

PAIGNTON ACADEMY

(part of Bay Education Trust)

Careers Department

CEIAG Overview

February 2020

(Careers Education, Information, Advice and Guidance)

Believe and Achieve



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Introduction and Summary

This document will help to explain what Careers provision looks like at Paignton Academy, the legal requirements of the Trust and the Academy and forthcoming challenges and opportunities of the Department.

Rationale

Helping to support students to plan their future and career is a high priority for the Academy. We value our students as individuals and place great emphasis on supporting and guiding our young people both personally and academically to ensure that they achieve their full potential. Central to an effective Careers Programme is the ability to inspire and motivate young people to accomplish their future ambitions.

Mrs Laura Hay, Careers Lead and Apprenticeship Levy Co-ordinator has been in charge of the Careers Department for over 12 years and is well versed in advising and developing individuals to ensure personal career success. Alongside Careers Assistant, Mrs Christine Atkey and the Academy's teaching and support staff, Laura helps students to discover their future career aspirations.

It is vital that the Academy as a whole considers CEIAG (Careers Education, Advice and Guidance) as an ever-developing entity with numerous challenges and obstacles to overcome. A particular challenge for 2020/21 will be continuing to offer a comprehensive Careers Programme to separated year groups on both school sites.

The careers team at Paignton is small, but effective. The Careers Lead is in the school – or on Careers related off-site activities – during term time. Her Assistant works 3 days a week, and her role is predominately work experience related, providing additional support to the Careers Lead where needed.

Key Points

- Where possible all careers based activities are free to pupils.
- The Careers Department has a timetable of yearly employer and careers related activities.
- All Year groups have PSHE lessons which include careers sessions: Lesson Plans for these sessions are drawn up by the Careers Lead.
- Subject staff demonstrate a focus on careers education within their lessons see Appendix 2 – Subject Audit.
- Work Experience is encouraged for both staff and pupils!
- There is a focus on developing and enhancing students' independent research skills.
- Students are provided with guidance at key transition points.

OFSTED

Careers Education is a focus point for Ofsted, not only because it appeared in our recommendation report (November 2016), but also because of the UK's skill shortage and economic standing. They are particularly focused on careers being a focus point within lessons.

Compulsory

- A named Careers Lead (Laura Hay).
- A Board member who monitors Careers provision and reviews it annually.
- CEIAG and Provider Access Policies must be formulated and displayed on the website.
- Guidance interviews must be provided by someone who is Level 6 trained.

- Must be working towards Gatsby Benchmarks.
- Must display destination data on the website.
- Must monitor destination data for 3 Years post 16.
- Must publish details of the Careers Programme for young people and their parents.
- Must ensure that pupils are provided with independent careers guidance from year 8 – 13.
- Provider Access Policy ('Baker Clause').

This is what Jane Thompson, LGAB member, had to say in July 2019 as part of her Annual Review of Careers provision in the Academy:

"Laura was encouraged to have the opportunity of a brief meeting with Mac, the School Improvement Partner in May. He asked challenging questions such as "Can students answer the questions he had about their opportunities to discuss/research their careers options in school?" He agreed that the Careers Department was clearly working along the right lines with the resources available to them."

Careers Development Plan

The Careers Development Plan (Appendix 1) is part of the Academy's Development Plan.

Improvement Area:

Improve pupils' personal development, welfare and safety.

School Priority:

