



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.
- To promote The Toot Hill Way and our core values – Belonging, Excellence and Opportunity.
- To promote Character aims by our Pride values - Purpose, Responsibility, Integrity, Determination and Empathy.

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 and into Higher Education/employment.
- 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 October 2025 – 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 2024

To be reviewed in September 2025

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Toot Hill School and Sixth Form College

Careers Education and Information, Advice and Guidance (CEIAG) Policy September 2024

School Lead: Fiona Farmer

Governor Lead: tbc

Approved

Date of next review September
2025

Signed by Chair of Governors or Chair of Committee:

Date: 4 September 2024



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.

All year groups have a guest speaker each year and KS4 and KS5 have speakers delivering talks about apprenticeships and Technical qualifications too.

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, Local Partnership Group, the Newark Employability Network, Enterprise Coordinator, Enterprise Adviser and the local community of Bingham. There are a variety of employers who work in partnership with the school, in addition to local Colleges, Apprenticeship Providers and Universities. Toot Hill

School offers work experience to all students in Year 10 and 12 and the Health and Safety checking is done through Unifrog.

- Unifrog is an impartial Careers Platform available to students from Year 7 to 13.
- 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 Programme.
- 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 sending out the weekly Newsletter each week and other communications when needed.
- To promote The Toot Hill Way and our core values – Belonging, Excellence and Opportunity.
- To promote Character aims by our Pride values: - Purpose, Responsibility, Integrity, Determination and Empathy.

The CEIAG policy is underpinned by the School's provision for the 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, Free School Meals, EAL 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 (maternity leave Sept 2024 – Sept 2025. In her absence Steve Brown, Deputy Head Teacher will be the Senior Leader.
- 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 focused 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.

Careers advice: Available from the school's network of employers. Colleges, apprenticeship providers and universities and guest speakers. Impartial advice is available from the School's Career Adviser who is a member of the CDI and abides by the Code of Ethics. All members of staff are impartial as the ethos of the school is to ensure that students get where they want to be by making an informed decision. 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 option 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 considered 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.

Career of the Week

Every week tutors talk to their tutees about a Career of the Week which is set by the Careers Leader. This has information on the job role, skills and qualifications required and details of salary and whether it is a growing industry. This is an important way for tutors to get to know their tutees and their interests and aspirations for the future.

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.

- 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 Post 18 for example going to University, Higher Apprenticeship/Degree apprenticeship, GAP year 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. Suitable adjustments are made for students with additional needs ensuring this is accessible to all. This is a positive day for students and helps prepare them for applying for and going on work experience later 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. The School provides a list of employers who will take students on work experience and the student decides where they want to go and sends a copy of their CV with an email of application.

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 too.

Alternative Further Education 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 10-11 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
- Volunteering in the community, one afternoon per week.

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, 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. Our first evaluation was in 2016.

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 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 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 2024

Review and evaluation in September 2025.

Toot Hill School and Sixth Form

Work Experience Policy

Title of Policy	Work Experience
Date of adoption of policy	September 2024
Originator	Fiona Farmer
Date of Review	September 2025
Additional Information	Throughout this policy Parents refers to Parents/carers

Introduction

In line with the Education Act 1996, we believe in providing students with learning opportunities which aim to equip them for adult life. The school strives to introduce students to a range of teaching and learning opportunities, which offers them practical experience in many aspects of life. For many students, active learning is the key to motivation and has an impact on other aspects of their school life. Work experience is an integral part of our Key Stage 4/5 programme and offers students a valued opportunity to practice key skills and career management skills learned in other areas of the curriculum. The programme allows a tailored approach to students' learning needs. The programme includes target setting and action planning as the norm and allows teachers to individualise the programme according to ability. This approach ensures that students are able to link the skills they learn at school to the requirements of the employer.

