



C07

Careers Plan

Every school within Cumbria Futures Federation aims to provide a safe and hardworking environment where every child can be successful, whatever their abilities.

Our Values

- Courage and Compassion
- Inclusion and Equality
- Respect and Courtesy
- Optimism and Perseverance
- Forgiveness and Tolerance
- Ambition and Achievement

Version No	Author/Owner	Date Written	Note of amendments made	Authorised by	Date
01-2018	IW	Sept 2018	New policy		



Document Purpose

This document sets out Cumbria Futures Federation’s careers plan for the current academic year. It is reviewed on an annual basis.

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Introduction

Quality careers guidance is vital to providing young people with the right tools to navigate the landscape of education, training and employment that awaits them beyond secondary education. Qualifications such as GCSEs and A levels 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.

This careers plan sets out how the school intends to provide a quality careers programme. It outlines the resources available to students that will provide them with the knowledge, inspiration and ability to take ownership of their own career paths.

Based on the latest government guidance¹, the plan sets out the school's approach to careers guidance. The main outcome will be progression to achieving the eight standards of the Gatsby benchmarks in the coming years².

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.

¹ "Careers guidance and access for education and training providers: Statutory guidance for governing bodies, school leaders and school staff"; Department for Education; January 2018

² "Good Career Guidance"; Gatsby Foundation; 2014

2018-19 Careers 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.

Goal	Description	Link to Gatsby's Recommendations		Target Date	Success Criteria	Completed Date
Produce a number of careers engagement sessions for parents and carers.	We will consult with parents, carers and students through a range of methods.	1. A stable careers programme	1.2. The careers programme will be published on the schools' website in a way that enables pupils, parents, teachers and employers to understand what the school offers in this area	July 19	Parents report that they feel engaged with the careers provision provided at the school	
Measure the impact and gather feedback on careers provisions.	Measure the impact of the services provided (including evidence of learning outcomes and progression) and gather feedback from students on the usefulness and effectiveness of individual provisions.	1. A stable careers programme	1.3. The programme should be regularly evaluated with feedback from pupils, parents, teachers and employers as part of the evaluation process.	July 19	Online questionnaires used to evaluate major events and annual review of programme by students and parents.	
Every student to be provided with a careers action plan.	Through our school-wide integrated careers approach we will ensure that every student is supported and inspired to develop their own careers action plan that can be used as a key stimulus for their learning.	3. Addressing the needs of each pupil	3.2. Schools should keep systematic records of the individual advice given to each pupil, and subsequent agreed decisions. 3.3. All pupils should have access to these records to support their career development. 3.4. Schools should collect and maintain accurate data for each pupil on their education, training or employment destinations after they leave school.	Dec 18	Every student has a Careers Action Plan and a careers folder	
Integrate Career readiness into School curriculum.	We will ensure that we take every opportunity to integrate career readiness into the school curriculum.	4. Linking curriculum learning to careers	4.1. By the age of 14, every pupil should have had the opportunity to learn how the different STEM subjects help people to gain entry to, and be more effective workers within a wide range of careers.	July 19	Curriculum lesson plans that include a provision for careers readiness.	

Activities and Events

Students at both Beacon Hill and Solway School have access to a range of events and activities focused on careers throughout their time at the school. Events and activities are selected and targeted on an annual basis to be appropriate for different age groups in the school, to support students in making informed choices throughout their time at the school. An example of experiences delivered within this programme are included below

