



## **Toot Hill School Careers Education Information Advice and Guidance (CEAIG) Strategy**

### **Vision**

All students on leaving Toot Hill School and Sixth Form College will have the Career Management Skills for life which will include being able to self-reflect on strengths, areas of development and knowledge to navigate a positive career to suit their individual needs. They will have knowledge of the workplace and will be able to self-evaluate and evidence their transferable skills to an employer. They will be proactive to make the most of the opportunities offered to them and will have high aspirations for success. Our students will be positive role models and make a positive contribution to Society. Students will be aware of STEM (Science, Technology, Engineering Maths) and how they are important to the economic growth of the country.

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 Sixth Form College. The learning will be progressive throughout their time at the School and Sixth Form College.

### **How will we achieve this?**

Toot Hill School and Sixth Form College will commit:

- To deliver quality, effective, impartial CEIAG
- To monitor and evaluate all aspects of provision as part of the continuous improvement of the programme.

- To engage students with their own well-being and the importance of having a healthy work/life balance.
- 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 encourage students to be active members of the community.
- 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 during curriculum time.

### **How will we measure our effectiveness?**

- Our success will be measured by feedback from all stakeholders (students, parents, staff, Governors, employers, external providers).
- We ensure all students make successful transitions from KS3 -KS4 and from KS4 – KS5.
- We record all Year 11 and 13 destinations ensuring that students have sustainable destinations in place.
- Target is zero for NEET.
- Re-accreditation for Career Mark in 2024 – currently have Career Mark Gold.
- Continual tracking of former students career paths via the Alumni.
- The programme is reviewed and evaluated on an annual basis as part of the continuous improvement of the programme.
- The Careers Development Plan is updated on an annual basis and staff targets set.

Fiona Farmer

Careers Leader

September 2023

To be reviewed in September 2024



**TOOT HILL  
SCHOOL**

**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 Head Teacher:**

A handwritten signature in black ink, appearing to read 'C. Early'.

**Signed by Chair of Governors:**

A handwritten signature in black ink, appearing to be a stylized name.

**Date:** Tuesday 26<sup>th</sup> September 2023

## **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 2024.



## **Toot Hill School Provider Access Policy Statement**

**(To include The Department of Education, July 2021: “Baker Clause” and the Provider Access Legislation, January 2023)**

**Ownership: Toot Hill School and Sixth Form College (Nova Education Trust)**

**Date updated: September 2023**

### **Rationale**

High quality careers education and guidance in school or college is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications.

### **Commitment**

Toot Hill School and Sixth Form College is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. Toot Hill School and Sixth Form College is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

Toot Hill School and Sixth Form endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: “Baker Clause”: supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

### **Aims**

Toot Hill School and Sixth Form College policy for Access to other education and training providers has the following aims:

To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships.

To support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options.

To reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).

### **Student Entitlement**

Toot Hill School and Sixth Form College fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships. The school will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships. This will be done in assemblies or during the Personal Development lessons, in addition to providers attending the annual Year 11-13 Careers Fair in December each year.

The student entitlement is as follows:-

One encounter in both Year 8 and 9 (first key phase) that is mandatory for students to attend between 1 September and 28 February each year.

One encounter in both Year 10 and 11 (second key phase) that is mandatory for students to attend between 1 September and 28 February each year.

One encounter in both Year 12 and 13 (third key phase) which is mandatory for the school to offer but optional for students to attend.

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### **Development**

This policy has been developed and is reviewed annually by the Careers Leader and the Senior Leader for the Personal Development Curriculum. The policy is based on current good practice guidelines by the Department for Education.

### **Links with other policies**

It supports and is underpinned by key school policies including those for Careers, Child Protection, Equality and Diversity, and SEND.

### **Equality and Diversity**

Access to other providers is available and promoted to allow all students to access information about other providers of further education and

apprenticeships. Toot Hill School and Sixth Form is committed to encouraging all students to make decisions about their future based on impartial information.

### **Requests for access**

Requests for access should be directed to Fiona Farmer Careers Leader. Fiona Farmer may be contacted by telephone or email, [ffarmer@toothillschool.co.uk](mailto:ffarmer@toothillschool.co.uk) direct telephone number 01949 863068.

