

# **Policy Statement on Provider Access**

## **Toot Hill School and College – Provider Access Policy**

### **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 8-13 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](mailto: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.

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 that offers many useful links for both students and parents. Details of taster events, Open Days and latest news is posted in the Weekly Newsletter to parents and via the Daily Bulletin to students.

## **Approval and review**

Approved on Tuesday 18 September 2018 by Governors at Curriculum and Standards Committee

Next review: September 2019



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Signed by Peter Waterland  
Chair of Governors



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Signed by Sandra Paley  
Head Teacher

**TOOT HILL SCHOOL CAREERS PLAN - SEPTEMBER 2018-JULY 2019**

<b>Across all year groups</b>			
<b>Activities</b>	<b>Details</b>	<b>Impact</b>	<b>Gatsby Benchmarks</b>
Display boards	Careers displays around the School and College - in subject departments, corridors, dining hall and in Student Services area. This covers Universities posters, apprenticeships, college open evenings, subject posters and details of the Alumni and destination information.	Visual reference to a variety of career pathways to the whole school and college.	2, 3, 4,6,
Toot Hill Extra website/Virtual Careers Library	On-line access to useful links and information	Students have direct access to be able to research a variety of careers and pathways.	1,2,3,4,7
Careers Books during Active tutoring	Year related activities for each year group.	Step by step activities enabling students to personally develop employability skills and target areas of improvement. Activities to research a variety of careers and pathways. These books promote independent learning and research from an early age.	1, 2, 3, 4, 5, 7,
Enrichment	Extensive enrichment programme including Sports, Art, Language, Chess, Coding After School Clubs. STEM Clubs. Army Cadets runs from the School and NCS, World Challenge are available to Year 11 and 13 respectively.	Students are aware of the skills that they can demonstrate and develop by taking part in Enrichment activities. Students are aware of how to promote these skills to employers.	1, 3,4,5,

Speakers	Year 8-13 students attend a session with a visiting speaker throughout the year. Students in Year 10 and 12 also have the opportunity to speed network with the Alumni.	Students are able to find out about the skills gaps in the UK. The types of careers and qualifications needed and about a variety of Career pathways. Students are able to make an informed decision on what type of career and pathway is suitable to them.	1, 2, 3, 4, 5, 7,
Visits to Employers	Visits to a variety of employers including STEM employers are arranged throughout the year for all year groups. Students are invited to attend the Big Bang Fair.	Students are inspired in a range of STEM careers and are aware of the skills gaps in these Industries. They are able to relate the subjects they are studying at School to actual careers.	1, 2,3,4,5,6,
Student Voice	Diplomats and Ambassadors are consulted about the Careers Programme	Students are able to feedback their comments and ideas as part of continuous improvement.	1,3,4,
Careers Office/School Library	The Careers office has a range of College prospectus, apprenticeship information and University prospectus.	Students are aware of all options in respect of their career pathways.	1, 2,3,7,
Parental Engagement	Weekly update on Careers news in weekly Parent Newsletter.		1,2,3,4,
Level 6 qualified Careers Advice and Guidance Adviser	Impartial Adviser is employed by the School. All students can email or visit to arrange an appointment.	Students get one-to-one advice and guidance on careers and pathways.	1, 2, 3, 4, 5, 6, 7, 8

YouNG Markets	Promotion of the YouNG market across all Year groups.	Students get the opportunity to apply and have a stall at the YouNG markets. This develops their employability skills.	1, 2, 3, 4,5,6,
STEM Clubs/Activities	A range of activities including attendance at the Big Bang Fair, weekly clubs and taking part in STEM workshops run by employers.	Students are aware of the importance of STEM subjects and how these link to a range of careers.	1, 2,3, 4, 5,
<b>Year Groups</b>			
<b>Year 7</b>			
<b>Settling in</b>			
Careers Books delivered throughout the Year as part of Active tutoring.	Being aware of D2N2 employability skills, Year 7 Careers Entitlement, Skills and qualities self evaluation, role models, identifying favourite subjects, importance of enrichment, personal develop target setting and review and careers and pathway research.	Students develop their own self awareness and set personal targets to develop to develop their employability skills. Basic research of how to research a variety of careers.	1, 2, 3, 4,
<b>Year 8</b>			
<b>Transition to KS4/Option Choices</b>			

