



Toot Hill School and College

Careers Education and Information, Advice and Guidance (CEIAG) Policy September 2021

School Lead: Fiona Farmer

Governor Lead: Sarah Szulczewski

Approved

Date of next review September
2022

Signed by Chair of Governors or Chair of Committee:

Sarah Szulczewski

Date: 14 September 2021

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INTRODUCTION

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

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 careers education from Year 7 to 13 and to give students access to careers information and impartial 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.

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 College will work towards the Gatsby Benchmarks. 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 Nottingham 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.
- To recruit former students 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 the child.

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

Careers Leader is Fiona Farmer
 Admin Support is Liz Seingier and Sophie Jones
 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. Delivery is focussed at key transition points:

- Key Stage 3 – Identifying strengths, self-reflection of transferable skills, making well informed decisions.
- Key Stage 4 - Destination Planning – College, Apprenticeship, Traineeship, T Levels and other education/training
- Key Stage 5 – Destination Planning – University, Apprenticeship, Employment, GAP year.

The CEIAG programme includes Careers Education as follows: -

- Completion of Careers Work Books which are embedded into the Personal Development Curriculum active tutoring programme.
- Aspirations Workshop – What could I be? Exploring Career aspirations in tutor time in Year 7-11.
- Inspirational Guest Speakers in School covering a variety of careers and pathways – Year 7-13 – 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
- 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.
- Career Ambassadors in each year group.
- 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 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 as a member of the CDI abides by the Code of Ethics.

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.

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.

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 and 8 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. Careers books are provided to every student with age related work on Unifrog. 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 Year 10 Careers Ambassadors take a lead role in providing feedback and shaping the current careers provision and what they think it should look like in future.

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. This will take place either in person or via Teams across all year groups.

Activities Week – Try something new – Year 7: 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.

Careers Newsletter: All students and parents in Year 7-8 receive a monthly Careers Newsletter. This features age related opportunities, Career of the Month, Skill of the Month and Subject of the month. We also feature an Alumni feature and a staff spotlight.

KEY STAGE FOUR

Tutor 1-to-1s: Tutors may refer students who need specific careers advice to the appropriate party. 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 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 January 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 identify students, including those with specific needs. Specific needs will include SEND, Looked after Children and Pupil Premium students. Support is given with personal development planning and with applications for college/apprenticeships.

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.

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.

Alternative College evenings are advertised on noticeboards, school website and in the Careers Newsletter. Students also attend an Induction Day before starting at Toot Hill Sixth Form College. Students who pursue an alternative route have approved time off to attend interviews.

Year 10 Careers Ambassadors: Year 10 Careers Ambassadors are recruited each year to feed back on the Careers provision and to work with the Year 11 prefects on raising the profile of the Careers work in School. The Careers Ambassadors also work with an external Business mentor. The Ambassadors help shape and enhance the current careers provision.

Sixth Form have Subject Ambassadors who are responsible for developing the Subject Societies in Sixth Form and disseminating this through lower School. They work with the subject teaching staff and the Careers Leader.

Careers Newsletter: All students and parents in Year 9-11 receive a weekly Careers Newsletter. This features age related opportunities, Career of the Month, Skill of the Month and Subject of the month. We also feature an Alumni feature and a staff spotlight. We provide details of virtual/on-line opportunities and also details of Open Days etc. We also feature part time jobs and apprenticeship vacancies.

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 when students are in Year 13.

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, Career of the Month, Skill of the Month and Subject of the month. We also feature an Alumni feature and a staff spotlight. 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, Newark Employability Network, and regular School Forum Meetings in addition to being a member of both the Bingham Business Club and the Newark Business Club. Responsibility for keeping up to date on legislation lies with the Careers Leader and is gained by regular training about new developments in CEIAG. The school has the Quality in Careers Standard Career Mark Gold and this will be reaccruited in 2023. Toot Hill School will also be the Leading School in the South Nottinghamshire Careers Hub from September 2021.

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.

PARENT UPDATE

Parents are kept up-to-date with the policy via the weekly Careers Newsletter, regular parent evenings and Student Review Day. Feedback is requested from parents. 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 2021

Review and evaluation in September 2022.