The Context for the programme

In developing the programme, we have taken the following documents into consideration:

- Section 351 of the 1996 Education Act requires schools to provide a balanced and broadly-based curriculum, which **prepares pupils for the opportunities, responsibilities and experience of adult life.**
- DCSF Work Related Learning Guide
- Work Related Learning and the Law, DfES 2004
- 14 to 19 Opportunity and Excellence
- Changes to KS4 Curriculum
- School Development Plan
- Annual subscription to Unifrog for on-line Health and Safety checking.

The Aims of the Programme

Work experience placements are regarded as a means of achieving learning outcomes. There are five main curriculum areas to which the work experience programme is linked. These are:

- Employability and Key Transferable Skills
 - Careers Education, Information Advice and Guidance
 - Vocational Courses
 - Personal and Social Education
 - National Curriculum and other subjects
1. **Employability and Key Skills** – insights into transferable skills and attitudes required by particular sectors and employers and an opportunity to develop, practice and demonstrate key skills in a work setting, in particular recognising hazards, assessing and controlling risks, working with others, ICT skills and improving own learning and performance.
 2. **Careers Education, Information, Advice and Guidance** – a better understanding of changes in the world of work and the implications these have for their own careers.
 3. **Vocational subjects** – a better understanding of vocational areas being studied, the opportunity to investigate real examples for coursework and the opportunity to gather evidence of vocational skills developed.

4. **Personal and social development** – development of increased maturity, with improvements in aspects such as motivation, self-confidence and interpersonal skills.
5. **General subjects** – opportunities for students to enhance their understanding of the national Curriculum, develop a practical understanding of a range of issues involving health and safety, economic and business issues, citizenship and environment and moral and social education.
6. **The Toot Hill Way – Personal Development** – Students will be able to transfer the behaviours they learn in School by engagement with the Toot Hill Way into the work place.

Student Entitlement – Year 10 and 12

Our students are entitled to receive:

- Five days of work experience appropriate to their learning needs
- A learning programme designed to prepare them for the placement
- Guidance to support their choice of placement.
- An opportunity to set individual learning targets for their placement.
- **Both students and parents have a right to expect that all precautions will be taken to ensure that individual's health and safety will be paramount during all stages of the work experience placement.**

* Parents should be aware that the school will not accept any applications for holiday leave during the school's designated work experience weeks.

Programme Outline

A five-day work experience activity will take place in July and involves all Year 10 and Year 12 students.

Year 12 students – 14-18 July 2024

Year 10 – 21-25 July 2024

Programme Delivery

December	Work experience programme launched in Year 10 and 12 during Personal Development Programme.
January onwards	Tutors/Mentors prepare students and guide them in making choices.
January onwards	Students decide where to go using contacts in their own network, parents and by exploring the School list of work experience placements. Tutors and the Careers Leader and Careers Assistant will support with promoting placements to students.
January – 30 June 2025 (deadline)	Students contact employers by letter, email, visit or phone call and send a copy of their CV.

	<p>Once they have secured a placement, the employer receives a formal letter from the school confirming details.</p> <p>The Health and Safety checking is done on Unifrog. The student needs to complete the information on Unifrog followed by the employer answering the Health and Safety questions and providing a copy of their Employers Liability Insurance. Parents will be asked to approve via Unifrog. The Careers Leader will approve if they are happy with the information provided ensuring that the placement adheres to the Safeguarding Policy of the school.</p> <p>On approval the employer and parent will be sent confirmation of the approved placement.</p> <p>The Careers Leader and Assistant will progress the prompt completion of information by the employer and parent.</p>
April-June	Tutor/Careers team focus on students who have not found a placement. Additional support to be put into place.
July	Students go out on work experience and are contacted by a member of the school team.
July	Work experience logs to be completed by students and employers to provide feedback on completion of work experience.
July-September	Employers receive thank you letters from students and the school. Students reflect on their experience, update Unifrog with newly developed transferable skills and update their CV.