Careers Books delivered during Active tutoring throughout the Year.	Being aware of D2N2 employability Skills, Year 8 entitlement, Role models, favourite subjects and importance of Enrichment. Skills and qualities evaluation. Setting and reviewing targets. Work on Career aspirations and exploring GCSE's/BTEC/TLevel courses. Academic profile analysis, support in choosing options, good sources of information, how to make an informed decision, careers research and thinking ahead to options available both Post 16 and Post 18.	Self evaluation, research of a variety of pathways, exploring websites. Students are able to make an informed decision re option choices for KS4.	1, 2, 3, 4, 5, 7,
One-to-one Advice and Guidance	Interviews with teachers, SLT and Careers adviser where appropriate to aid decision making re option choices.	Additional support where required to help students make the right decision to suit their individual needs.	1, 2, 3, 4, 8,
<b>Year 9</b>			
<b>Researching Careers and Pathways</b>			
Guest Speakers as part of PHSE Days	Industry guest speakers/University/training providers to inform and inspire students in a variety of jobs where there are skills gaps.	Students gain an understanding of a variety of careers including the areas where there are skills gaps and STEM careers. Both apprenticeships and Higher education routes are promoted to students.	1, 2, 3,4, 5,7,

Year 9 Careers Books delivered through Active tutoring throughout the year.	Being aware of the Year 9 Careers Entitlement: Recruitment of YouNG Ambassador with RBC, D2N2 Employability Skills, Self evaluation of employability skills, personal development target setting, CV building by completing template, review academic profile, identify and research careers and pathways of interest. Brainstorm network of contacts in preparation for work experience. Recording Enrichment activities throughout the year.	Students self reflect on employability skills, research pathways both apprenticeship and Higher Education, produce a draft CV and start to develop their network of contacts.	1, 2, 3, 4,
<b>Year 10</b>			
<b>Destination Planning</b>			
Careers Books delivered through active tutoring throughout the year.	Being aware of Year 10 entitlement. Self evaluation of employability skills. Researching careers and pathways. Set and review personal development targets. CV writing, body language, interview preparation and interview skills. Preparing and launch of work experience, applying for work experience, identifying network of contacts, reviewing academic profile, recording of enrichment activities, speed networking with Toot Hill Alumni and employers, College and apprenticeship talks and College and University visits. Further careers research and thinking though career pathway. Researching of Post 16 options. Social Media in the workplace.	Students further build their network of contacts, recognise the importance of enrichment, produce a CV and prepare for the interview day. This informs students of what employers look for and how to impress an employer. Further research exploring careers and pathways in anticipation for decision making Post 16.	1, 2, 3, 4,
Interview Day	Year 10 students have a 10 minute interview with an employer. This is an opportunity for a student to demonstrate the employability and skills that they have developed. Written feedback is given and CV's are updated.	Students take their CV for an interview with an employer with the aim of impressing the employer.	1, 3, 5, 7

Applying for work experience	All year 10 apply for work experience either using the database of contact or their own network of contacts.	Students put together letters of application, update their CV's and visit, write and call employers to obtain work experience. Students also reflect on their own network of contacts. Resilience and independence is developed throughout the process.	1,3,4,5,
Enterprise Week - July	Visits to Further Education Colleges, Universities, talks from apprenticeship providers	A whole week of activities for students to visit and explore a range of career pathways and reflect on what is most suited to them.	1, 3, 4, 7,
<b>Year 11 - Applying for Post 16 Destination</b>			
Work Experience	All Year 11 students are out of school on 5 full days work experience. Prior to work experience students are prepared for placement and aware made aware of Health and Safety matters, absence reporting etc. and doing a self evaluation of their employability skills. During work experience students complete their Work Experience booklets noting the tasks they are doing and obtaining feedback from their employer. Following work experience students write thank you letters and reflect on their experience by doing their final skills self evaluation and setting further development targets.	Students get first hand experience of the world of work. They prepare, find out what employers expect of them and conduct 5 days work. At the end of the placement students reflect on the development of their skills and set further personal development targets. This inspires and informs students on their future career.	1, 3, 4, 5, 6,