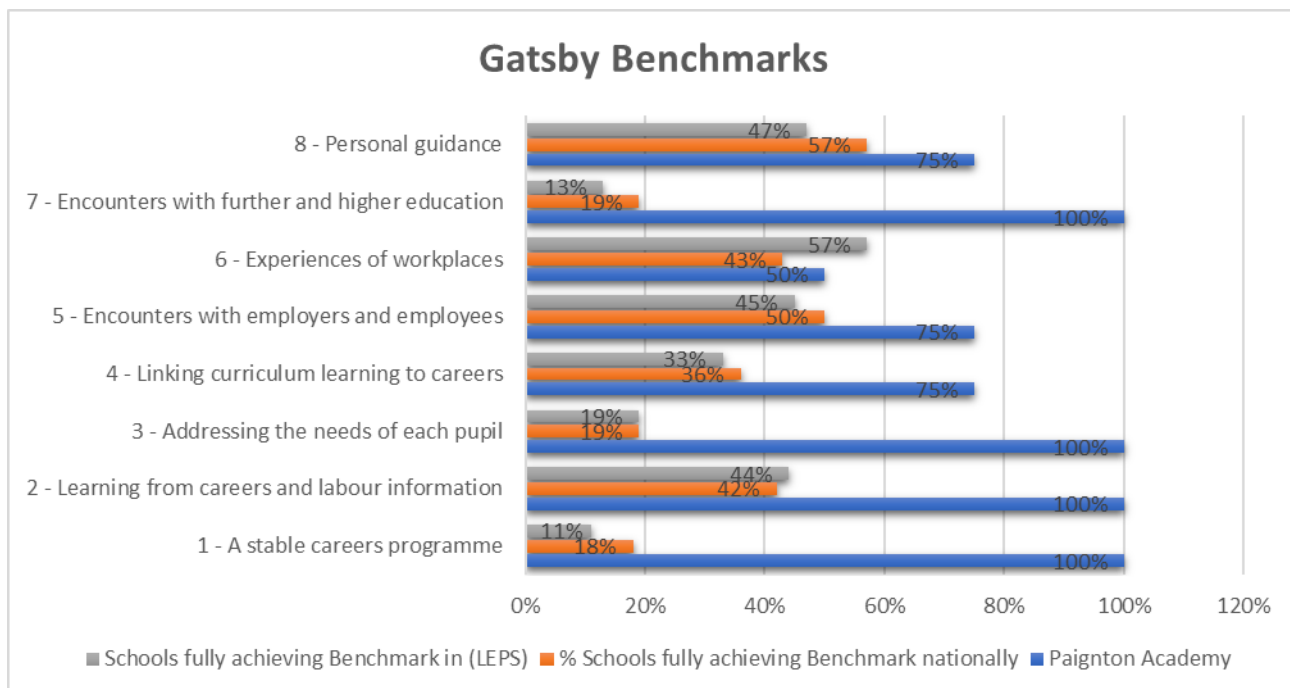
Ensure that CEIAG is well coordinated across the curriculum in all Key Stages while equipping students with sufficient knowledge to make informed decisions prior to key transitions.

Gatsby Benchmarks

The Gatsby Benchmarks (below) are a framework of 8 guidelines that define the best Careers provision. Paignton Academy uses these benchmarks to provide a structured and appropriate Careers Programme.

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.

Each benchmark has several performance Indicators linked to it: the Academy is making excellent progress in achieving all 8.



NEET (not in education, employment or training) Students

All students must be in education, employment or training until they are 18 years old (Year 13). These are the key indicators that a young person may become NEET:

- Has attendance below 75% in the last 12 months.
- Is unlikely to achieve 5 grade 9-4 at GCSE – and working considerably below potential.
- Is a teenage parent or is pregnant.
- Has English as a Second Language.
- Is a Child in Care.
- Has been permanently excluded from school or has received multiple Fixed Term Exclusions (more than 2) in KS4.
- Is working with YISP/YOS (Youth Offender).
- Is a Young Carer.
- Has Special Educational Needs support.
- Is from a known Targeted Family (i.e. Supported Family for Torbay and/or Targeted Help in Torbay).

Destination Data

- The Data Ofsted use is sustained destinations from September to March.
- There is a two year lag in School Performance destination information (DfE website).
- Current analyses has reviewed known destinations in September not sustained.

2019 Activity Report

Staying at School	Further Education College	Apprenticeship	Employed with other Training (NVQ2)	Employed with other training	Preparation Training
3.7%	84.3%	5.1%	0.9%	0.5%	2.3%

Destination Unknown	Unemployed	Moved Away	NEET	National Average NEETS	LA Average NEETS
0.5%	1.4%	0.9%	1.8%	11.3%	8.2%

Findings

- We are below the National Average for NEETS at September start (+VE).
- We are above the Local authority Average for NEETS (-VE).
- NEETS have increased with known students (-VE).
- Increase in attendance to Further Education (+VE).
- Increase in the number of students studying Apprenticeships (+VE).

Recommendations

1. Target support provision to help inform students on options available and assist students in making smooth transitions Post 16.
2. Inspiring Future Work Experience Project to support SEND students in Year 10.
3. Continue to promote all Post 16 opportunities. Offer application workshops to Year 11 students who are seeking Apprenticeships (follow on from GCSE exams).
4. Reviewed sustained intended destination data for patterns.

Investor in Careers

The Academy is externally audited on its careers provision every 3 years to help aid improvement. The Academy is committed to developing and sustaining a culture of enterprise and work-related learning by providing students, across all key stages, opportunities to develop a range of useful life skills.

