



## Toot Hill School and Sixth Form College

### Careers Education and Information, Advice and Guidance (CEIAG) Policy September 2023

**School Lead:** Fiona Farmer

**Governor Lead:** Ms Alex Morley

**Approved**

**Date of next review** September  
2024

**Signed by Chair of Governors or Chair of Committee:** \_\_\_\_\_

4.9.23  
**Date:** \_\_\_\_\_

## **INTRODUCTION**

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

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 age appropriate careers education, information from Year 7 to 13 and to give students access to give impartial advice and 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/extended study 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.

All students have a 1-hour lesson for one half term each year in addition to other events and activities that run throughout the year. Students receive an age appropriate newsletter every week and have an account on Unifrog.

## **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 Sixth Form College work towards the Gatsby Benchmarks and the CDI Framework. The School and College has the Careers in Quality Standard-Career Mark Gold in recognition of continuous improvement.

- 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 developing Career Management skills for life.
- 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, tutors and SEND team)
- To maintain a good working relationship between the school and outside agencies including 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. Toot Hill School and Sixth Form is a Lead School in the South Nottinghamshire Careers Hub. Safety Measures are contracted to handle the Health and Safety for Work Experience.
- To create mechanisms for feedback from staff, students and parents, Governors about the delivery and availability of CEIAG, so that the procedures and delivery can be continually evaluated and improved via the School Improvement Plan/Career Development 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 at least 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 10 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 Toot Hill at the end of Year 11 or 13.

- To monitor and evaluate destination information for both Year 11 and 13 leavers ensuring that all students are in sustainable destinations.
- To recruit and invite former students back into Toot Hill School Sixth Form as part of our Alumni network to inspire current students.
- To give all students access to Unifrog and ensure they are trained in its use relevant to their age.
- To provide students and parents with a wide variety of opportunities and Labour Market Information relevant to the age of their child by the weekly Newsletter and other communications.

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 Able and Aspiring 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**

Senior Leader for the Personal Development Curriculum including Careers is Victoria Davis

Careers Leader is Fiona Farmer

Careers Assistant is Cherie Roberts

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 or are open to all students who express an interest. Delivery is focussed at key transition points:

- Key Stage 3 – Identifying strengths, self-reflection of transferable skills, exploring career opportunities and making well informed choices for KS4.
- Key Stage 4 - Destination Planning – Work Experience, Mock Interviews, Careers Fair. Exploring all destinations: Sixth Form, FE College, Apprenticeship, Traineeship, T Levels and other education/training providers.
- Key Stage 5 – Destination Planning – Work Experience, Interview preparation, exploring all options: University, Apprenticeship, Employment, GAP year.

The CEIAG programme includes Careers Education as follows: -

- Careers lessons which are embedded into the Personal Development Curriculum programme prepared by the Careers Leader and delivered by tutors
- Reflecting on strengths and skills and setting development targets.
- Inspirational Guest Speakers in School covering a variety of careers and pathways – Year 7-13 – in person and via Teams throughout the year.
- Options Information Evening in Year 9.
- Year 9 Options Taster morning
- Visits to Employers
- Competitions
- Promotion of on-line/virtual opportunities via the Careers Newsletter.
- Year 10 CV writing/Preparation for interview Day
- Year 10 Mock Interview Day – interviews with Employers
- Applications and preparation for Work Experience
- Year 10 and 12 Work Experience
- Work Experience Debrief and reflection
- FE College and University visits, Apprenticeship/Trainee Guest Speakers in Year 10.
- Linking of careers and skills through all subject areas.
- STEM events throughout the year organised by the STEM Coordinator.
- 1-2-1 interviews with Senior Leaders/mentor.