Date	Year 11	Focus
October 2017	Personal careers interview for every Y11 student - Inspira	<ul style="list-style-type: none"> • Individual Career Plans • Focus on Career Pathways • Students at risk of being NEET identified
October 2017	Blue lights conference	<ul style="list-style-type: none"> • Research into service industries.
October/ November 2017	Hello Futures – Higher Education Workshops	<ul style="list-style-type: none"> • Growth mind-set linked to studying • Study skills to facilitate memory and understanding. • Introduction to Higher Education
November 2017	Army Presentation	<ul style="list-style-type: none"> • The service that the army gives the country. • Careers and opportunities in the army
December 2017	National Citizenship Presentation	<ul style="list-style-type: none"> • To introduce the opportunities and the impact on employers of students who complete the national citizenship course.
January 2018	GEN2 Presentation Sellafield LTD Presentation Cyber Security Presentation	<ul style="list-style-type: none"> • Careers in engineering • Careers in the Sellafield supply chain. • Careers in an innovative industry
January 2018	Careers Evening	<ul style="list-style-type: none"> • Training providers from 9 local industries and education bodies to offer CEIAG to students and parents
January 2018	Inspira Apprenticeship Presentation	<ul style="list-style-type: none"> • National presentation focusing on apprenticeships at L2, L3 and Degree Apprenticeships
January 2018	Y11 Students at risk of NEET Career Interview - Inspira	<ul style="list-style-type: none"> • Revisit individual career plan
February 2018	Sixth Form visit from Nelson Thomlinson School, Wigton	<ul style="list-style-type: none"> • Study skills, preparing for GCSE examinations • Studying at a Sixth Form
March 2018	Y11 Students at risk of NEET Career Interview - Inspira	<ul style="list-style-type: none"> • Revisit individual career plan
Ongoing	Facebook Posts CEIAG Notice Board	<ul style="list-style-type: none"> • CEIAG news • Apprenticeship advertisements • College Open Days

Date	Year 10	Focus
October/ November 2017	Hello Futures – Higher Education Workshops	<ul style="list-style-type: none"> • Growth mind-set linked to studying • Study skills to facilitate memory and understanding. • Introduction to Higher Education

November 2017	Army Presentation	<ul style="list-style-type: none"> • The service that the army gives the country • Careers and opportunities in the army
January 2018	Y11 Students at risk of NEET Career Interview - Inspira	<ul style="list-style-type: none"> • Revisit individual career plan
January 2018 February 2018	Career Pathway	<ul style="list-style-type: none"> • U-Explore careers website • Completed modules
February 2018 March 2018	Career Pathway	<ul style="list-style-type: none"> • National Careers Service • Completed modules
March 2018	Y11 Students at risk of NEET Career Interview - Inspira	<ul style="list-style-type: none"> • Revisit individual career plan
May 2018	University of Cumbria Campus Visit	<ul style="list-style-type: none"> • Introduction to Higher Education
July 2018	Work Preparation Week	<ul style="list-style-type: none"> • Scaffold the World problem solving • CV and Interview Skills • Army Team Building Tasks • Employer Carousel • Lloyds Bank – Application Process and Budgeting

Date	Year 9	Focus
November 2017	Army Presentation	<ul style="list-style-type: none"> • The service that the army gives the country • Careers and opportunities in the army
October/ November 2017	Hello Futures – Higher Education Workshops	<ul style="list-style-type: none"> • Growth mind-set linked to studying • Building a personal talent profile • Introduction to Higher Education
December 2017	World of Work Day – Inspira	<ul style="list-style-type: none"> • Introduction to career options and pathways. • Team building /problem solving tasks • Understanding the local economy
January 2018 February 2018	Career Pathway	<ul style="list-style-type: none"> • U-Explore careers website • Completed modules
March 2018	Girls in STEM - Accenture	<ul style="list-style-type: none"> • National conference in Newcastle
May 2018	University of Cumbria Campus Visit	<ul style="list-style-type: none"> • Introduction to Higher Education

Date	Year 8	Focus
December 2017	Career Pathway	<ul style="list-style-type: none"> • U-Explore careers website • Completed modules
July 2018	Introduction to team work	<ul style="list-style-type: none"> • Scaffold the world, problem solving

Date	Year 7	Focus
July 2018	Introduction to team work	<ul style="list-style-type: none"> • Scaffold the world, problem solving

Information and Self Help

Resources are available from across the web to help students wishing to explore their career options further.