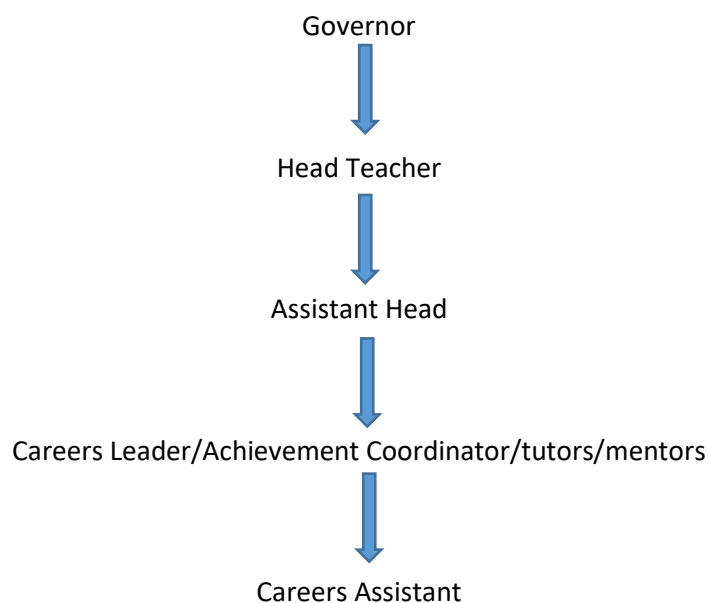
Preparation Programme

Work experience is launched to students during their Personal Development Curriculum lesson in Half Term 2. Students also have a lesson in CV writing. Continuous mentoring and coaching take place weekly by the tutors/mentors and students are able to drop into the Careers Office at lunchtime/breaktime. Final preparation takes place during active tutoring in June/July.

Equal Opportunity for all students

All students are given an equal opportunity to access the preparation before and debriefing after Work Experience. All students are given an equal opportunity to access placements. Every student is entitled to one week of work experience. Work experience is seen as an effective means of challenging stereotypical choices. Students are encouraged to try activities, which would not normally lie within their scope of interest.

Roles and Responsibilities



Our governors have responsibility for ensuring that we meet our requirements under the law for maintaining health and safety and curriculum requirements.

Our Head Teacher is responsible for ensuring adequate resources are available.

The Careers Leader in conjunction with the Achievement Coordinator/mentor is responsible for ensuring the programme is developed and delivered in an integrated way across the entire curriculum. They are also responsible for all aspects of programme delivery including developing the learning programme, ensuring health and safety and policy production.

The Careers Assistants are responsible for all communications with parents and employers and for maintaining records of student placements.

Cross references

This policy has taken into consideration and has links with the following:

- Teaching and learning policy
- Equal opportunities policy
- Staff development policy
- Health and Safety policy
- Careers Education, Information, Advice and Guidance policy
- Personal, Social and Health Education Policy
- Citizenship policy
- Enterprise policy
- Careers Programme
- Assessment, recording and reporting policy
- Student support, guidance and welfare
- Departmental policies and schemes of work

- Special Needs policy
- Pupil Premium Policy

Health and Safety

All students **must** be placed in work experience placements, which have been health and safety checked by the Careers Leader on Unifrog. This will ensure that the safety of students is maintained whilst they are on Work Experience. The Careers Leader will ensure that the employers concerned have Employers Liability Insurance and robust systems in place for ensuring that the safety of learners is ensured.

No student will be allowed to go on a work experience placement unless it has been health and safety approved in advance by the Careers Leader. Any issues or concerns will be discussed with SLT/Head Teacher. Any placement organised by a parent and taking place with an employer which does not go through the school's procedures for gaining health and safety approval will be deemed by the school and the LEA to be unauthorised absence.

Health and safety issues are covered in the taught programme which all students receive.