We are currently undergoing re-evaluation (January 2020) and anticipate that this will be completed by April 2020.

1:1 Guidance Appointments

- The Academy's 'most at risk' students receive more intense 1-1 preparation work regarding their next steps: this is run by our CSW (Careers South West) Adviser, Darren Baker.
- All students in Year 11 will receive at least one guidance interview.
- 1:1 guidance appointments are available on request from Pastoral Teams for all students (Years 7 – 11).
- All guidance notes are added onto students' SIMS accounts.

Information and Advice

- Drop-in careers advice sessions are offered weekly to all year groups.
- Memos will be distributed to Tutor Groups with LMI (Labour Market Information) together with a list of any local employment events/ internal activities that are taking place.
- The Careers Hub, an internally built dedicated website, has a wealth of information for students and covers topics such as Work Experience, College/6th Form Open event dates, Apprenticeships, How to write CVs and Personal Statements and Finding a Job.
- Leaflets and Prospectuses can be found in the Careers Office at Borough Road.
- The staff in the Careers Office have a permanent 'open door' policy: any student can pop in for information or a chat from 8.00am until 4.00pm daily.
- Students can email the Careers Department with any queries or to gain information.
- Guidance Workshops are provided for students during key transitions (KS4 and Post 16).

Work Experience

- Work Experience takes place for Year 11 students who wish to take part in early December.
- There is a comprehensive application process to take part in Work Experience.
- Students have until the end of September to secure their own placement. If they need help or assistance they can come and speak to a member of the careers team or send an email to the Careers Department. The Careers office has a list of 'warm leads' of companies who are open to Work Experience requests for placements (approximately 60% participate in Work Experience).
- Members of our Leadership Team and pastoral staff visit each student in their chosen placement.

Activities and Assemblies

- The majority of careers activities and assemblies are age appropriate as this creates a progressive programme.
- Each year activities will be reviewed and replaced with alternatives if required.
- **Next Steps South West:** The Academy is part of a collaborative programme which provides funding to help raise the aspirations of students who meet the POLAR3 and Q1/Q2 gaps.
- The Academy works closely with South Devon College, where the majority of our students go to at post 16: trips and taster sessions are arranged to the College and representatives visit to Academy to speak to students. All students visit the College in Year 10.
- We also work with Exeter College and other 6th Form providers: visits take place and speakers come in to deliver assemblies to our students in Years 10 and 11.
- **NCS:** National Citizen Service are a three week summer holiday activity provider for Year 11 students, NCS are invited into assemblies and workshops to highlight Community Engagement.
- Student participation is recorded onto the careers marksheet on SIMS.

Student Alumni

Past students come back into the Academy to share their experiences since leaving school, via assemblies and workshops, with our students. This includes those who have gone onto College or University, those with Apprenticeships, those in the world of work and those who successfully run their own businesses.

Staff Training

- PSHE staff training on careers lesson delivery and Apprenticeship registration.
- NQT Careers Education – improving pupil outcomes.
- Careers in the Curriculum – all staff at a staff Non Pupil Evening.

Memberships / Awards

- Investor in Careers Award.
- National Citizen Service Facilitator Funding.
- Next Steps South West NCOP Facilitator Funding.
- Heart of South West (Careers Hub) member.
- South Devon Business Partner.

Student Opinions / Audit of Activities

STUDENT OPINIONS - JANUARY 2020										
	SDC Visit	Workshops	Presentations	Visits to Colleges/ Universities	Work Experience	Assemblies	PSHE Lessons	Guidance Interview	Other	TOTALS
Question 1 (most MEMORABLE Careers Related experience)	71	25	6	30	56	15	4	2	5	214
Percentages	33%	12%	3%	14%	26%	7%	2%	1%	2%	100%
	SDC Visit	Workshops	Presentations	Visits to Colleges/ Universities	Work Experience	Assemblies	PSHE Lessons	Guidance Interview	Other	TOTALS
Question 2 (most USEFUL Careers Related experience)	44	32	1	24	43	38	11	4	4	201
Percentages	22%	16%	0%	12%	21%	19%	6%	2%	2%	100%

Following recommendations made by the School Improvement Partner the Careers Department audited the opinions of pupils in Year 11 in relation to careers provision.

NB: The total number of students in the Year Group is 245. The survey was conducted prior to Work Experience Week and the compulsory guidance appointment.