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 required for life. They will be able to self-evaluate their transferable skills and be able to demonstrate these to an employer. They will be inspired to make the most of their life choices. Science, Technology, Engineering Maths careers will be promoted to all students. 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 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 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 2021
To be reviewed in September 2022

Policy Statement on Provider Access

Introduction

This policy statement sets out the School's arrangements for managing access of providers to pupils at the School for purpose of giving them information about the provider's education and training offer. This complies with the School's legal obligations under Section 42B of the Education Act 1997.

Toot Hill School and College hold the Careers in Quality Standard Career Mark and have a stable Careers Plan in place working towards the Gatsby Benchmarks. The School has a large network of contacts and providers are actively invited into the School and College on a regular basis. The Careers Plan at the School is continually reviewed and improved.

Pupil Entitlement

All pupils in years 7-13 are entitled:

- To find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical information and apprenticeships – through option events, assemblies, workshops and group discussions.
- To understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact, Mrs Fiona Farmer, Careers Leader, on 01949 863068 Email: ffarmer@toothillschool.co.uk

Opportunities for Access

A number of events, integrated into the School Careers Programme, will offer providers an opportunity to come into School to speak to pupils and/or their parents/carers.

Careers Events

Year 11-13 Careers and Networking Fair – Wednesday 19 January 2022.

Year 10 – Mock Interview Day – Wednesday 23 March 2022

Guest speakers are welcome all year round.

Please see the attached programme of events at Toot Hill School.

Please speak to the Careers Leader to identify the most suitable opportunity for you.

Premises and Facilities

The School has facilities available for providers to come into School to speak to students. There is a main hall in both the School and College for presentations. Classrooms and smaller meeting rooms are also available as required. The School will make available AV equipment for presentations. This will be advised and discussed prior to the visit.

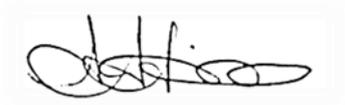
Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the Careers Leader. The resources are available to students at lunch and break time. The School also has a Virtual Careers Library and the use of the Unifrog website that offers many useful links for both students and parents. Details

of taster events, Open Days and latest news is posted in the Weekly Careers Newsletter to students and parents and via the Daily Bulletin to students.

