

Careers Plan 2020-2021



KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS



KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM

King Edward VI Handsworth School for Girls has a statutory duty to provide independent careers advice and guidance for students in Years 8 to 11 (The Education Act 2011 / Careers guidance and access for education and training providers Jan 2018). Careers education and guidance programmes play a significant role in helping young people choose future pathways that suit their interests, abilities and individual needs. The Careers Guidance programme at King Edward VI Handsworth School for Girls will help students plan and manage their future pathways effectively, ensuring progression which is ambitious and aspirational. It will promote equality of opportunity, embrace diversity and challenge stereotyping. We will support students in making well-informed decisions by providing access to differentiated, impartial and independent information and guidance about the range of options (including academic, vocational, apprenticeships) that are most likely to help them to achieve their ambitions. This programme complements and should be read in conjunction with our school's vision and values statement in particular 'empower them to grow into independent, strong women who are equipped with the flexibility and moral courage to deal with the challenges of the modern world' and relevant policies such as the Careers Guidance, PSCE, Work Experience, Provider Access and Safeguarding policies.

Careers Education has never been as important as it is currently. With a changing landscape of education, training and employment it is vital that young people are offered the highest quality education, advice, information and guidance to support and assist them in making choices and managing transitions. By helping students with decisions at crucial stages, informing them of all their options and introducing them to the world of work, we aim to prepare them for the world of work whichever pathway they choose.

Careers Guidance at King Edward VI Handsworth School for Girls aims to encourage students to consider a wide range of options and opportunities and ultimately to go into courses and jobs which suit their needs, skills, ambitions, interests and qualities. Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned and progressive programme of activities supports students in choosing pathways from 14-19 years old.

Our Careers Plan sets out our careers programme for the academic year, a programme which is designed to support, inspire and motivate students to take ownership of their own choices and consider action plans to enable them to succeed in life beyond Handsworth.

Careers provision within the school and sixth form is mapped and gapped against the **DfE Careers** guidance and access for education and training providers, **Statutory Guidance 2018** and also mapped against the **Gatsby Benchmarks 1-8** and the **CDI Framework** for careers, employability and enterprise education. The programme is reviewed annually and we assess the impact of the careers programme with feedback from students, teachers and employers so that we can continue to provide and improve the quality of our careers provision.

N Daniel
Assistant Headteacher/Careers Leader

King Edward VI Handsworth School for Girls Career Programme – Aims

Our Careers Guidance programme will enable students to:

- receive advice, information and guidance which is in their best interest,
- develop a broad understanding of the world of work and an ability to respond to changing opportunities,
- make best use of the Information, Advice and Guidance (IAG) both independently and with support,
- develop essential careers skills promoted through our Teaching and Learning ethos including creativity, perseverance, resilience, good self-presentation and adaptability.
- manage transitions in their lives such as GCSE and A-Level options as well as from school to university or work.
- raise their aspirations, broaden their horizons and challenge stereotyped thinking about what they and others can achieve within our society.
- engage in opportunities to work in partnership with employers, higher education providers and others to provide opportunities to inspire students through real-life contact with the world of work
- develop enterprise and employability skills.
- and encourage students to see career development as a life-long process.

Our students can expect the career development journey at King Edward VI Handsworth School for Girls to include:

- finding information about their careers programme on the school website,
- accessing Labour Market Information by the age of 14 to support their study,
- information about how important Science and Maths are in leading to different rewarding STEM careers,
- engaging in at least two meaningful encounters by the age of 16 with Sixth Form, Further Education and apprenticeship providers,
- engaging in two careers guidance interviews by the age of 18,
- engaging in meaningful encounters with employers and employees,
- engaging in meaningful work experience opportunities,
- engaging in visits to universities,
- an invitation to join the school's alumni network,
- and access to records on their individual careers related activities.

Careers Education and Guidance at King Edward VI Handsworth School for Girls has four elements:

- 1) **Careers Education:** Planned programmes in the curriculum giving students knowledge and skills to help them to plan / manage their own career.
- 2) **Careers Advice and Guidance:** Independent and impartial careers advice and guidance provided by our two careers advisors.
- 3) **Careers Information:** Including options, skills, occupations, Labour Market Information (LMI), pathways and progression routes.
- 4) **Work Related Learning:** Experiences within and outside the curriculum to help students learn about economic well-being, careers and enterprise.

The Careers Guidance Team

To design, develop and review an effective Careers Programme we have a Careers Team. Their roles are listed below.