Evaluation and Monitoring

Careers Audit

Each Year the Careers Department conducts a Careers Audit with Heads of Faculty and Heads of House. Personnel are asked about the career's activity in their particular area during the last year and also asks if anyone would like a particular activity for their students. This audit in part populates the Year Group Career Programmes, dependant on Academy priorities, finance and time.

Please see Appendix 2 for Departmental returns and Appendix 3 for Year Group Careers Programmes.

Business Enterprise Mentor

The Business Enterprise Mentor provides strategic support and ideas from external sources. The Academy is linked with the Senior Economic Development Officer for the TDA.

BET Board Member (vacancy)

The Board Member leads the Review Meeting for the Careers Development Plan ensuring that identified action points have been met, and make recommendations for the Careers Development Plan for the next Academic Year.

Improvement Area: Improve pupils’ personal development, welfare and safety

1.2 Ensure that CEIAG is well coordinated across the curriculum in all Key Stages. Whilst equipping students with sufficient knowledge to make informed decisions prior to key transitions.

Intent	Implementation & Monitoring	Impact
<p>Improve pupils Independent research skills. (DTC)</p>	<p>Develop careers home learning task as part of PSHE programme.</p> <p>During careers activities brief pupils about the types of questions they could ask presenters/ activity leads.</p> <p>Students feedback on careers activities.</p>	<ul style="list-style-type: none"> ➤ Pupils complete home learning tasks. ➤ Staff feedback to pupils on home learning tasks. ➤ Students are more vocal and confident to discover more for themselves.
<p>Work towards achievement of Gatsby Benchmark 1 - Parental feedback. (LH/DTC)</p>	<p>Produce Annual report detailing careers activities- distribute to Parents/ Carers.</p> <p>Obtain feedback from parents/ carers throughout the year. Adapting questions to reflect key transition points.</p>	<ul style="list-style-type: none"> ➤ Greater Parental awareness of careers provision. ➤ Adapt study programmes and activities to reflect majority of responses.
<p>Work towards achievement of Gatsby Benchmark 6 - Experience of Workplaces. (LH/DTC)</p>	<p>7 pupils with the greatest SEND need participate and complete the Inspiring Futures project for SEND pupils.</p>	<ul style="list-style-type: none"> ➤ Monitoring meetings throughout the project. ➤ Final evaluative discussion with young people involved in the project. ➤ Final evaluation feedback forms completed by, pupils and employers.

Careers Education (CEIAG) Audit Summary – 2019/20
FACULTY/SUBJECT: Art & Design
Person/s Responsible: Katy Julian and Sarah Burnham

Activities Running	Schemes of Work	Local Business Links	Required Activities Information needed	Future Developments	Requested Information
<ul style="list-style-type: none"> • SOW are vocational and related to industry. • Career specific lesson taught in Year 9 Option Groups related to Art & Design beyond School. • Trip to Arts Showcase at Plymouth University. • Year 9 Careers Activity Day: guest speakers Flossy and Jim. • Workshop with visiting artists Year 10/11. • Proposed trip to the Ramm in Exeter with KS4 pupils. 	<ul style="list-style-type: none"> • Pupils work to a vocational brief/scenario. • We currently run a Careers lesson in Year 9. • Work into Assignment briefs for BTEC 	<ul style="list-style-type: none"> • We are in the process of contacting local galleries, frames and art specialists to help develop industry links/visitors. 	<ul style="list-style-type: none"> • Subject related opportunities within Devon, free or low-cost workshops, exhibitions, visiting artists/designers etc. 	<ul style="list-style-type: none"> • Subject section on Careers Hub: jobs related to Art & Design. • Trip out to visit galleries – KS4. 	<ul style="list-style-type: none"> • Opportunities in creative industries listed on: http://creativeskisslset.org/who_wehelp/young.creative.talent

FACULTY/SUBJECT: Business Studies
Person/s Responsible: Dan Lewis and Martin Cocker