### **Grounds for granting requests for access**

Access will be given for providers to attend during school assemblies, timetabled Careers lessons, and Careers or Raising Aspirations events that Toot Hill School and Sixth Form College is arranging. Students may also travel to visit another provider as part of the trip to be organised in partnership with Toot Hill School and Sixth Form College

### **Details of premises or facilities to be provided to a person who is given access**

Toot Hill School and Sixth Form College will provide an appropriate room or assembly hall to be agreed. All rooms have computers, projectors and screens provided. Computer rooms can also be arranged. The Careers Leader will organise this, working closely with the provider to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the Careers Team who will facilitate.

### **Live/Virtual encounters**

Toot Hill School and Sixth Form College will offer live online encounters on Teams with providers where requested, and these will be broadcast in lessons. Technology checks in advance will be required to ensure compatibility of systems.

### **Parents and Carers**

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers.

### **Management**

The Careers Leader coordinates all provider requests and is responsible to her senior management line manager.

### **Complaints Procedure**

Any complaints about this policy should be raised to Victoria Davis, Senior Leader, Personal Development Curriculum email: [vdavis@toothillschool.co.uk](mailto:vdavis@toothillschool.co.uk)

UPDATED JANUARY 2023

Victoria Davis will raise the complaint to Dr C Eardley, Head Teacher

### **Monitoring review and evaluation**

The Policy is monitored and evaluated annually with the Governors.

**Policy Coordinator:** Fiona Farmer, Careers Leader

**Policy Reviewed:** September 2023

### **Appendix**

#### **Providers who have been invited into Toot Hill School and Sixth Form to date include:**

Ask Apprenticeships

Nottingham College

Lincoln College

Newark College

Brackenhurst College

Brooksby College

Grantham College

JTL apprenticeships

Remit Apprenticeships

Nottingham College apprenticeship team

John Deere

Nottinghamshire Police

Loughborough College

#### **Destinations of previous pupils from Toot Hill School**

Apprenticeships – Hair, Engineering, Catering etc

Nottingham College

Newark College

Brooksby College

Brackenhurst

Lincoln College

Loughborough College

UPDATED JANUARY 2023

Toot Hill Sixth Form College

Rushcliffe School

West Bridgford School

**Destinations of previous pupils from Toot Hill Sixth Form College**

Degree apprenticeships – Rolls Royce, Police, Kaplan, Duncan and Toplis etc

University

GAP Year

Employment

**CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE - SEPTEMBER 2022 - JULY 2023**

**EVENT LOG**

<b>Date</b>	<b>Year Group</b>	<b>Activity</b>	<b>Description</b>	<b>Gatsby Benchmarks</b>	<b>CDI Framework</b>
<b>Sep-22</b>					
01 September 2022	Year 7-13	Monthly Newsletter for KS3 and Weekly Newsletter for KS4 KS5	A newsletter detailing a Career of the Week, along with other age related activities including virtual opportunities is sent to students and their parents.	1,2	Create opportunities/ Manage Career
05 September 2022	Year 11	Year 11 Induction Day	Year 11 had a destinations lesson exploring all local Colleges, Sixth Form and talks on apprenticeships and T Levels.	1, 2, 3, 7	Explore Possibilities
05 September 2022	Year 11	Reflection on Work Experience	Students reflected on their work experience and updated their skills and activities log on Unifrog.	1, 3,	Grow through life
08 September 2022	Year 12/13	Alumni Visit - Medicine	Jess Rimmington Year 1 Medicine student from Univeristy of Nottingham came in to talk to prospective Medicine students in Year 12/13	3, 7	Create opportunities
13 September 2022	Year 12/13	Ask Apprenticeships presentation	Ask apprenticeships came in to talk about Higher and Degree apprenticeships with Year 12/13. Students were able to ask questions and learn about the application process and what is expected.	1, 2,5,	Explore Possibilities
<b>Oct-22</b>					
06 October 2022	Year 10	John Deere visit	Year 10 students visited the new John Deere site at Saxondale. Students were able to view the facilities and to learn about the John Deere apprenticeship programme.	5, 6	Explore possibilities
10 October 2022	Year 10-13	Nottinghamshire Police	Nottinghamshire Police came in to talk to students about the process for applying for the Police. Year 13 were given some useful advice and tips on applying.	1, 2, 5,	Explore possibilities/ Ma nage Career
11 October 2022	Year 8	Women in STEM Ada Lovelace Day	Ignite ran an Ada Lovelace day in person this year. Students learnt about Ada Lovelace and other female talented scientists. They took part in group activities and presented their work back to employers. Four female employees were present and students were able to ask questions about what had made them want to work in STEM. This was an external visit to the Boots site.	1, 3,4,5,6	Grow through Life, Create opportunities
13 October 2022	Year 11	University of Cambridge talk	Uni of Cambridge came in to talk to students about life at University and about applying to Oxbridge.	1, 2, 3, 7	Explore possibilities