Nicola Daniel (Assistant Headteacher/Careers Leader)

- To ensure strategic leadership of CG across the school
- To lead the team of teachers, administrators and external partners who deliver CG
- To report to SLT and Governors on CG
- To review and evaluate CG and providing information for school development planning and Ofsted
- To prepare and implement CG programme and ensuring that details are published on the school website
- To understand the implications of a changing education landscape for CG
- To ensure compliance with legal requirements to provide independent CG and access for providers
- To monitor delivery of CG across the eight Gatsby Benchmarks
- To manage the work of the Careers Advisers
- To co-ordinate careers education at Key Stage 3 and 4 in collaboration with the Subject Leader for PSHE.
- To monitor access to, and take up of, Careers Guidance including the tracking of students
- To establish, maintain and develop relationships with employers, FE, HE, training and apprenticeship providers
- To promote Careers across the curriculum; liaising with PSHE lead and Subject Leaders to plan careers education
- To brief and support staff involved with delivery of CG including careers advisors, form tutors, Pastoral Leaders, SENDCO

- To maintain own CPD and support the CPD of colleagues in the Careers Team
- To manage the Careers budget
- To communicate with students and their parents
- To attend Career Hub meetings

Jenny Nolan (Post 16 Careers, enrichment and work related learning co-ordinator)

- To lead, develop, review and evaluate a programme of work related learning and careers enrichment opportunities in years 12 and 13.
- To liaise with local Universities regarding masterclass opportunities, publicise these to students and finalise arrangements.
- To develop a programme of visiting speakers for year 12 and 13, including assemblies and lunch time sessions.
- To work with the Learn2Work coordinator to develop a careers evening for year 12 and 13 (which will incorporate the year 9 options evening).
- To organise and manage a series of work experience opportunities for students in year 12.
- To plan, design and provide curriculum resources for form tutors and PSCE teachers to use with their forms in year 12 and 13 to support work related learning and careers education.
- To lead and manage a business enterprise learning opportunity for year 12
- Report to SLT and Governors on CEAIG in Years 12 and 13

Raj Dhanda (Careers Advisor Years 7-13)

- To provide independent and unbiased advice, information and guidance to students in years 7-11.
- To create action plans in conjunction with the student.
- To lead assemblies where required.

Careers Guidance Link Governor

- To monitor provision of Careers Education and Guidance
- To undertake a termly review of CG (Link Meetings with Careers Leader)
- To offer strategic planning support for development of CG

Subject teachers

- To integrate careers into the delivery of their curriculum
- To engage with careers CPLD
- To promote progression routes within their curriculum area
- To develop external links to support CG within curriculum areas
- To feedback specific student needs (or opportunities) to the CG team including referrals to the careers advisors.
- To signpost students to appropriate CG advice and information

Additional staff responsibilities:**Nick Heppel (Assistant Headteacher – Director of Sixth Form)**

- To build a network of alumni who can help with the CG programme.
- To support the work of the Careers Leader and the Post 16 Careers, enrichment and work related learning co-ordinator

SENDCO

- To provide support to SEND students to help them generate their individual careers action plans
- To attend 1:1 Careers Guidance interviews for SEND students where required
- To review SEND student career action plans with their parents to ensure they are engaged and supportive of the plans
- To ensure the Careers Leader and careers advisors understand the school's statutory responsibility to students

The Gatsby Benchmarks

The Government's careers strategy, published on 4 December 2017, sets out a long term plan to build a world class careers system that will help young people and adults choose the career that is right for them. To achieve this aim, the careers strategy sets out that every school and academy providing secondary education should use the Gatsby Charitable Foundation's Benchmarks to develop and improve their careers provision.

Under the Government's Careers Strategy (2017) students are entitled to careers education and guidance which is therefore independent and impartial, integrated within their overall education and structured to provide help at decision points and to meet their continuing needs. Students are also entitled to access a range of providers of technical education and apprenticeships to inform them about technical education qualifications or apprenticeships [see King Edward VI Handsworth School for Girls policy statement on provider access].

Benchmark 1: A Stable Careers Programme <i>Every school and college should have an embedded programme of career education and guidance that is known and understood by Students, parents, teachers, governors and employers.</i>
Benchmark 2: Learning from Career and Labour Market Information <i>Every Student and their parents should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make the best use of available information</i>
Benchmark 3: Addressing the Needs of Each Student <i>Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each Student. A school's careers programme should embed equality and diversity considerations throughout.</i>
Benchmark 4: Linking Curriculum Learning to Careers <i>All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of careers paths.</i>
Benchmark 5: Encounters with Employers and Employees <i>Every Student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.</i>
Benchmark 6: Experiences of Workplaces <i>Every Student should have first-hand experience of the workplace through work visits, work shadowing, and/or work experience to help their exploration of career opportunities, and expand their networks.</i>
Benchmark 7: Encounters with Further and Higher Education <i>All Students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.</i>
Benchmark 8: Personal Guidance <i>Every Student should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all Students but should be timed to meet their individual needs.</i>