Resource	Description
https://nationalcareersservice.direct.gov.uk/	Provide information, advice and guidance to help you make decisions on learning, training and work
www.icould.com	Features films of real people talking about their careers and the route they took
www.careersbox.co.uk	Free online library of careers related films, news and information
www.ucas.co.uk	Information about university courses and applications
http://ncfe.org.uk	Information about careers and qualifications you need
www.successatschool.org	Lots of information about careers sectors, information and advice
www.plotr.co.uk	For 11-25 year olds with articles and expert advice, plus employer profiles
www.ratemyapprenticeship.co.uk	Over 7000 reviews by school leavers on apprenticeships and lots of advice and opportunities.
www.getingofar.gov.uk	Information about apprenticeships with video clips and opportunities
www.healthcareers.nhs.uk	Lots of information, advice and guidance on careers in the NHS
www.notgoingtouni.co.uk	Aims to help young people make informed decisions showing opportunities outside of traditional university
www.parentalguidance.org.uk	Careers information and advice for parents and carers
www.goconstruct.org	Information about careers in the construction industry
https://nationalcareersservice.direct.gov.uk	For young people aged 13-16. CV Builder, job profiles and lots more.
www.barclayslifeskills.com	To learn about life skills, interview skills, application and CV writing
www.princes-trust.org.uk	Information to help young people make informed decisions about careers
www.volunteering.org.uk	Information about volunteering in different sectors
www.bestcourse4me.com	Independent and free information that shows links between what you study, what you can earn and what jobs are available
www.applytouni.com	Information about applying to university
http://unistats.direct.gov.uk	The official website for comparing universities.
www.how2become.com/resources/ultimate-guide-to-building-a-cv	Information about how to write a winning CV
http://www.cumbrialep.co.uk	The Cumbria Local Enterprise Partnership providing information about the current labour market.
https://www.inspira.org.uk	Information about the Labour market in Cumbria, what support is available
https://www.thestudentroom.co.uk	The largest student community in the world, discussing universities, health, lifestyle, relationships and has free university application help

Roles and Responsibilities

There are a number of roles within the school that have a responsibility to ensure successful delivery of this plan. Their responsibilities are summarised within this section.

SLT responsibilities

- Ensure there is a named member of the SLT who has primary responsibility for Careers Guidance – Ian Williams
- Ensure the annual Careers Plan is completed and signed off by the end of September.
- Ensure that the agreed careers objectives are understood and implemented across the school.
- Ensure the Careers Leader is prepared for OFSTED inspections.
- Ensure the school meets and exceeds the statutory careers requirements.
- Provide support to the Careers Leader and ensure that the agreed resources are made available during the year.
- Review progress and achievements versus the careers plan and make adjustments as necessary.

Senior Leader with overall responsibility for careers provision

- Ensure the careers programme is adequately resourced to deliver the agreed careers plan.
- Work collaboratively with the Careers and Enterprise Adviser to maintain a strong link with local employers and to continuously improve on the careers service provided at the school.
- Act as the 'careers champion' to ensure that whole school acceptance of the careers plan is achieved!
- Complete a minimum of 1 days' work experience in a local business to understand how the school could best serve its business community.
- Audit current teaching practices in terms of careers delivery.
- Prepare and deliver the careers plan.
- Report termly progress to the SLT.
- Bring any problems that you are unable to resolve to the attention of the SLT.
- Ensure you engage with all your stakeholders including, Local Authority, Local Colleges and Universities, SLT, teachers, support staff, students, parents, local businesses and guest speakers.
- Put systems in place to ensure that you deliver measurable year on year improvements to the careers programme.
- Be the school focal point on all matters relating to careers education and training and ensure the SLT are kept informed of industry or legislative changes which may impact their responsibilities.
- Conduct and report on annual surveys to measure stakeholder satisfaction with the careers programme and identify affordable improvements that can be made.

Heads of House responsibilities

- Take responsibility for careers education, information advice and guidance for their respective year groups, ensuring all students participate in year group CEIAG activities.
- Disseminate all CEIAG information to form tutors and ensuring all year students receive any advice needed.
- Support the Lead in Careers with delivery of activities and aspects of the program to ensure its effectiveness to all students.

Teachers, form tutors and teaching support staff responsibilities

- Ensure you are familiar with the school careers plan and its objectives.
- Ensure that career readiness and careers education are embedded in your lesson plans.
- Review your lesson plans in relation to linking to current jobs and career pathways.
- Monitor the effectiveness of your embedded activities and improve as necessary.
- Feedback specific student needs (or opportunities) to the Careers Leader.

Administrative and support staff responsibilities

- Support the careers leader in delivering the careers plan and achieving its objectives.
- Contribute towards the development of an atmosphere (within the school) of learning, confidence and ambition.
- Explore and adopt measures which enable you to deliver your services efficiently.

Evaluation

Continuous improvement and evaluation of this careers plan will be carried out based on the Gatsby benchmarks and the Compass tool from The Careers & Enterprise Company. Each year should demonstrate quantitative progress towards 100% achievement of all targets.

Progress towards these benchmarks will be done using the Careers & Enterprise Company Tracker tool.