Activities Running	Schemes of Work	Local Business Links	Activities Required Information Needed	Future Developments	Requested Information
<ul style="list-style-type: none"> • Informal information given to all students on careers, UCAS applications, etc. • Year 9 IGD logistics and food industries workshop. • Year 10 Future Intentions SDC Taster Session. 	<p>Modules on Human Resources:</p> <ul style="list-style-type: none"> • Interview techniques • Application forms and letters. • Job Descriptions/ Job Specs • Employability skills, qualifications required • Module on the whole recruitment process students choose a job and then look the whole process from the need to recruit to interview process and induction. 	<ul style="list-style-type: none"> • Have worked with several local businesses such as Sainsbury's, Paignton Zoo, Torquay United, Plymouth Uni. • Looking for a new link with ASDA or Aldi, Morrisons. 	<ul style="list-style-type: none"> • Would welcome any activity that would inspire students. • Visit from SDC explaining courses and career opportunities would be great. 	<ul style="list-style-type: none"> • Year 11 start a module in January where they have to describe the activities of a business in detail i.e., uses of ICT, recruitment, logistics, interaction with customers /suppliers. Looking for a new link with for this with ASDA, Aldi or Morrisons. • Would like to have trips to business with Year 11. Open to suggestions. • Visits from local business would be welcomed. • Posters advertising careers linked to Business Studies. • Subject section on Careers Hub: jobs related to business. 	<p>Contacts:</p> <p>Greggs: Adam Corkhill, Area Manager (contact via LinkedIn).</p> <p>ASDA (Paignton): Paul Morris, Store Manager</p> <p>ALDI: Hannah Chafer, Area Manager (contact via LinkedIn).</p> <p>SDC: Andrew Faulkner, Business Studies Tutor – andrewfaulkner@southdevon.ac.uk</p>

FACULTY/SUBJECT: Child Development
Person/s Responsible: Matt Love

Activities running	Schemes of Work	Activities Required Information Needed	Future Developments	Notes
<ul style="list-style-type: none"> • NHS Torbay Trust Open Day visit. • Year 10 Future Intentions SDC Taster Session. • Year 11 Work Experience Placements. 	<ul style="list-style-type: none"> • Part of course to look at roles of professionals in this area such as midwives, health visitors, doctors, nursery workers and managers. This input has increased during the last year. • Also give ideas of salaries expected, qualifications needed, etc. 	<ul style="list-style-type: none"> • Would like small groups of students to visit nurseries, care-homes, etc. • Course is a lot of computer work so course can be seen as 'boring' – any practical activities would be great. • Visit to SDC to see what they offer at Post 16 in a variety of child related courses. • Visits to a Skills event. • Visiting speakers from different areas during lessons. 	<ul style="list-style-type: none"> • Posters advertising careers linked to Child Development. • Subject section on Careers Hub: jobs related to Child Development. • Add a button under research for www.healthcareers.nhs.uk. • Visit from a Nursery Manager (KAA). • Careers board outside BT2 and BT3 - potential careers board. 	<p>Contacts:</p> <p>SDC: Sarah Fairlie – sarahfairlie@southdevon.ac.uk</p> <p>KAA: Laura Ford/Christina Taylor, Nursery Manager</p>

FACULTY/SUBJECT: Construction
Person/s Responsible: Mike Squires

Activities Running	Schemes of Work	Local Business Links	Activities Required Information Needed	Future Developments	Requested Information.
<ul style="list-style-type: none"> • Building Site Visits. • Primary Education Skill Build SDC. • Year 10 Mock Interview experience with Midas. • Year 9 visit to Midas Head Office. • Year 8 Construction Industry Apprenticeship Assembly. • Year 11 Work Experience placements. • Year 10 Future Intentions SDC Taster Sessions. 	<ul style="list-style-type: none"> • Schemes of Work links closely with Industry. 	<ul style="list-style-type: none"> • Interline – Adrian Brady • Open Doors – Online Company • Exeter College • SDC – Nick and Georgina Cleasby, Dean Bowden. • Midas. • Various local employers. 	<ul style="list-style-type: none"> • Would like activities for Years 9, 10 and 11. • Anything on Apprenticeships. 	<ul style="list-style-type: none"> • Posters advertising careers linked to Construction. • Subject section on Careers Hub: jobs related to Construction. 	<p>Careers Hub has many more resources linked to Apprenticeships.</p>

FACULTY/SUBJECT: Engineering
Person/s Responsible: Martin McKenna

Activities Running	Schemes of Work	Local Business Links	Activities Required Information Needed	Future Developments	Requested Information
<ul style="list-style-type: none"> • South Devon College Year 10 visit to Hi Tech centre. • South Devon College Year 10 Visit to Noss Marina Marine Academy. • Year 9 Plymouth University STEM Visit. • SDC Girls into Engineering event • Year 10 Future Intentions Engineering Taster Session at SDC. 	<ul style="list-style-type: none"> • There are links to careers in Year 10/11 WJEC L1/L2 Engineering Studies. Students look into Engineering organisations and Skills required to become an Engineer. 	<ul style="list-style-type: none"> • Noss Marina Marine Academy. 	<ul style="list-style-type: none"> • Apprenticeships in Engineering. 	<ul style="list-style-type: none"> • Posters advertising careers linked to Engineering. • Subject section on Careers Hub: jobs related to Engineering. • Mock Interviews with local employer. • Post 16 options on pcsaeengineers.uk 	<ul style="list-style-type: none"> • Salary /skills comparison tool on Careers Hub – research section at the bottom of the page. • Apprenticeship section on school Careers Hub – ‘Finding a Job’.