Measuring the impact of our careers programme

Our progress towards achieving the Gatsby Benchmarks is evaluated using the online Compass+ tool. In the academic year this is carried out on half termly basis by the Careers Leader in partnership with our Enterprise Adviser, a Senior Enterprise Co-Ordinator and members of the Careers Team. The CG development goals are based upon the outcomes of the Compass audit and inform the School Learning and Development Plan. The most recent Compass evaluation took place in October 2020 with the following results:

	Benchmark 1	Benchmark 2	Benchmark 3	Benchmark 4	Benchmark 5	Benchmark 6	Benchmark 7	Benchmark 8
School result	94%	100%	81%	100%	75%	75%	58%	100%
October 2020								
% of schools nationally achieving Benchmark	21%	45%	20%	26%	52%	47%	21%	57%

Our Careers Guidance Programme is also monitored through regular feedback from students, staff, governors and our visiting partners. This feedback is collected through questionnaires and focus groups following key careers activities and at the end of each academic year. This is analysed by the Careers Leader with actions fed back to SLT, the Careers team involved and the Governing Body. Key action points are also included in the School Learning and Development Plan. The quality of the impartial guidance provision is evaluated by the students who have accessed the service.

Destination data (DfE) is used to assess how successfully students make the transition into the next stage of education or training, or into employment and to inform future CEAIG provision. This is analysed by the Careers Leader with key trends and actions fed back to SLT and Governors.

A designated Governor has responsibility for overseeing the quality of Careers Guidance. The Careers Leader reports to the Governor for CG on a termly basis with a one to one meeting. The CG policy is reviewed on an annual basis by the Careers Leader. This is ratified by Governors.

COVID 19

The implications of the COVID 19 pandemic in the academic years 2019-2020 and 2020-2021 on all elements of school life cannot be underestimated.

The annual careers events that we would wish to offer year groups such as mock interviews for all Year 11 students and the annual careers fair cannot be envisaged in the current climate. We are currently unable to invite external speakers, business representatives and HE providers into school for talks or discussions and have looked at how this might be replicated online.

The Careers Education and Guidance Programme in 2020-2021 is, therefore, a fluid one. We continue to aim to provide students with the most appropriate opportunities possible to support them in making an informed decision.

Careers Guidance Programme by year group

Year 7	Linked Gatsby Benchmark
<ul style="list-style-type: none">• Access to independent and impartial careers advice and guidance through 1:1 careers interviews during lunchtime drop in sessions. Additional support is available through self-, parental- and tutor referral.• Careers strand in PSCE lessons designed in line with the CDI's learning objectives. See the PSCE policy for further information.• National Careers Week – tutorial activities, assemblies, careers talks at lunchtime. All curriculum areas link their subject areas to the world of work and employability skills.• National Apprenticeship Week – tutorial activities.	Gatsby Benchmarks 1, 2, 3, 8 Gatsby Benchmark 1, 3 Gatsby Benchmarks 1, 2, 4, 5

<ul style="list-style-type: none"> • University talk 	Gatsby Benchmark 1, 7
Year 8	Linked Gatsby Benchmark
<ul style="list-style-type: none"> • Access to independent and impartial careers advice and guidance through 1:1 careers interviews during lunchtime drop in sessions. Additional support is available through self-, parental- and tutor referral. • Careers strand in PSCE lessons designed in line with CDI's learning objectives and framework. • National Careers Week – tutorial activities, assemblies, careers talks at lunchtime. All curriculum areas link their subject areas to the world of work and employability skills. National Apprenticeship Week – tutorial activities. • Employer talk 	<p>Gatsby Benchmarks 1, 2, 3,8</p> <p>Gatsby Benchmark 1, 3</p> <p>Gatsby Benchmarks 1, 2, 4, 5</p> <p>Gatsby Benchmark 1, 2, 5</p>
Year 9	Gatsby Benchmark Link
<ul style="list-style-type: none"> • Access to independent and impartial careers advice and guidance through 1:1 careers interviews during lunchtime drop in sessions. Additional support is available through self-, parental- and tutor referral. • Careers strand in PSCE lessons in line with CDI's framework and learning objectives. • Post 14 choices programme including; GCSE subject option talks from Year 11 pupils, GCSE options evening, GCSE subject choices preparation, links to information about other post 14 providers. • Next Generation Awards 	<p>Gatsby Benchmarks 1, 2, 3, 8</p> <p>Gatsby Benchmarks 1,</p> <p>Gatsby Benchmark 1</p> <p>Gatsby Benchmark 1, 3, 5</p>