Careers Book delivered during Active Tutoring.	Destination research, destination planning, useful websites, how to apply for college/apprenticeships. Action Planning for Post 16 and Post 18.	Careers research matching own predicted grades to career pathways and careers.	1, 2, 3, 4,
Careers Fair	Attendance at Careers Fair with parents - Colleges, apprenticeship providers, employers and universities including Russell Group.	An opportunity to network with employers, universities, training providers and Further Education colleges. This is an opportunity for students to continue their research of the most suitable pathway.	1, 2, 3, 4, 5, 7, 8,
One-One Advice and Guidance	1-1 meeting with SLT/Careers Adviser where relevant.	Students have advice and guidance on making an informed decision to suit their needs.	1, 8,
National Citizen Service	Application and working on a project in the community.	A social action project in the community, developing employability skills and giving something back to the community.	1, 3, 6,
<b>Year 12</b>			
<b>Settling into College</b>			

	Transition to College, CV writing, personal statement writing, Work experience application, preparation and 5 days work experience. Completion of Booklet and reflection on work experience. University talks, Open Evenings for parents for UCAS application and apprenticeship talk. Speed Networking with Alumni, World Challenge. Completion of Careers Book exploring all pathways in order to make an informed decision Post 18. 1-1 guidance interviews available when relevant.	Preparing students for the world choosing their destination Post 18. Students are aware of all pathways, apprenticeships including higher/degree apprenticeships, higher education, GAP year.	1, 2, 3, 4, 5, 7, 8,
Work Experience	5 days work experience with an employer.	Second full week of work experience with an employer exploring the world of work.	1, 2, 3, 4, 5, 6,
<b>Year 13</b>	One-to-one interviews for University with Peter Waterland, Chair of Governors/College team/Careers Adviser. Interviews with apprenticeship providers. UCAS applications and apprenticeship application support. Speed networking with Alumni. Completion of the College Career Book ensuring students make an informed decision.	Impartial advice and guidance from a range of people. Students are armed with the career management skills for their working life. Student are able to make an informed decision Post 18 to suit their individual needs.	1, 2, 3, 4, 5, 7, 8
Fiona Farmer			
<b>Sep-18</b>			



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

### **Vision**

All students on leaving Toot Hill School and College will have the Career Management Skills required for life. They will be able to self-evaluate their employability 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. The learning will be progressive throughout their time at the School and College.

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

Toot Hill School and College will commit:

- To deliver quality, effective, impartial CEIAG
- To monitor and evaluate all aspects of provision
- 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 PSHE Lessons/Days and during curriculum subject time.

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Executive Head Teacher: **Ashfaq Rahman** BSc(Hons), PGDip, PGCE, NPQH, NLE | Head of School: **Sandra Paley** BSc (Hons), PGCE, MEd

Toot Hill School is a member of the Nova Education Trust | Registered in England and Wales – No. 7635510  
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### **How will we measure our effectiveness?**

- Our success will be measured by the variety and quality of destinations Post 16 and Post 18.
- Target is zero for NEET.
- Student feedback.
- Re-accreditation for Career Mark in 2019.
- Continual tracking of former students career paths via the Alumni.
- Annual evaluation of the programme with staff, students and parent as part of continuous improvement.

Fiona Farmer

September 2018



# Toot Hill School and College

## Careers Education and Information, Advice and Guidance (CEIAG) Policy September 2018

**School Lead:** Fiona Farmer

**Governor Lead:** Tricia Pedlar, Link Governor for CEIAG

**Approved**

**Date of next review** September  
2019

**Signed by Chair of Governors or Chair of Committee:** \_\_\_\_\_

**Date:** 18 September 2018

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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 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.

