their transferable skills.	Students will secure work experience, prepare for the week by finding out about Health and Safety, absence notification and standards of the workplace prior to the work experience taking place. Students will complete a full week and reflect on their experience and how this relates to both their career pathway and their destinations. Students will update their CV on completion of their placement and complete their Work Experience Booklet obtaining feedback from their employer.	Students will have the opportunity to attend the Careers Fair here at Toot Hill where they can talk to a variety of employers, apprenticeship providers, Further Education Colleges and Universities about career pathways. Students will be able to find out about degree apprenticeships too. This will help students to link their KS5 choices to a post 18 career pathway. Students will use Unifrog to log their Plan A and Plan B destination. This will be reviewed by the tutor ensuring that the student has made an informed decision. Students in Year 11 will have a 1-1 meeting with a member of SLT. Senior Leaders will refer students who need additional support to the qualified Careers Adviser. Vulnerable/PP students will all have a 1-1 interview with the qualified Careers Adviser and students are able to self refer too.		1-1 Advice and Guidance interviews will take place with students throughout the Summer. Support will be provided with college applications and transition. All students will have a sustainable destination in place by May.		Students will be able to demonstrate their transferable skills to employers. They will have a CV and be aware of interview techniques ready for their interviews for College. Students will be well informed about all career pathways and be able to communicate a Plan A and Plan B destination. Students will be confident independent learners ready for the transition to KS5/apprenticeships.			