<ul style="list-style-type: none"> • National Careers Week – tutorial activities, assemblies, careers talks at lunchtime. All curriculum areas link their subject areas to the world of work and employability skills. National Apprenticeship Week – tutorial activities. • University talk 	<p>Gatsby Benchmarks 1, 2, 4, 5</p> <p>Gatsby Benchmarks 1, 7</p>
Year 10	Gatsby Benchmark Link
<ul style="list-style-type: none"> • Access to independent and impartial careers advice and guidance through 1:1 careers interviews during lunchtime drop in sessions. Additional support is available through self-, parental- and tutor referral. • Careers strand in PSCE lessons in line with CDI’s framework and learning objectives. • Unifrog Introduction; introduction to Unifrog a destinations platform to research future pathways and opportunities. • Support with applications for Unifest. • National Careers Week – tutorial activities, assemblies, careers talks at lunchtime. All curriculum areas link their subject areas to the world of work and employability skills. National Apprenticeship Week – tutorial activities. 	<p>Gatsby Benchmarks 1, 2, 3, 8</p> <p>Gatsby Benchmarks 1, 3</p> <p>Gatsby Benchmark 1, 2</p> <p>Gatsby Benchmarks 2, 7</p> <p>Gatsby Benchmarks 1, 2, 4, 5</p>
Year 11	Gatsby Benchmark Link
<ul style="list-style-type: none"> • Access to independent and impartial careers advice and guidance through 1:1 careers interviews. All students will have a 1:1 interview. Additional support is available through self-, parental- and tutor referral. • Post 16 option choices and transition into the Sixth Form events. Sixth Form Open Evening. Post 16 Option Choices 	<p>Gatsby Benchmarks 1, 2, 3, 8</p> <p>Gatsby Benchmarks 1, 2, 3, 8</p>

<p>Programme included hosted breakfast in Sixth Form, A-Level subject talks in assemblies and lessons.</p> <ul style="list-style-type: none"> • Careers Strand PSCE lessons in line with CDI's framework and learning objectives. • National Careers Week – tutorial activities, assemblies, careers talks at lunchtime. All curriculum areas link their subject areas to the world of work and employability skills. National Apprenticeship Week – tutorial activities. • University talk 	<p>Gatsby Benchmarks 1,3</p> <p>Gatsby Benchmark 1, 2, 4, 5</p> <p>Gatsby Benchmarks 1, 3, 7</p>
Year 12	Gatsby Benchmark Link
<ul style="list-style-type: none"> • Access to independent and impartial careers advice and guidance through 1:1 careers interviews. Targeted students will have a 1:1 interview. Additional support is available through self-, parental- and tutor referral. • PSCE lessons with a focus on Careers Education and Guidance. • Wednesday afternoon opportunities for work experience and volunteering. • Unifrog access • National Careers Week – tutorial activities, assemblies, careers talks at lunchtime. All curriculum areas link their subject areas to the world of work and employability skills. National Apprenticeship Week – tutorial activities. 	<p>Gatsby Benchmarks 1,2,3,8</p> <p>Gatsby Benchmarks 1, 3</p> <p>Gatsby Benchmarks 1, 5, 6</p> <p>Gatsby Benchmarks 2, 7</p> <p>Gatsby Benchmarks 1,2,4,5,</p>
Year 13	Gatsby Benchmark Link
<ul style="list-style-type: none"> • Access to independent and impartial careers advice and guidance through 1:1 careers interviews. Targeted students 	<p>Gatsby Benchmarks 1, 2, 3, 8</p>

<p>will have a 1:1 interview. Additional support is available through self-, parental- and tutor referral.</p> <ul style="list-style-type: none"> • Careers strand in PSCHE • Wednesday afternoon opportunities for work experience and volunteering. • UCAS: 1:1 tutor meetings r.e personal statements, mock interviews, 1:1 UCAS finisher meetings, practice admissions tests and interviews higher and degree apprenticeship support. • Unifrog access • Life after Handsworth Day. • National Careers Week – tutorial activities, assemblies, careers talks at lunchtime. All curriculum areas link their subject areas to the world of work and employability skills. National Apprenticeship Week – tutorial activities. • Oxford University visit for interested students. • UCAS launch: A-Level subject talks, higher and degree apprenticeships workshops, personal statement writing workshops, 1:1 sessions with form tutor, subject talks. 	<p>Gatsby Benchmarks 1, 3</p> <p>Gatsby Benchmarks 1, 5, 6</p> <p>Gatsby Benchmarks 1, 2, 3, 7, 8</p> <p>Gatsby Benchmarks 2, 7</p> <p>Gatsby Benchmarks 1, 2</p> <p>Gatsby Benchmarks 1,2,4,5,</p> <p>Gatsby Benchmarks 1, 7</p> <p>Gatsby Benchmarks 1, 2, 3, 8</p>
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Mrs N Daniel - Assistant Headteacher/Careers Leader

November 2020