Links to student guidance and development

Work experience is an integral part Careers provision delivered by Toot Hill School and Sixth Form. It is the culmination of five/seven years of CEIAG. In Year 11 students are encouraged to use what they have learnt in previous years to inform their planning for their transition to Post 16. Year 12 use their learnings to make an informed decision in respect of their Post 18 destination.

Assessment, recording and reporting

The student work experience log on Unifrog is used to set and review individual learning targets. This process contributes to the overall individual learning planning process in the school. Students work experience is recorded on Unifrog and students update their transferable skills and CV after their work experience.

Links to subject departments in order to enhance student's knowledge and skills

Correct completion of the Work Experience log on Unifrog is a requirement for all students. Any feedback or references should be stored in the student locker.

Arrangements for assessment, recording and reporting

Work Experience is reported on as part of the student's progress reports under Careers. Students self-assess their Work Experience. The employer's evaluation of the student performance is also used to assess performance. Evidence of Work Experience will also form part of their progress file on Unifrog.

Evaluation

All students are visited / contacted by school staff whilst they are on placement. Staff are required to provide informal feedback and evaluation after the visit / contact and complete a report in cases of excellent student work or to outline any causes of concern. The Careers Leader will keep a record of the feedback provided.

Policy Processes

This policy will be reviewed annually in the Autumn term. This review will involve the Assistant Head Teacher and Careers Leader.

This policy was endorsed by the governing body on: 1 October 2024

Chair of Governors Signature:



Head Teacher Signature:



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 2024

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.

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 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 Steve Brown, Deputy Head Teacher sbrown@toothillschool.co.uk

Steve Brown 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 2024

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

UPDATED SEPTEMBER 2024

Nottinghamshire Police

Loughborough College

Plus, many employers

Destinations of previous pupils from Toot Hill School

Apprenticeships – Hair, Engineering, Catering etc

Nottingham College

Newark College

Brooksby College

Brackenhurst

Lincoln College

Loughborough College

Toot Hill Sixth Form College

Rushcliffe School

West Bridgford School

ASI

Southwell Minster

Destinations of previous pupils from Toot Hill Sixth Form College

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

University

GAP Year

Employment

Fiona Farmer, Careers Leader, ffarmer@toothillschool.co.uk

September 2024

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE - SEPTEMBER 2023 - JULY 2024

EVENT LOG

Date	Year Group	Activity	Description	Gatsby Benchmarks	CDI Framework
September 2023					
01 September 2023	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
15 September 2023	Year 11	Reflection on Work Experience	Students reflect on their work experience and updated their skills and activities log on Unifrog.	1, 3,	Grow through life
26 September 2023	Year 12/13	Trip to Experian	Students visited Experian to find out why credit scores are important and how they can improve their score. Students also met some of the apprentices and had a tour of facilities.	1, 2, 4, 5, 6	Grow through Life
28 September 2023	Year 9	Trip to Flintham Show	Students visited the Show to find out about a variety of careers in the agriculture industry. Bingham is a rural area and the farming community is keen to promote careers in agriculture to students.	1, 2, 3, 4, 5,	Explore Possibilities
October 2023					
12 October 2023	Year 10	Army	30 students in Year 10 took part in a team building event and attended a STEM presentation.	1, 2,3, 5,	Explore possibilities
10 October 2023	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, Explore opportunities
26 October 2023	Year 11	Arkwright Scholarship Launch	Students who are interested in Engineering attended a presentation on the launch of the Arkwright Programme. One of our former students came back into School to tell the students about his experience of being involved in the programme.	1, 4,5,	Create opportunities
16-20 October and 23-27 October 2023	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
November 2023					
06 November 2023	Year 13	Ask Apprenticeships talk	Year 13 students attended a presentation from Ask Apprenticeship on the levels of apprenticeship, how to apply and some tips on being successful.	1, 2, 3, 5, 7	Explore possibilities

