



Careers Education, Information, Advice and Guidance Plan (CEIAG Plan)

Sutton Community Academy

2019/2020



Foreword

Introduction

At Sutton Community Academy, our goal is to encourage and support our students to become Successful, Confident and Ambitious Young People by the time they leave our academy. Careers activities play a big role in ensuring that students are aware of the options available to them, and helping them to find out the information they need to set and achieve their career goals.

There has never been a time when careers guidance has been as important for young people as it is today. The landscape of education, training and employment opportunities that students need to navigate is more complex and more challenging than that faced by previous generations. While the economy is beginning to recover from the recent recession, levels of youth unemployment and under-employment are still high. The raising of the age for participating in learning means that young people face a wider range of choices of courses and places to study.

Qualifications such as GCSE and A level are changing, and opportunities in higher education extend now beyond the UK to other parts of Europe and further afield. Students need help to make choices and manage transitions: they need good quality careers education, information, advice and guidance.

The school careers plan sets out how the school intends to provide a fit for purpose careers programme with the available resources which will provide our students with the knowledge, inspiration and ability to take ownership of their own career action plans which will enable them to succeed in their chosen career paths.

The school Careers Plan is based on the DfE Careers Strategy, published in December 2017 and the DfE document 'Careers guidance and access for education and training providers' published in January 2018.

Careers education does not just mean informing students about their options after school but also how their school career will affect their futures. It is our statutory duty to ensure that all pupils receive independent, impartial advice and guidance regarding all options within school and how they will affect their options after school and which careers pathways will become available to them. 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 life after school whichever path they choose.

Student Entitlement Statements

Year 7 Careers Entitlement

- Students are introduced to careers resources and informed how to use them. Grofar Student Passports created on which career activities and notes from careers sessions are recorded. During Careers lessons in the PSHCE curriculum students will learn about the following areas; skills for work, what do jobs involve, career planning, employer expectations, using Labour Market Information. Through the Pastoral programme students will learn about different jobs and the skills and knowledge required. Students are able to request an appointment with the Careers Advisor. By beginning careers education early students can make better informed decisions at transition stages and are more motivated in school in order to follow their preferred pathway. Students will have at least 2 encounters with an employer or education provider, through assemblies/workshops in school or visits. Students will learn about and develop transferable 'employability skills' through various activities relating to the six LORIC skills themes throughout the year.

Year 8 Careers Entitlement

- Students introduced to other sources of careers information available. Students encouraged to think about what they might like to achieve after school. During Careers lessons in the PSHCE curriculum students will learn about the following areas; University, job stereotypes, and how the world of work is changing. Through the Pastoral programme students will learn about how to plan their career pathway and research their ideas. Students are able to request an appointment with the Careers Advisor. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers. Careers progress is recorded on Student Passport. Students will have at least 2 encounters with an employer or education provider, through assemblies/workshops in school or visits. Students will learn about and develop transferable 'employability skills' through various activities relating to the six LORIC skills themes throughout the year.

Year 9 Careers Entitlement

- During Careers lessons in the PSHCE curriculum students will learn about the following areas; Identifying sources of information, decision making, University societies and begin to learn about the purpose of work experience. Through the Pastoral programme students will learn take part in sessions focusing on STEM awareness and understanding how confidence and revision support them towards reaching their career goals. Students will take part in STEM activities onboard the STEM bus (subject to availability). Students should begin to think about GCSE options in terms of career pathways and plan future within school. Students to learn about the purpose of a CV and cover letter and to begin writing their CV. Students are able to request an appointment with the Careers Advisor. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers. Careers progress is recorded on Student Passport. Students will have at least 2 encounters with an employer or education provider, through assemblies/workshops in school or visits. Students will learn about and develop transferable 'employability skills' through various activities relating to the six LORIC skills themes throughout the year. Work Experience launched to introduce students to concept and how to apply for placements.

Year 10 Careers Entitlement

- Students are helped with post 16 choices and encouraged to consider all their options including further study in 6th form and apprenticeships. Interview techniques further developed. Students will hear from a range of post-16 providers through year meetings to help with the decision making process for post-16 study. Students should use careers interviews to help understand different career pathways and entry requirements and encouraged to make contingency plans should results be better/worse than expected and set personal targets for development. Specific mock interviews for those with a particular career path in mind also available. Students are encouraged to think about the kind of behaviour potential employers look for. Students are encouraged to attend careers talks, fairs, college open days and taster days with employers. Students are assisted further with CV writing and encouraged to have a completed a CV and cover letter. Students are kept up to date with post 16 deadlines. Students are able to request an appointment with the Careers Advisor. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers. Careers progress is recorded on Student Passport. All students will have at least 1 encounter with an employer, through assemblies/workshops in school. All students will be offered a Careers Appointment to discuss their future career ideas and their applications for their Post-16 Destination, many will receive ongoing support as required. All students will have 2 encounters with external education providers (Further and Higher Education). Students will learn about and develop transferable 'employability skills' through various activities relating to the six LORIC skills themes throughout the year.