- 1-1 advice and guidance meetings with Level 6 qualified Careers Adviser, available to all students at time of transition.
- All Year 11 and 13 students have a sustainable destination in place when leaving Year 11 and students in Year 13 have the career management skills to navigate their own career pathway.
- Student voice for all year groups.
- Opportunities of Leadership: Sports Leader and Prefects in each year group.
- Extensive Extra Study and Enrichment Programme
- Residential Trip in Year 8
- Foreign Exchange visits
- Duke of Edinburgh Award
- Whole school Charity Fund Raising
- Trips to employers, subject trips, University and Careers Fairs

## **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 School's Careers Adviser. This impartial advice is 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, there are many useful websites available to students, parents and staff on the Virtual Careers Library on the School website.

## **KEY STAGE THREE:**

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

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

**Independent careers advice:** Available from the school's network of employers. Colleges, apprenticeship providers and universities, guest speaker. In addition, the School's impartial Career Adviser who is a member of the CDI and abides by the Code of Ethics. We also contract in an external Careers Advisor for our Year 11 students.

**Year 9 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. This includes both academic and vocational career pathways.

**Alternative Provision:** The Head of Year/Achievement Coordinator for each year, the SEND 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. The School aims to accommodate the needs of the student to enable them to access the curriculum.

**Year 9 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 for KS4 education.

### **Year 7 – 9 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 9.

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

### **Year 7, 8 and 9 Personal Development Programme – Active Tutoring**

Careers education is embedded in the PDC active tutoring programme for Year 7-9. Students have age appropriate Careers lessons, have access to Unifrog and set homework to update their profile. Intervention is put into place for those students who do not have computer access at home.

### **Student Voice**

Year 7-9 students have the opportunity to be a Student Voice Representative for their year group and have a voice representing their tutor group/year and having a say in shaping the school. There are also Subject Ambassadors who

work with the teachers promoting their subject. The Prefects have taken an active role in shaping the careers provision and their suggestions have been taken into account when evaluating and developing the provision.

### **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. These talks will take place either in person or via Teams across all year groups.

### **Activities Week – Try something new – Year 7-9**

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.

### **Fab Friday**

On Fab Friday during tutor time students talk about the Career of the Week – the skills and careers open to them and reflect on whether this could be of interest to them.

### **Careers Newsletter**

All students and parents in Year 7-9 receive a monthly Careers Newsletter (sometimes more often if there is news) This features age related opportunities, Career of the Month and Subject of the week/month.

## **KEY STAGE FOUR**

**Tutor 1-to-1s:** Tutors may refer students who need specific careers advice to the Careers Leader. Tutors can also refer students to careers resources on Unifrog and the VCL. Details of individual 1-to-1 meetings and consequent individual targets will be recorded, reviewed and maintained by form tutors.



**Destination Planning:** KS4 students continue with their self-evaluation of transferable skills, careers and pathway research by the use of Unifrog. Students have the opportunity to attend guest speaker talks and to go on visits. E.g.

- Expo Careers Fair, a group of Year 10 students attend this calendared event during curriculum time. This is held at the Newark Showground and local Colleges attend e.g. Newark, Lincoln, Nottingham College, Brackenhurst, Confetti College. In addition, employers and the Army, RAF, Navy, and Police all attend.
- Presentations from Apprenticeship providers for all Year 10/11 students 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 December 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.

**Support for Destination Programme:** Enhanced support is offered to those students who have additional needs which includes SEND, Looked after Children, More Able and Pupil Premium students. Support is given with personal development planning and with applications for college/apprenticeships from dedicated teams who work with the students liaising with the Careers Leader.

**Year 10 CV writing and Mock Interview Day:** Year 10 have a themed day where they all have a 10-minute 1-1 interview with an employer. Students have prepared a CV and have done interview preparation in their tutor groups. Every student in the Year Group has an interview and access arrangements are in place for specific students. Students are out of uniform in professional business dress and prepare for their interview prior to the day with their tutor and if relevant SEND Coordinator. Students take their CV along to their interview. Reflection, debrief, feedback and updating CV's takes place after the event. This is a positive day for students and helps prepare them for applying for and going on work experience late in Year 10. This continues to develop students' employability skills during a face to face meeting with employers/colleges/apprenticeship providers and universities.