08 November 2023	Year 11	Oxbridge talk	University of Oxford came into talk to students about why applying to Oxbridge is a good idea and how it differs from other Universities. Students learnt more about life at University life and the types of subjects they can study.	1, 2, 3, 7	Explore possibilities
14 November 2023	Year 10	Ask Apprenticeships talk	Ask apprenticeships came in to talk to Year 11 about apprenticeships/technical qualifications.	1, 2, 3, 7,	Explore possibilities
13-16 November 2023	Year 11	1-1 Interviews with Careers Advisor	1-1 interviews for Year 11 continue	1, 2, 3, 8	Manage Career
15 November 2023	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
6 November - 15 December 2023	Year 10 and 11	Careers lessons as part of the PDC	Students in Year 10 had Careers lessons focused on skills, activities and enrichment, exploring Post 16 pathways and the pros and cons, CV writing, applying for work experience, exploring network of contacts. Year 11 students reviewed and recorded their skills, activities and enrichment including super curricular. They learnt more about all Post 16 pathways and started an action plan to get them to where they then wanted to be Post 16.	1, 2, 3, 4, 7	Grow through life, Manage Career, Explore Possibilities
13 November 2024	Year 10-13	Derek Brown, Investment Banker guest speaker	Students who are interested in Finance signed up to attend a talk with Derek Brown who is an investment Banker in London. Derek talked about his career pathway and gave some hints and tips on how to be successful.	1, 2, 3, 4, 7	Explore possibilities, manage career, see the big picture and growth through life.
21 November 2024	Year 10-13	University of Leicester - Careers in Mental Health	University of Leicester came in to deliver a talk promoting the skills gap in recruitment in mental health careers.		
28 November 2023	Year 11	Ask Apprenticeships	Students had Ask apprenticeships in their lesson to talk about technical qualifications including apprenticeships and T Levels. Students had the opportunity to ask questions.	1, 2, 3, 4, 7,	Explore possibilities
December 2023					
7 December 2023	Year 11-13	Careers and Networking Fair	60 employers, apprenticeship providers, Universities and FE Colleges came into School in the evening to meet with students and their parents. Students learnt about a variety of destinations.	1,2, 3, 4, 5, 7	Explore possibilities, manage career, grow through life, See the big picture.
11 December 2023	Year 10	Think Big Assembly STEM	Year 10 students attended an assembly about careers linking careers in sport with technology. Students who were interested in finding out more about careers in this area attended an activity run by an employer - NFFC/Ideagen.	1, 2, 3, 4, 5, 6,	Explore possibilities
January 2024					

8 January - 9 February 2024	Year 7-9	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. Year 9 updated their skills with a focus on teamwork and goal setting, working as a team to develop a shampoo, created a CV for a hero, how to choose KS5 options and the positive and negatives of Post 16 pathways. All year groups had a guest speaker.	1, 2, 3, 4, 5, 7	Grow through life, Explore possibilities, manage career, create opportunities, balance work/life/ See the big picture
17 January 2024	Year 10	Cooking demonstration from Royal Navy Catering team	The Royal Navy came in to do a cookery demonstration for Food Technology students. The students were provided ingredients to create their own menu. The students had the opportunity to try each others creations at the end of the session.	1, 2, 3, 4, 5, 7	Explore possibilities, manage career, create opportunities,
17 January 2024	Year 8	E-On	Enterprise Adviser, Sarah Everington from E-On did a talk to all Year 8 students about her own career pathway and how she made decisions. She also talked about the job she does for E-On and what it is like to work for them. Students had the opportunity to ask questions.	1, 2, 3, 4, 5,	Explore possibilities, manage career, create opportunities, work life balance
24 January 2024	Year 9	Nottingham College	Sophie Jones from Nottingham College spoke to students about the job she does at College and about the types of courses on offer at Further Education Colleges. Sophie also talked about what an apprenticeship is	1, 2, 3, 4, 5, 7	Explore opportunities, manage career, create opportunities
25 January 2024	Year 13	E-On	E-On came in to talk to Year 13 students who are interested in degree apprenticeships. Sarah talked through the application process and gave some hints and tips for applying.	1, 2, 3, 4, 5, 7	Explore opportunities, manage career, create opportunities
29 January 2024	Year 13	Ask Apprenticeships	Ask Apprenticeships came in to run a Mock Assessment Centre for the students who are interested in degree apprenticeships.	1, 2, 3, 4, 5, 7	Explore opportunities, manage career, create opportunities
31 January 2024	Year 11	1-1 Interviews	The Careers Leader ran some 1-1 advice and guidance appointments for SEND students.	1, 2, 3, 8	create opportunities, manage career, see the big picture
February 2024					
01 February 2024	Year 7-8	Trip to Newark College	We took 15 PP students to Newark College to learn about careers in Air and Space and Construction. Students took part in taster sessions.	1, 2, 3, 4, 7	Explore possibilities, manage career
06 February 2024	Year 8	STEM Roadshow at Wollaton Hall	The whole year group were asked to sign up to a trip to the STEM Road show. 100 students went on the trip.	1,2, 3, 4, 5, 7	Explore possibilities