Year 11 Careers Entitlement

- Students are helped with post 16 choices and encouraged to consider all their options including further study in 6th form and apprenticeships. Interview techniques further developed. Students will hear from a range of post-16 providers through year meetings to help with the decision making process for post-16 study. Students should use careers interviews to help understand different career pathways and entry requirements and encouraged to make contingency plans should results be better/worse than expected and set personal targets for development. Specific mock interviews for those with a particular career path in mind also available. Students are encouraged to think about the kind of behaviour potential employers look for. Students are encouraged to attend careers talks, fairs, college open days and taster days with employers. Students are assisted further with CV writing and encouraged to have a completed a CV and cover letter. Students are kept up to date with post 16 deadlines. Students are able to request an appointment with the Careers Advisor. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers. Careers progress is recorded on Student Passport. All students will have at least 1 encounter with an employer, through assemblies/workshops in school. All students will be offered a Careers Appointment to discuss their future career ideas and their applications for their Post-16 Destination, many will receive ongoing support as required. All students will have 2 encounters with external education providers (Further and Higher Education). Students will learn about and develop transferable 'employability skills' through various activities relating to the six LORIC skills themes throughout the year.

Year 12 Careers Entitlement

- Students are given help with preparing UCAS personal statements, and recognising how personal statements can also be beneficial when applying for apprenticeships/jobs. Sessions on understanding school leaver and graduate job markets and how to look and apply for jobs. Students should start to understand how world of work is changing and how it might affect individuals, sessions are delivered on understanding and interpreting Labour Market Information and considering skills and activities that employers value. Students learn how to manage a career in terms of progression, budgeting and planning for the future. Sessions focusing on job/course research, application and interview processes, help prepare students for the variety of application processes they will encounter in the future. Students attend a variety of sessions to hear from different organisations including higher education, jobs, gap years, apprenticeships etc. Students attend a number of university visits, careers fairs and business insight visits. Students are encouraged to independently attend university open days, mock interviews, careers interviews and meet potential employers to discuss future options. Students are able to request an appointment with the Careers Advisor. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers. Students undertake a one week work experience placement with a local business, to help gain insight into an area of interest. Careers progress is recorded on Student Passport.

Year 13 Careers Entitlement

- Students are given specific help with preparing UCAS applications/applying for apprenticeships or jobs. Sessions continue to focus on the changing world of work, interpreting labour market information, application processes, skills and life in employment. Students are reminded of different options including higher education, jobs, gap years, apprenticeships etc. Students are encouraged to independently attend university open days, mock interviews, careers interviews and meet potential employers to discuss future options. Students are offered a minimum of one appointment with the Careers Advisor to discuss their ideas and set out plans for their next steps after leaving Year 13. Students are able to request further appointments with the Careers Advisor at any point during the year. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers. Careers progress is recorded on Student Passport.

Disclaimer

This report is derived from the Grofar Careers Plan and designed to express the plans, intentions and activities related to the users Sutton Community Academy Careers Service.

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Careers Service Goals

Careers Service Goals

Our Careers Service Goals set out the key areas where we will focus our efforts this year. These are the things that we have identified as being the most important to help prepare our students for their next steps after leaving school. We aim to achieve or better all the points set out in the DfE statutory guidance and focus attention on some specific goals.

Goal	Description	Resources Required	Success Criteria	Target Date
Provide independent guidance for all year 8 - 13 pupils.	We will set high expectations for our students and provide independent careers guidance for all our year 8-13 pupils.		A number of services have been delivered to students by independent providers.	24 Jul 2020
Continue to integrate Career learning into wider school curriculum.	We will ensure that we take every opportunity to integrate career learning into the School curriculum.		Curriculum lesson plans that include a provision for careers readiness.	24 Jul 2020
Produce a number of careers engagements for parents and carers.	Parents will be encouraged to attend Career information evenings. Parents will be able to access up to date information through the school website and social media channels.		Regular parental engagement through online sources and attendance at events. Feedback collected from parents.	24 Jul 2020
Build a network of Business contacts.	Work closely with local businesses, local enterprise partnerships and other organisations to build partnerships which will benefit our students, communities and society as a whole.		A database of business contacts that can offer careers services to the school.	24 Jul 2020
To ensure students leaving the school at Year 11 and Year 13 continue into a positive destination.	By ensuring students progress into a positive destination, we help increase the chances of students becoming successful and well rounded individuals who contribute to the wider society.		Through the collection of Destination Data, aiming to equal or exceed the national average of 89%	01 Sep 2020



Information & Self Help

Self-Help Resources

A broad range of information sources are available in the Careers Hub. These resources are updated regularly and students can request additional resources, which we are happy to investigate and obtain if financially prudent. Students will be encouraged to use the Careers Hub and will be provided with guidance on the use of the resources where necessary.

Resource	Description
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Stakeholder Engagements

Engagements

The service aims to provide a broad range of information and updates to students, parents, providers and the school leadership team throughout the year. The updates will help to engage the service with the wider school community and provide information about the careers education, information, advice and guidance provided.