### **Year 10 Work Experience**

All students go out on Work Experience in Year 10 and support is provided from Careers Leader, Head of Year and tutors. Preparation for work experience and

the debrief takes place in tutor time. This is an opportunity to explore the culture of the workplace and how that is different to School or Sixth Form.

**Toot Hill College Open Evening:** All students and their parents/carers who are interested in applying to Toot Hill Sixth Form 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. Students will attend an induction day before starting at Sixth Form.

Alternative College evenings are advertised on noticeboards, school website and in the Careers Newsletter. Students who pursue an alternative route have approved time off to attend interviews.

## **Prefects**

Year 7-11 have Prefects and they are responsible for feedbacking student voice to Senior Leaders and to the Head Boy and Girl in Year 11 in order to make a positive change to life in School. The Year 11 all have a passion for something they would like to develop whilst they are in School.

## **Careers Newsletter**

All students and parents in Year 9-11 receive a weekly Careers Newsletter. This features age related opportunities, Career and subject of the week. We provide details of virtual/on-line opportunities and also details of Open Days etc. We also feature part time jobs and apprenticeship vacancies too.

## **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. University/Medicine mock interviews take place with specialist volunteers from the NHS and our Alumni when students are in Year 13. Year 13 students mentor our prospective medics in Year 12 each year.

**Impartial careers advice:** Students may request an interview at any stage. Students, staff and parents can refer to the Careers Adviser. The Careers Adviser is a member of the CDI and abides by the Code of Ethics.

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.

All students have the career management skills required for their future working life prior to leaving Toot Hill.

### **Additional activities**

- Inspirational Guest Speakers including Alumni
- Presentations and workshops from visiting university/apprenticeship speakers
- Oxbridge visits
- UCAS preparation day
- Toot Hill's Year 11-13 Careers and Networking Fair
- Subject Society Ambassadors
- Duke of Edinburgh Award
- Charity fundraising
- Christmas Tea Party for elderly and disadvantaged children
- CV update.
- Quality work experience in Year 12 and debrief.
- Access to Unifrog
- Opportunity to take part in a social action project

### **Careers Newsletter**

All students and parents in Year 12-13 receive a weekly Careers Newsletter. This features age related opportunities including Career of the Week. Students also receive information on on-line/virtual opportunities, University Open Days, part time jobs and apprenticeship vacancies including degree apprenticeships.

### **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, and the Enterprise Coordinator network, and other networking events. Responsibility for keeping up to date on legislation lies with

the Careers Leader and is gained by regular training about new developments in CEIAG via the Enterprise Coordinator network as Toot Hill School is a member of the Careers Hub. The school and Sixth Form also has the Quality in Careers Standard Career Mark Gold and this will be revalidated in 2023

The Careers Programme is reviewed and evaluated on an annual basis. A report is produced by the Careers Leader and sent to the Head Teacher and Senior Leaders. Feedback is sought from students, parents, staff, governors and employers after each event. Areas of improvement are put on the Careers Development Plan and also feature as targets for member of the careers team.

Feedback is sought by post it notes, evaluation forms, email, survey monkey and verbal feedback. The Careers team welcome feedback from all.

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## **PARENT UPDATE**

Parents are kept up-to-date with the policy via the weekly Careers Newsletter, regular parent evenings and communication from the school. Feedback is requested from parents and they are happy to share their thoughts and ideas. The School website contains a Careers page giving the entitlement for each 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 and Year 10 Mock Interview Day 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

The Virtual Careers Library on the School website has many useful links for students, staff and parents.

National Careers Service

Unifrog

Icould

Success for Schools

Prospects

Start Profile for Labour Market Information

Apprenticeship application website – gov.uk

Fiona Farmer

September 2023

Review and evaluation in September 202.