## **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.
- 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.
- 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 and tutors)
- To maintain a good working relationship between the school and outside agencies including the National Careers Service, 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. Safety Measures are contracted to handle the Health and Safety for Work Experience – see separate policy.
- To create mechanisms for feedback from staff, students and parents about the delivery and availability of CEIAG, so that the procedures and delivery can be continually evaluated and improved via the School Improvement 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 employability skills required by employers at the end of Year 11. These employability skills are those from the D2N2 employability framework. Students will have to have 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 11 and Year 12. It is the school's duty to ensure that students are employable at the end of Year 11 before moving on to their Post 16 destination.
- 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.

The CEIAG policy is underpinned by the School's provision for PSHCE 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 Gifted and Talented 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 non-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

## **MANAGEMENT AND KEY STAFF**

The School and College Careers Leader is Mrs F. J Farmer.

## **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, getting to know me, option choices, making well informed decisions.
- Key Stage 4 - Destination Planning – College, Apprenticeship, Traineeship, other education/training
- Key Stage 5 – Destination Planning – University, Apprenticeship, Employment

The CEIAG programme includes Careers Guidance activities including:

- Completion of Careers Work Books during Active Tutoring.
- Aspirations Workshop – What could I be? Exploring Career aspirations in tutor time in Year 7-11.
- Inspirational Guest Speakers in School – Year 8-13.
- Options Information Evening in Year 8.
- Year 8 Options Taster morning
- Visits to Employers
- Competitions
- Year 9 Enterprise Day – employers in attendance
- Year 10 CV writing/Preparation for interview Day – employer as guest speaker
- Year 10 Mock Interview Day – interviews with Employers
- Year 10 Politics Day
- Applications and preparation for Work Experience
- Year 11 and 12 Work Experience
- Work Experience Debrief and reflection
- Activities Week: College and University visits, Apprenticeship/Trainee Guest Speakers in Year 10.
- Careers embedded in the curriculum through subject areas.
- 1-2-1 interviews with Senior Leaders at decision making time for example Year 8 and Year 11.
- Parents Forum – termly meeting with parents.
- Enrichment Programme
- Student voice – Diplomats and Ambassadors
- Residential Trip in Year 8 to Hagg Farm
- Foreign Exchange visits
- Duke of Edinburgh Award

## **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 Schools 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 have access to the Toot Hill Extra website and Virtual Careers Library and are able to follow on twitter for updates on Careers information. In addition the National Careers Service website, Icould, Start and Success for Schools website provide further advice and guidance,



## **KEY STAGE THREE:**

**Tutor 1-to-1s:** Tutors may refer students who need specific careers advice to a Head of Year, Achievement Coordinator, Gifted and Talented Coordinator, Senior Leader or the School Careers Adviser. Tutors can also refer students to careers resources on the school website. Details of individual 1-to-1 meetings and consequent individual targets will be recorded and maintained as part of active tutor records.

**Referrals:** SLT, Heads of Year, Achievement Coordinator, SEN, Behavioural Support, Individual Mentors, School Careers Adviser.

**Independent careers advice:** Available from the school's network of employers. Colleges, apprenticeship providers and universities. In addition the School's Career Adviser.

**Year 8 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 SEN 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 8 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.

### **Year 7 and 8 Parents Evenings and Student Review Days**

This is an opportunity to update parents and to set student targets across subject areas at Parents Evening and for personal development and Careers development targets to be set at the Student Review Day. This supports the option decision making in Year 8.

**Key Stage 3 Enterprise/TFest/Ignite:** Throughout the key stage, students develop enterprise skills across the curriculum during lessons, and in extra-curricular activities/enrichment, with a particular focus on raising aspirations, team work, creativity, independence and resilience.