FACULTY/SUBJECT: English & Media Studies
Person/s Responsible: Kim Morgan

Activities running	Schemes of Work?	Activities Required Information Needed	Future Developments	Notes
<ul style="list-style-type: none"> • We run workshops with both Exeter and Plymouth University. Exeter University host a creative writing workshop at Greenway. We have plans for students to visit Plymouth Uni in January for a talk and workshop. • Year 10 Future Intentions day at SDC – English A Level Taster Session. • Storyteller Guest Speaker in Year 8. • Year 10 Comedian Workshop. • Scott is in the process of arranging for a programme of visiting speakers for Media. 	<ul style="list-style-type: none"> • Students need to be able to spell, punctuate and use grammar effectively. • They need to be able to identify and analyse language in order to understand how they are being persuaded or to create persuasive texts. 	<ul style="list-style-type: none"> • We are really keen to improve students’ understanding of how English is a transferable and very necessary skill for the workplace. • We are at the planning stage of inviting a range of practitioners from a range of industries to deliver short seminars (or agree to be filmed so that we can create a bank of VLOGS). 	<ul style="list-style-type: none"> • Posters advertising careers linked to English/Media Studies. • Subject section on Careers Hub: jobs related to English/Media Studies. • Careers Department will be focusing on independent research skills. 	<ul style="list-style-type: none"> • Scott was not timetabled for Media this year and the Academy have taken the decision not to continue with Media Studies from 19/20 onwards. • Due to the pressures on English this year we haven’t been able to invite practitioners in. • We would be happy to be involved in any interview activity.

FACULTY/SUBJECT: Food
Person/s Responsible: Lynsie Igoe/Dan Lewis

Activities Running	Schemes of Work	Required Activities Information Required	Future Developments	Notes
<ul style="list-style-type: none"> • Chef of the Year competition in school. • Chef of the Year visit to South Devon College. • Year 9 IGD Food Industries and Logistics Workshop. • Baking Competition – Staff and Students. • Year 10 Futures Intentions Taster Sessions at SDC. 	<ul style="list-style-type: none"> • We discuss Career paths in the food industry and show an informational PowerPoint. 	<ul style="list-style-type: none"> • Would welcome any activity that would inspire students. • Any information in food related industries will be welcome. <p>** Please refer to Future Developments.</p>	<ul style="list-style-type: none"> • Posters advertising careers linked to Food. • Subject section on Careers Hub: jobs related to Food. • The Careers Department will focus on developing students' independent research skills. Alongside this we plan on introducing mock interviews alongside the English Faculty which will help develop skills required for Food curriculum. 	

FACULTY/SUBJECT: French/Spanish
Person/s Responsible: Dominic Round

Activities Running	Schemes of Work	Activities Required Information Needed	Future Developments	Requested Information
<ul style="list-style-type: none"> KS3 MFL Guest Performance Assembly. 	<ul style="list-style-type: none"> We cover School, Education and Careers as a Module in Year 11. 	<ul style="list-style-type: none"> Are there any local employers who offer Languages-related work experience? (for example, Torquay Boys' Grammar School MFL Dept. has a link with Centrax in Newton Abbot). Are there any speakers who would come in to school to talk to pupils about languages/further study/their relevance and usefulness in careers etc? Would like an internal activity for Year 9. Would like an external activity for Year 10. 	<ul style="list-style-type: none"> Reintroduce offsite activity for Year 10 students. We would really like to have someone to come in and speak to the children about the importance of learning languages and the benefits to their career/earnings. We are able (and do!) to deliver PowerPoints about this, but it often seems to have more impact coming from an outsider. Posters advertising careers linked to French/Spanish. Subject section on Careers Hub: jobs related to French/Spanish. 	<p>Contacts: LAL Language School: Robert Allan is willing to provide taster activities: Robert.allan@lalschools.com</p>