17 October 2022	Year 10	Sygnature Pharma	Students attended a Sygnature presentation about how they use Chemistry in the workplace and students applied to do work experience with them. 7 students applied for 2 places.	1, 4,5,	Create opportunities
10-14 and 17-20 October 2022	Year 11	1-1 Careers Advice and Guidance Interviews with independent Careers Advisor for PP students	All PP students had a 1 hour 1-1 advice and guidance interview with an independent and impartial Careers Advisor. Action Plans were sent to students, parents, tutors, Head of Year and PP Lead.	1, 2, 3, 8	Grow through Life
31/10/2022 - 16-December 2022	Year 11	PDC lesson	Students have a 1 hour lesson per week for the half term as part of the PDC programme created by the Careers Leader: What does success mean to you? Hard and Soft skills reflection, Post 16 Options: A Levels/vocational/T Levels/apprenticeships/traineeships. Writing a personal statement for College applications, Post 16 Action Planning and Preparing for transition to Post 16 destinations. Talk from Ask Apprenticeships about technical qualifications.	1, 2, 3,	Grow through life, Explore possibilities, manage career , create opportunities, balance work/life/ See the big picture
<b>01 November 2022</b>					
02 November 2022	Year 11	Launch of Arkwright Scholarship - visit from James Kirk Alumni	Launch of Arkwright Scholarship - visit from James Kirk, former student who undertook the programme and is now employed as an Engineer with Tracsis.	1, 4, 5,	Create opportunities
22 November 2022	Year 11	Attendance at Expo Careers Fair Newark	150 students from Year 10 signed up to attend the Careers Fair at Newark Showground. Students had the opportunity to network with employers, FE Colleges, apprenticeship providers, Higher Education and a GAP year provider.	1, 2, 3, 5, 7	Explore possibilities
23 November 2022	Year 12/13	Professor from Uni of Nottingham	David Stefanysen came in to talk to students about studying Biology at University.	2, 4, 7	Create opportunities
21-25 November 2022	Year 11	1-1 Careers Advice and Guidance Interviews with independent Careers Advisor - SEND	All SEND students had a 1 hour 1-1 advice and guidance interview with an independent and impartial Careers Advisor. Action Plans will be sent to students, parents, tutors, Head of Year and SEND Lead.	8	Grow through life