09 February 2024	Year 7	STEM Roadshow in School	The whole year group attended the STEM Roadshow held in School. They took part in interactivities and met lots of employers and training providers.	1,2, 3, 4, 5, 7	Explore possibilities
07 February 2024	Year 12-13	Employers in the Atrium	Atkins and Rolls Royce came in to talk to students about the apprenticeships on offer and for the apprentices (Alumni) to talk to students about their experience of the application process.	1, 2, 3, 5, 7	Explore possibilities, create opportunities, 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 2024	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
23 February 2024	Year 12-13	Sports Careers Event	Students attended an event promoting careers in Sport which was held at Edgbaston in Birmingham.	1, 2, 3, 4, 5, 7	Explore possibilities, manage career, create opportunities, see the big picture
26 February 2024	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,
March 2024					
01 March 2024	Year 10	Trip to University of Lincoln	Year 10 students attended a trip to the University of Lincoln to find out about what Higher Education is like, attend a lecture and have a tour of the campus. All students were invited to attend.	1, 2, 3, 4, 7	Explore opportunities, manage career See the big picture
04 March 2024	Year 10-13	Notts County Council - Social Care	Zaya came in to talk about the role of a social worker, occupational therapist and management.	1, 2, 3, 4, 7	Explore opportunities, manage career See the big picture
08 March 2024	Year 10-13	Ringrose Law	Catherine came into School to share her journey from Sixth Form to being a qualified Solicitor. There was a focus on individual choice and strengths and tips on getting into the industry.	1, 2, 3, 4, 7	Explore opportunities, manage career See the big picture

11 March 2024	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,
11 March 2024	Year 9	British Science Week- University of Nottingham.	Year 9 took part in a variety of STEM activities and challenges as part of British Science Week. The Uni of Nottingham Lecturers came in to run the sessions.	1, 2, 3, 4, 7	Grow through life, explore possibilities, manage career,
12 March 2024	Year 10	Trip to Ideagen	15 students went to Ideagen to find out about jobs in computer science. The students had a tour of the office, talks and activities with some of their apprentices and were able to talk to staff over lunch.	1, 2, 3, 4, 5, 7	Explore possibilities, manage career,
19 March 2024	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,
21 March 2024	Year 10	Mock Interview Day	All students attended a mock interview day. We had 23 employers/training providers/FE Colleges in School for the day to interview our students. Students were given some verbal feedback and written feedback after the event.	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.
April 2024					
23 April 2024	Year 8	Visit to Experian - Computer Science	Year 8 female computer science students went on a trip to Experian to meet with inspiring computer scientiests. Students took part in a coding activity, met with some apprentice computer scientiests and had a tour of the offices.	1.2. 3. 4. 5.	Explore possibilities, Create opportunities
24 April 2024	Year 9-10	RAF	Year 9-10 talk about life in the RAF and information on apprenticeship oppurtuniities	1, 2, 3, 4, 7	Explore possibilities, think of the bigger picture
May 2024					
2 May 2024	Year 10	Confetti	15 students went on a trip to Confetti to learn about careers and pathways into the Creative Industries. Students had an introductory talk, took part in some taster sessions and had a tour of the College.	1, 2, 3, 4, 7	Explore possibilities, Create opportunities, Think of the big picture