FACULTY/SUBJECT: Geography
Person/s Responsible: Claire Smerdon

Activities Running	Activities Required Information Needed	Future Developments	Notes
<ul style="list-style-type: none"> • Information is on: Open Evening leaflets, Introduction to the course leaflets, Option Evening display. • Plymouth University and Drake Circus combined fieldwork and talk regarding Geography and further Education. • Year 11 Transport and logistics Work Experience Assembly. 	<ul style="list-style-type: none"> • Met Office STEM activity. 	<ul style="list-style-type: none"> • Speaker from SDC to present to small group of students interested in the role: arrange session in the 'Library'. • Posters advertising careers linked to Geography. • Subject section on Careers Hub: jobs related to Geography. 	<p>Contacts:</p> <p>Met Office: Ambassador – stem@metoffice.gov.uk.</p> <p>Must provide the following when contacting:</p> <ul style="list-style-type: none"> ○ School name ○ Date/time (try to be a little flexible) ○ Length of session ○ Age group ○ Group size ○ What subject matter <p>Travel & Tourism: Kelle Benne, Air Cabin Crew Tutor – kelle.benne@southdevon.ac.uk</p>

FACULTY/SUBJECT: Health & Social Care
Person/s Responsible: Matt Love

Activities Running	Schemes of Work	Local Business Links	Activities Required Information Needed	Future Developments	Requested Information
<ul style="list-style-type: none"> • NHS Torbay Trust Open Day visit. • Year 10 Future Intentions SDC Taster Session. • Year 11 Work Experience Placements. 	<ul style="list-style-type: none"> • Begin course with general careers research and different kinds of job in this area. Also give ideas of salaries expected, qualifications needed, etc. • Coursework includes qualities of a good care worker. • Range of careers discussed in nearly all lessons now. 	<ul style="list-style-type: none"> • Local Physio comes in to talk to students about her work and gives coursework and career advice. • More links would be very welcome. 	<ul style="list-style-type: none"> • Course is a lot of computer work so course can be seen as 'boring' – any practical activities would be great. • Visit to SDC to see what they offer at Post 16 in a variety of health/social care courses. • Visits to a Skills event. • Visiting speakers from different area during lessons. 	<ul style="list-style-type: none"> • Year 11 NHS Volunteer Presentation. • Posters advertising careers linked to Health & Social Care. • Visit from a Care Home Manager. • Subject section on Careers Hub: jobs related to Health & Social Care. • Display board for Careers outside my room. 	<p>Contacts: NHS: Volunteer Co-ordinator, Fiona Jones – fionajones34@nhs.net</p> <p>Notaro ARBD Care: Steve Todd, Home Manager – 07764 253299 / 01803 217393 ext 58393 steve@arbdcare.co.uk</p>

Year 7 Careers Overview 2019/2020	
Autumn Term 2019	<ul style="list-style-type: none"> ▪ Careers Hub Assembly ▪ Aspirations Survey
Spring Term 2020	<ul style="list-style-type: none"> ▪ Careers advice available at Parents' Evening
Summer Term 2020	<ul style="list-style-type: none"> ▪ Kidzania Trip ▪ PSHE Lessons
All Year Round	<ul style="list-style-type: none"> ▪ 1:1 guidance appointments after referral from: House Teams, Parent/ Carer, Teacher ▪ Form time activities: Careers, Option choices, Questions on a postcard activity

Year 8 Careers Overview 2019/2020	
Autumn Term 2019	<ul style="list-style-type: none"> ▪ Aspirations Assembly ▪ Careers Hub Assembly
Spring Term 2020	<ul style="list-style-type: none"> ▪ Careers advice available at Parents' Evening ▪ Options Question & Answer drop-in for Parents and Pupils ▪ Options/ Careers Assembly ▪ LAC 1-1 Careers Appointments ▪ Options lunch time drop in ▪ PSHE Lessons
Summer Term 2020	<ul style="list-style-type: none"> ▪ Alumni Assembly
All Year Round	<ul style="list-style-type: none"> ▪ Subject based visits/ activities universities/ businesses/ Armed Forces. ▪ 1-1 guidance appointments – Year Team/ Parent/ Carer / Teacher referrals. ▪ Form time careers/ option choices questions on a postcard activity.