Dec-22					
Jan-23					
9 January - 10 February 2023	Year 7-8	PDC lesson	Students have a 1 hour lesson per week for the half term as part of the PDC programme created by the Careers Leader: Year 7: Skills and how to evidence them, Dream job and interests, Why are extra curricular/enrichment activities important? Career Terminology. Year 8 - Skills and setting goals for skills development, extra curricular/enrichment activities - reflecting on how they develop skills, The changing world - Climate change, digital skills and conservation, favourite subjects - link to careers. Guest speaker for Year 8 - Nottinghamshire Police.	1, 2, 3	Grow through life, Explore possibilities, manage career , create opportunities, balance work/life/ See the big picture
9 January - 10 February 2023	Year 9-10	PDC lesson	Students have a 1 hour lesson per week for the half term as part of the PDC programme created by the Careers Leader: Year 9 updating of skills with a focus on teamwork and goal setting. Working as a team to develop a shampoo. Create a CV for your hero, how to choose KS4 options, and the positive and negatives of Post 16 pathways to suit the individual student. Guest Speaker Sophie Jones, Nottingham College Apprenticeship team. Year 10 Reflection on skills, activities and enrichment, CV writing, writing a letter of application, Post 16 Pathways, focus on Leadership skills, preparing for interview, applying for work experience, using network of contacts. Guest Speaker Ask Apprenticeships.	1,2,3	Grow through life, Explore possibilities, manage career , create opportunities, balance work/life/ See the big picture
17 January 2023	Year 11-13	Annual Careers Fair	We had 60+ providers in school to network with students in Year 11-13 students Universities, Colleges, Apprenticeship providers and employers attended to talk to students and parents about opportunities available to them. We were pleased to be back to full capacity of having a variety of people in school to network with students and parents.	1, 2, 3, 5,7	Explore possibilities, Manage career, create opportunities, work/life balance, See the big picture.
27 January 2023	Year 10-13	Robert Jenrick, MP	Students attended a talk with Robert Jenrick and had the opportunity to ask him questions relating to the decisions that the Government made on their lives.	1, 3, 4, 5	See the big picture



25 January 2023	9, 10, 11,12	Talk from DeMontford University	DeMontford University lecturers came into the Art Department to talk to students about the course they offer e.g Art and Design, Textiles etc.	2,3,4,7	Explore possibilities, manage career, create opportunities,
<b>Feb-23</b>					
10 February 2023	Year 13	NTU Meet the Employer event	Students visited NTU to meet employers who offer degree apprenticesh	2, 3, 7	Explore possibilities, manage career
February half term	Year 11	Sygnature Discovery Work Experience	4 students from Year 11 did their work experience at Sygnature Discovery learning about the work they do and how this relates to the Chemistry and Biology that they do in their lessons.	1, 2, 3, 4,5,6,	Explore possibilities, manage career, create opportunities, see the big picture
21 February 2023	Year 9	Options Information evening for students and parents.	SLT talk to students and parents about selecting their KS4 options, providing advice and guidance on completing the selection.	1, 3	Explore possibilities
22-23 February 2023	Year 9	Option Taster sessions	An opportunity for students to try out some of the subjects that they have not studied before e.g. Social Sciences etc.	1, 3	Explore possibilities, manage career,
<b>01-Mar</b>					
08 March 2023	Year 10	Trip to Farrans, A52 Gamston	Students from Year 10 went on a trip to meet with Farrans, Civil Engineers working on the new road and roundabout at Gamston. Students met staff and learnt about the career as a Civil Engineer and how the Highways team have to work with the local community when working in the area.	1, 2, 3, 5, 6,	Explore opportunities, See the big picture

16 March 2023	Year 11	1-1 Interviews	Year 11 PP/SEND student had 1-1 interviews with an external careers advisor.	1, 2, 3, 8	Grow through life, explore possibilities, manage career,
17 March 2023	Year 12	Trip HE Fair at King Power Stadium	All students in Year 12 went to a Careers Fair in Leicester which where there were providers from Universities and Degree apprenticeship providers	1, 2, 7	Explore possibilities, Create opportunities,
20 March 2023	Year 11	University of Oxford Talk	Students were given the opportunity to attend the University of Oxford talk.	1, 7	Explore possibilities, Create opportunities,
22 March 2023	Year 10	Royal Navy STEM Activity	Royal Navy came into School to do a rocket building activity with interested students from Year 10. Student made rockets and launched on the school field.	1, 3, 4, 5,	Grow through life, explore possibilities, manage career and create opportunities.
23 March 2023	Year 9	University of Nottingham Trip	Students who were interested in Law went on a trip to University of Nottingham. They attended a welcome event and had talks from a variety of students who were studying at University. They had a tour of the University campus.	1, 3, 7	Explore possibilities, Create opportunities,
29 March 2023	Year 10	Year 10 Mock Interview Day	We invited 30 volunteers into School to interview Year 10 students who all dressed for interview, had a CV and were prepared to be interviewed.	1, 3, 5,	Create opportunities
<b>01 April 2023</b>					
18 April 2023	Year 10	Visit to Nottingham College Electrical Engineering	Students went to Nottingham College campus to take part in an electrical engineering activity and also attended a welding workshop. Students met with lecturers and were able to ask questions.	1, 2, 3, 7,	Explore possibilities, Create opportunities
25 April 2023	Year 12	Experian trip	Year 12 students went to Experian to have a tour of the offices, learn how to work out their credit score, meet the apprentices and attend a CV workshop.	1, 2, 3, 5, 6,	Explore possibilities, Create opportunities, work/life balance and See the big picture.