### **Year 7 and 8 PSHE lessons**

Year 7 have weekly lessons and cover careers research during their lessons and using Start and icould websites to find the career most suitable to their strengths and preferences. Year 8 continue to build on this identifying their favourite subjects and how they can link this to a career. This work supports Year 8 making a well informed decision for their GCSE option choices.

### **Student Voice**

Year 7 and 8 have the opportunity to be a Diplomat for their year group and work on fund raising and having a say in shaping the school. There are also Subject Ambassadors who support teaching for example Language Ambassadors will go into Primary Schools to inspire

children. The Ambassadors from Year 7 to 11 feedback on 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.

### **Activities Week**

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.

## **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 within the school. Details of individual 1-to-1 meetings and consequent individual targets will be recorded, reviewed and maintained by form tutors.

**Destination Planning:** At the start of the academic year, Y10 and Y11 students indicate which areas they are likely to be pursuing following their GCSEs. This information is then used alongside student progress tracking to select groups of students who may find the following activities useful:

- 'What Next?' Careers Fair, a group of Year 10 students attend this calendared event during curriculum time with options available to return to the event in the evening with their parents/carers).
- Newark and Sherwood Council Expo event that takes place during School time.
- College Visits during Activities week are arranged for Year 10– groups of students visit our link Colleges (Newark, Lincoln, Nottingham College, Brackenhurst, Confetti, Brooksby and Colleges in the surrounding area) to experience taster sessions of College courses that they may be interested in, and receive advice on how to apply for a college course.
- Presentations from Apprenticeship providers for Year 10 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 those receiving Pupil Premium. 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 whereby they have a presentation from an employer on interview skills. During the day tutors will stay with their tutees and they will have a lesson on body language, CV writing and interview skills. This is followed up in March with a Mock Interview with an employer. Every student in the Year Group has an interview. Students are out of uniform in business dress and prepare for their interview prior to the day with their tutor and if relevant SEND Coordinator. Students take their CV (including a personal statement) along to their interview. Reflection, debrief, feedback and updating CV's takes place with their tutor after the event. This is a positive day for students and helps prepare them for applying for and going on work experience in Year 11. This continues to develop students' employability skills during a face to face meeting with employers/colleges/apprenticeship providers and universities.

### **Year 11 Work Experience**

All students go out on Work Experience in Year 11 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 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 Year 11 booklet.

### **Year 12 Young Enterprise Challenge/ignite**

Year 12 Young Enterprise is held in school and there is a Company formed by students called Ignite. Ignite is suitable for younger students. Both initiatives develop and sell products in the local community of Bingham.

## **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. Interviews with the Chair of Governors take place for Year 13 students who are applying for University and with a Careers Adviser for those applying for apprenticeships/employment.

**Impartial careers advice:** Students may request an interview at any stage. Students who are not wishing to pursue University Level education are referred to the Careers Leader and are supported more closely, as necessary and appropriate to their post-18 choices.

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.

### **Additional activities**

- Inspirational Guest Speakers
- Presentations and workshops from visiting university/apprenticeship speakers
- Oxbridge visits
- UCAS preparation day
- Toot Hill's Year 11-13 Careers and Networking Fair
- Newark and Sherwood Expo Fair
- Duke of Edinburgh Award
- World Challenge
- Charity fundraising
- Christmas Tea Party for elderly and disadvantaged children
- CV update.
- Quality work experience in Year 12 and debrief.

### **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 and this will be recredited in 2018.

### **PARENT UPDATE**

Parents are kept up-to-date with the policy via the Parent Forum, regular parent evenings and Student Review Day and Weekly School Newsletter and Monthly College Newsletter. Feedback is requested from parents. The School website contains a Careers page for every 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, Year 10 Mock Interview Day and Enterprise Days 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**

National Careers Service  
Start Profile  
Icould  
Success for Schools  
Toot Hill Extra website and office (Careers Hub)  
Virtual Careers Library  
Apprenticeship application website – gov.uk

Fiona Farmer/September 2018