Ongoing

Social Media Updates				
Description		Posting careers updates and success stories to twitter and Facebook so students, parents and business can receive regular updates on the careers provision.		
Students	Parents	Providers	Employers	Leadership
✓	✓	✓	✓	✓

Learning outcomes				
Description		Map against the CDI framework and share with relevant stakeholders for the purpose of planning and delivering careers engagement activities.		
Students	Parents	Providers	Employers	Leadership
✓				✓

Termly Newsletter				
Description		Produce a termly newsletter containing all careers programme updates to be emailed to parents as an engagement exercise.		
Students	Parents	Providers	Employers	Leadership
✓	✓	✓	✓	✓

Student Feedback Form				
Description		Feedback forms are completed by students after their Careers appointments to ensure the service improves.		
Students	Parents	Providers	Employers	Leadership
✓				✓

Destination Data Collection				
Description		Collection of all destination data from students at the end of year 11.		

Students	Parents	Providers	Employers	Leadership
✓	✓			✓

Website Careers Section				
Description		Regularly update the careers section of the school website with updates and success stories from the careers department.		
Students	Parents	Providers	Employers	Leadership
✓	✓		✓	

Parental Feedback Form				
Description		Produce an end of year feedback form for parents to gain an understanding of their experience of the careers advice their children are receiving.		
Students	Parents	Providers	Employers	Leadership
	✓			✓

Business Services Request Email				
Description		Regularly contact the database of business contacts to ascertain which services they can provide the school and availability.		
Students	Parents	Providers	Employers	Leadership
		✓	✓	

Provision Allocation

Provision Allocation

We want all of our students to be Successful, Confident, Ambitious and prepared for life after school. We will provide in-school guidance and independent advice from external agencies to ensure our students receive the impartial advice that they need. We will help our students develop high aspirations and consider a broad and ambitious range of careers. We hope that by inspiring every pupil through more real-life contacts with the world of work, they will be able to put in context other areas of their education and increase their motivation to learn.

Independent Guidance Provision

Year Group	Student In Year Group	Basic Provision (per student per year group)	Student for Additional Provision	Additional Provision (per student per year group)
Year 7	170	1 Hours	0	0 Hours
Year 8	150	1 Hours	0	0 Hours
Year 9	122	3 Hours	0	0 Hours
Year 10	130	3 Hours	0	0 Hours
Year 11	115	2 Hours	10	1 Hours
Year 12	50	3 Hours	20	3 Hours
Year 13	40	2 Hours	10	2 Hours

In School Guidance Provision

Year Group	Students In Year Group	Basic Provision (per student per year group)	Students for Additional Provision	Additional Provision (per student per year group)
Year 7	170	2 Hours	0	0 Hours
Year 8	150	2 Hours	0	6 Hours
Year 9	122	3 Hours	30	1 Hours
Year 10	130	2.5 Hours	60	1 Hours
Year 11	115	2.5 Hours	60	3 Hours
Year 12	50	2 Hours	0	0 Hours
Year 13	40	1.5 Hours	10	1 Hours

Curriculum Provision

Year Group	Careers and Work related curriculum activities (per student per year group)	Of which involving contact with "inspirational employees and other" (per student per year group)
Year 7	13 hours	6 hours
Year 8	11.5 hours	8 hours
Year 9	20 hours	8 hours
Year 10	16.5 hours	7 hours
Year 11	5.5 hours	4 hours
Year 12	17 hours	7 hours
Year 13	8.5 hours	2 hours

Careers, Employability and Enterprise Education

The school aims to follow the CDI Framework for Careers, Employability and Enterprise Education 7-19. A formal Careers, Enterprise and Employability Education Strategy is in place indicating the importance of employability, careers & enterprise education as part of overall school policy and a clear understanding of the national and regional drivers. The Strategy is clearly linked to the School Improvement Plan and there is a clear vision for employability and enterprise education. There is a shared definition of 'Employability, Careers & Enterprise' for students, staff, governors and parents/carers. Local employers advise on the employability, careers & enterprise strategy to ensure the programmes enable children and young people to achieve the schools employability goals before they leave school.

Careers Service Evaluation

Evaluations

The school believes that it is important that robust measurement, monitoring and review procedures be put in place to provide a framework for on-going improvements. These will form the foundations for not only what we do, but how we do it and what we must endeavour to improve.

Focus	Methods	Due Date
Staff Needs	Survey to measure careers integration and identify changes for next academic year.	02 Sep 2019
Destination Data	The school will use destination measures provided by the DfE to assess how successfully their students make the transition into the next stage of their education or training, or into employment.	31 Oct 2019
Mock Interviews	Students to complete an evaluation of how they felt the interview process went	02 Apr 2020
Mock Interviews	End of day paper survey to find out how volunteers found the process and what we could do better.	02 Apr 2020
Parental Views	Survey. Parents express thoughts on Career Provision throughout the year, what do they think would help their child next year.	30 Jun 2020
Careers Programme Review	Year end review of how well the school has delivered the careers programme, summarising the feedback from stakeholders.	10 Jul 2020
1-1 career appointments	On-going survey - students complete a survey monkey evaluation after each 1-1 appointment, this is used to track effectiveness and highlight areas for improvement.	24 Jul 2020