Approval and review

Approved September 2021 by Governors at Curriculum and Standards Committee

Next review: September 2022



Signed by Sarah Szulczewski
Chair of Governors



Signed by Dr C Eardley
Head Teacher

TOOT HILL SCHOOL CAREERS PLAN - SEPTEMBER 2021 - JULY 2022

Year 7 Getting to Know Me		Year 8 Subject and Career Research		Year 9 Making a Decision		Year 10 - Career Planning		Year 11 Post 16 Destination Planning	
Autumn Term		Spring Term		Summer Term		Outcomes			
Year 7									
<p>Students are able to reflect on themselves and self evaluate their transferable skills. Students are aware of the importance of extra curricular activities and how these contribute to personal development. Students are aware of their characteristics and what types of careers would be suitable. Students will research a variety of careers and pathways.</p>	<p>Settling into Toot Hill School, Guest Speakers, Application for Ambassador role</p>	<p>Self awareness and evaluation of transferable skills and setting targets for development. Identifying favourite subjects, importance of enrichment and researching a variety of careers and pathways. Leadership responsibilities eg student Voice opportunities. STEM Activities with employers. Enterprise opportunity of having a stall on a YouNG market. Opportunities to attend talks from Guest Speakers. Students will learn about the importance of checking school email accounts and learn about email etiquette. Introduction to Unifrog, logging transferable skills and activities.</p>	<p>Guest speakers. Unifrog training/intervention if required. Transition to Year 8.</p>	<p>Students are able to self reflect on themselves and identify their skills and qualities and how these will be useful in the working world. Students will be aware of opportunities on offer and how important it is to be proactive in their learning. Students will also know more about themselves by doing the Interest quiz and will be able to relate to some possible careers that could be suitable to them. Students will also know how to research a variety of careers and where their subjects can take them. Students will get the opportunity to meet guest speakers on-line or in person. Students will receive an age related monthly Careers Newsletter featuring Career of the Month.</p>					
Year 8									
<p>Continue with self reflection and evaluation of skills and qualities and recording activities both in and out of School on Unifrog. Students will increase their research skills on a variety of careers and career pathways. They will also understand more about Career terminology, the recruitment process and the changing world of careers.</p>	<p>Settling into Year 8. Guest Speakers, Application for Ambassador role</p>	<p>Unifrog subject research exploring the link between a subject and a variety of careers. Exploring GCSE's, vocational, T Levels and apprenticeships. Learning about career terminology and the recruitment process. Exploring the changing world of jobs. Meeting with guest speakers.</p>	<p>Guest Speakers, Unifrog training/intervention if required and Transition to Year 9.</p>	<p>Students are able to research a subject and identify the types of skills required and the types of jobs available linked to the subject. Students will have the opportunity to apply for positions of responsibility e.g. Student voice representatives for their year group and put their entrepreneurial skills into practice by holding a stall on a YouNG market. The money raised can be donated to charity or can be profit for the business. Students will do further charity fund raising to develop their work in the community. Students will know some of the terminology used in recruitment and more about the process. Students will know about vocational qualifications and how these differ to GCSE's. Students will receive an age related monthly Careers Newsletter featuring Career of the Month.</p>					
Year 9									
<p>Continuing with self evaluation of transferable skills and updating activities. Students will be equipped with the skills and knowledge to be able to make well informed option choices for a Year 10 start. Students will continue with their subject and careers research enabling them to make thoughtful and well informed decisions. Students will make decisions that are suitable to their individual needs and will be aware of the impact this will have on their future. Students will build their knowledge of the Labour Market information locally and nationally. Year 9 students get the opportunity to apply for the role of YouNG Ambassador to start in Year 10. This is an opportunity for a student to get paid work representing the School. Students also get the opportunity to represent their tutor group by Student Voice. Students will produce their CV on Unifrog reflecting on the transferable skills and qualities they have developed. Students will also learn about the importance of networking and how this can help them get work experience in Year 10. Students will continue with subject and careers research throughout Year 9 and will know how to navigate labour market information on Unifrog being able to identify which jobs have a positive growth and which jobs are declining. Students will be saving their records of achievement in the Unifrog locker. Students receive a copy of the Careers Newsletter weekly to encourage them to be proactive in developing their skills and knowledge. The Newsletter has LMI, on-line opportunities and other age related information.</p>	<p>Settling into Year 9, Guest Speakers, Application for YouNG Ambassador role and Student Voice role in School.</p>	<p>Students will continue to develop their self awareness skills by drafting out a CV detailing their subjects, transferable skills and enrichment activities/achievements. Students will continue their research on Unifrog and will be signposted to wider reading linked to their subject area. Students will start to think about applying for work experience and will brainstorm their network of contacts exploring whether they will be able to help them with finding work experience. Students will research a variety of careers on Unifrog and will access labour market information informing them whether it is a growing or declining industry. Students will have the opportunity to meet guest speakers on line and in person.</p>	<p>Launch of Social Media Ambassador role working for the Trent Bridge Community project. Students to apply and attend a formal interview to become the Toot Hill YouNG Ambassador. This is a paid role representing the school and developing employability skills. Guest Speakers, Unifrog intervention training if required. Transition to Year 10.</p>	<p>Students will be able to demonstrate their transferable skills, activities and aspirations on a CV. Students will be able to identify their network of contacts. Students will explore a variety of careers and will be able to access up-to-date LMI on Unifrog. Students will know which jobs are declining and which are growing enabling them to make an informed decision on their career pathway. Students will develop confidence and knowledge by meeting with guest speakers and be able to access trips to employers. Students will have opportunities to apply for positions of Leadership/responsibility.</p>					
Year 10									
<p>Career Planning in Year 10 will further enhance exploring and researching subjects and career pathways. Student will continue with self evaluation of their skills and their knowledge. Students will start to research and plan a Post 16 destination. Students will have the detailed knowledge of how they can use their transferable skills in the workplace. Students will take part in a Mock Interview Day with employers and will apply and go out on work experience. Students receive a weekly Careers Newsletter highlighting on-line opportunities and LMI information. EVENT: YEAR 10 MOCK INTERVIEW DAY - HELD DURING THE SCHOOL DAY - MARCH 2022</p>	<p>Settling into Year 11, Guest Speakers, Unifrog training where required. Application for Ambassador role. Students will have the opportunity to visit the Expo Careers Fair held at Newark Showground.</p>	<p>Students will finalise their CV on Unifrog for the Year 10 Mock Interview Day. All students will have 1-1 interview with an employer and will showcase their transferable skills. Following the Interview Day students will reflect on the feedback and amend their CV accordingly. Students will apply for work experience writing letter/emails of application and sending their CV's. Students will be advised on how to use their network of contacts and how to continue to develop their contacts. Students will do the Personality Quiz to explore how they have developed from KS3 to KS4. Work on researching Careers and Subjects will continue and students will continue exploring Post 16 destinations/pathways. They will be developing their plan for aspirational, solid and back up plan. Students will be coached in making the most of opportunities and taking part in webinars and virtual work experience.</p>	<p>Students will be out on work experience for 5 days. Guest speakers will continue along with visits to FE Colleges and Universities. Unifrog intervention/training when required.</p>	<p>Students will know how to write a CV and be able to demonstrate their interview skills with an employer. Preparation for the Interview Day will develop their confidence and give students the opportunity to reflect on their transferable skills and their aspirations for the future with an employer. Students will have done work experience for 5 days which will have developed their transferable skills further and enable them to evaluate their aspirations for the future. They will be confident about selecting a Post 16 pathway as they will have had the opportunity to go on visits and to Careers Fairs during school time and will have listened to many guest speakers over their years at School. Students will have a draft plan for their future destination and be ready to move to Year 11.</p>					
Year 11									