26 April 2023	Year 10	Visit to Nottingham College - Mechanic	Students went to the London Road Campus and had a tour of the facilities and learnt how to remove a wheel and put a wheel back on a car.	1, 2, 3, 7	Explore possibilities, Create opportunities
<b>01-May</b>					
03 May 2023	Year 10	Launch of the Big challenge	NFFC and Ideagen in School to launch the Big Project. Workshops about the importance of Technology and how this is relevant in many careers.	1,2,3,6	Explore possibilities, Create opportunities
04 May 2023	Year 10	Nottingham College Construction	Students visited the Basford Hall site to view the facilities and meet the tutors for bricklaying and construction.	1, 2, 3, 7	Explore possibilities, Create opportunities
12 May 2023	Year 10	Big Challenge Workshops	STEM workshop run by NFFC and Ideagen	1,2,4,5	Explore possibilities, Create opportunities
<b>01 June 2023</b>					
June- July 2023	Year 11	1-1 meetings with parents and students	Meetings with students who were not engaging with Post 16 destinations.		Grow through life
<b>01 July 2023</b>					
03 July 2023	Year 11/12	Preparing for Work Experience	Presentation on how to prepare for Work Experience.	1, 3,	Grow through life
12 July 2023	Year 11	Prefect Interviews	Year 11 Prefects applied for the role as Leaders, had an interview and were appointed.	1, 5	Grow through life,
10-14 July 2023	Year 12	Work Experience	Students out on work experience for the week.	1,2,3,6	Explore possibilities, Manage career, create opportunities
17-21 July 2023	Year 10	Work Experience	Students out on work experience for the week.	1,2,3,6	Explore possibilities, Manage career, create opportunities

17 July 2023	Year 10	John Deere trip	Students who were not on work experience visited the John Deere factory at Langar to have a tour of the facilities, see the products they sell and see how technology has changed the careers in the agricultural industry.	1,2,3,5	Explore possibilities, Manage career, create opportunities
18 July 2023	Year 10	Newark College - Air and Space Centre	Students visited Newark College to have a tour of the facilities and met with the course lecturers for the Air and Space Centre. Students had an opportunity to go on the flight simulator.	1, 2, 3, 7	Explore possibilities, Manage career, create opportunities
19 July 2023	Year 10	Belvior Farms	kitchen in Bottesford making Fruit Cordials.This has now grown to an international business supplying not only Supermarkets, Harrods, Selfridges, but also exports to other countries. Students had a tour of the factory seeing how the drinks are made in massive vats and also the packaging process on the line. Students met the Operations, Manger, Marketing Manager and	1, 2, 3, 5	Life, Explore possibilities, manage career, create opportunities
17-21 July 2023	Year 10	Virtual Work Experience	Students who were not on in person work experience were in a computer room updating their CV, skills and activities on Unifrog and doing some careers research. Students also had the opportunity to do some virtual work experience with Springpod.	1, 2, 3, 5	Explore possibilities, Manage career, create opportunities
21-Jul-23	Year 12	Year 12 Alumni Day	8 of our Alumnus came back into Sixth College to meet with Year 12's. This was a speednetworking event. Students were in mentor groups with their Sixth Form mentor and each member of the Alumni rotated around the groups. There were a mixture of students who either went to University or did a degree apprenticeship. The Alumnus spoke about the application process and what they do now and students were able to ask questions.	1, 2, 3, 5	Explore possibilities, Manage career, create opportunities

FF September 2023