04 May 2024	Year 10	Nottingham College - Hair and Beauty	15 students from Year 10 went to Nottingham College to take part in a taster session and to learn more about the courses of offer. The students also had a tour of the Adams building.	1, 2, 3, 4, 7	Explore possibilities, Create opportunities, Think of the big picture
23 May 2024	Year 10	Newark College Construction	15 students from Year 10 went to Newark College to do taster sessions in Construction e.g. Carpentry, Electrical, Bricklaying and Plumbing. They met the lecturers and had the opportunity to ask questions.	1, 2, 3, 4, 7	Explore possibilities, Create opportunities, think of the big picture
June 2024					
11 June 2024	Year 10	Nottingham College Engineering	15 students went to Nottingham College to take part in an Engineering taster session. Students also had a tour of the facilities and were able to ask questions.	1, 2, 3, 4, 7	Explore possibilities, Create opportunities, Think of the big picture
13 June 2024	Year 10	Nottingham College Automotive	15 students went to Nottingham College to take part in an automotive taster session. Students learnt how to change break pads and a wheel. They also had the opportunity to meet the lecturers and ask questions.	1, 2, 3, 4, 7	Explore possibilities, Create opportunities, Think of the big picture
20 June 2024	Year 10-11	Army	The Army came into talk to students about the work they do and when and how to apply.	1, 2, 3, 4, 7	Explore possibilities, Create opportunities, Think of the big picture
24 June 2024	Year 10	Air and Space Institute, Newark College	15 students went to the launch of ASI in Newark. This is a new facility that offers courses in Air and Space Engineering and Travel and Tourism.	1, 2, 3, 4, 7	Explore possibilities, Create opportunities, Think of the big picture
July 2024					
03 July 2024	Year 10-12	Preparing for Work Experience	Presentation on how to prepare for Work Experience.	1, 3,	Grow through life
15 July 2024	Year 11	Prefect Interviews	Year 11 Prefects applied for the role as Leaders, had an interview and were appointed.	1, 5	Grow through life,

15-19 July 2024	Year 12	Work Experience	Students out on work experience for the week.	1,2,3,6	Explore possibilities, Manage career, create opportunities, Think of the Big Picture
22-25 July 2024	Year 10	Work Experience	Students out on work experience for the week.	1,2,3,6	Explore possibilities, Manage career, create opportunities, think of the big picture
23 July 2024	Year 10	E-On talk	E-on came in to talk to Year 10 students who were not on work experience about their apprenticeship opportunities.	1,2,3,6	Explore possibilities, Manage career, create opportunities, think of the big picture
23 July 2024	Year 10	Navy	The Royal Navy came in to talk about the work they do across the world and about their apprenticeship opportunities.	1,2,3,6	possibilities, Manage career, create opportunities, think of the big
25 July 2024	Year 12	Alumni morning	10 former students from our Alumni came into talk to all 200 students about their experience of being in College, University, Apprenticeship and employment. There were a variety of career pathways being discussed and all The Alums spent 15 minutes in each classroom talking about their journey and answering questions. We invited students in who were pursuing an acting career, studying in the US, working in Real Estate, Science etc.	1,2,3,6	possibilities, Manage career, create opportunities, think of the big



GATSBY BENCHMARKS

1. A stable Careers programme
2. Learning from Career and Labour Market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees.
6. Experiences of workplaces.
7. Encounters with further and higher education
8. Personal guidance