<p>Destination Planning will take place in Year 11 with students having a Plan A and Plan B in place. Students will have a clear and sustainable destination relevant to their own needs, capabilities and aspirations. Year 11 receive a weekly copy of the Careers Newsletter which provides details of College open evenings, apprenticeship vacancies, part time jobs and other age related information. EVENT: YEAR 11-13 CAREERS FAIR -HELD IN THE EVENING - JANUARY 2022.</p>	<p>Application for Prefect, Unifrog training where required. 1-1 Advice and Guidance Interviews, Opportunities to apply for virtual work experience out of school time. Students will be encouraged to do wider reading for transition to Post 16 and to take part in virtual opportunities. Students will reflect on their work experience and update their CV.</p>	<p>Students will have the opportunity to attend the Careers Fair here at Toot Hill where they can talk to a variety of employers, apprenticeship providers, Further Education Colleges including T Level providers and Universities about career pathways. Students will be able to find out about degree apprenticeships too. This will help students to link their KS5 choices to a post 18 career pathway. Students will use Unifrog to log their Plan A and Plan B destination. This will be reviewed by the tutor ensuring that the student has made an informed decision. Students in Year 11 will have a 1-1 meeting with a mentor/member of SLT. Mentors/Senior Leaders will refer students who need additional support to the Level 6 qualified Careers Adviser. Vulnerable/PP students will all have a 1-1 interview with the qualified Careers Adviser and students and parents will be able to refer too. This can be done by email or by calling into the Careers Office.</p>	<p>1-1 Advice and Guidance interviews will take place with students throughout the Summer. Support will be provided with college applications and transition. All students will have a sustainable destination in place by May.</p>	<p>Students will be able to demonstrate their transferable skills to employers/Sixth Form/Colleges at interview. They will know how to apply to College and apprenticeships and have support where needed. Students will be well informed about all career pathways and be able to communicate a Plan A and Plan B destination to suit their individual needs. Students will be confident independent learners ready for the transition to KS5/FE, T Levels, apprenticeships. Students will be proactive in searching for opportunities to enhance their knowledge and experience e.g. Masterclasses, webinars, virtual work experience.</p>
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Sixth Form College

See Toot Hill College Sixth form PDC

FF September 2021

The Careers Programme is evaluated and reviewed annually via feedback from stakeholders and will be updated in September 2022.