Year 9 Careers Overview 2019/2020	
Autumn Term 2019	<ul style="list-style-type: none"> ▪ Fast Tomato Workshops ▪ Parents' Evening ▪ Appointments ▪ IGD Workshop ▪ Careers Activity Day ▪ Royal Marines Workshop ▪ Careers Hub Assembly
Spring Term 2020	<ul style="list-style-type: none"> ▪ Options Evening ▪ Options Choices Lunchtime drop-ins ▪ Options Assembly ▪ LAC 1-1 Careers Appointments ▪ PSHE Lessons

Summer Term 2020	<ul style="list-style-type: none"> ▪ Apprenticeship Assembly ▪ Higher Education Assembly ▪ RAF Activity and Presentation
All Year Round	<ul style="list-style-type: none"> ▪ Subject based visits/ activities universities/ businesses/ Armed Forces guidance appointments – Year Team/ Parent/ Carer / Teacher referrals ▪ Form time careers/ option choices questions on a postcard activity

Year 10 Careers Overview 2019/2020	
Autumn Term 2019	<ul style="list-style-type: none"> ▪ Parents' Evening ▪ Year 10 GCSE Raising Aspirations Assembly ▪ Careers Hub Assembly ▪ Aspirations Survey
Spring Term 2020	<ul style="list-style-type: none"> ▪ University Residential Activity launched ▪ Work Experience Application Assembly ▪ Future Options Assembly
Summer Term 2020	<ul style="list-style-type: none"> ▪ LAC 1:1 Careers Appointments ▪ Armed Forces Presentation ▪ Securing a Work Experience Assembly ▪ PSHE Lessons ▪ Army Residential Week ▪ Further Education Taster Day
All Year Round	<ul style="list-style-type: none"> ▪ Subject based visits/ activities universities/ businesses/ Armed Forces guidance appointments – Year Team/ Parent/ Carer / Teacher referrals ▪ Form time careers/ option choices questions on a postcard activity

Year 11 Careers Overview 2019/2020	
Autumn Term 2019	<ul style="list-style-type: none"> ▪ Work Experience Health & Safety Assembly ▪ NCS Tutor Group Discussions ▪ Work Experience ▪ careers appointments with CSW Adviser. ▪ Parents' Evening. ▪ NCS Non Engagement in Work Experience Workshop ▪ Future intentions Assembly ▪ Apprenticeship Assembly ▪ PSHE Lessons ▪ Careers Hub Assembly ▪ A Level Alumni Workshop ▪ Aspirations Assembly
Spring Term 2020	<ul style="list-style-type: none"> ▪ Year 11 Missing Destinations Careers Appointments (NEET Potentials) ▪ College Application Lunchtime drop-ins ▪ National Citizens Service Presentation ▪ Geography Field Trip and University Visit
All Year Round	<ul style="list-style-type: none"> ▪ 1:1 guidance appointments – Year Team/ Parent/ carer / Teacher referrals. ▪ Subject based visits/ activities universities/ businesses/ Armed Forces. ▪ Form time careers/ option choices questions on a postcard activity. ▪ Careers Lunchtime drop-ins.

PROVIDER ACCESS POLICY

Introduction

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

Student entitlement

Students in years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which helps to provide information on the full range of education and training options available at each transition point.
- To hear from a range of providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies, group discussions and taster events.
- 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 Laura Hay, Careers Lead:

Telephone: 01803 403003; Email: careers@paigntonacademy.org

Opportunities for access

The Academy is happy to display materials and hand out literature to pupils and parents. All requests should be sent through via the above contact.

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 (please see Appendix 3).

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students. (Please see the Paignton Academy Safeguarding Policies incorporating Child Protection Procedures, accessible on the Paignton Academy website:

<http://www.paigntonacademy.org/academy-policies/> or from the Head of School's PA)

Premises and Facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre links can also be added to the careers hub section of the academies website.

CAREERS EDUCATION (CE) AND INFORMATION ADVICE AND GUIDANCE (IAG)

1. Definition

Careers Education (CE): Refers to services and activities intended to assist individuals of any age and at any point throughout their lives, to make educational, training and occupational choices and to manage their careers.

2. Information Advice and Guidance (IAG):

Information when used in IAG means the provision of information on learning, careers and work opportunities. Information can be provided in a range of formats including:

- Printed materials such as leaflets.
- Audio-visual materials such as YouTube.
- Computer software/ internet websites.
- Verbal information to the client on a face-to-face basis or through local or national help-line services.

Advice refers to interaction with the student, usually on a one to one basis. It may require:

- How to access and use information.
- Recognition of when more in-depth services may be required and referrals to an external agency.

Guidance is an in-depth interview conducted by a trained adviser which helps clients to:

- Explore a range of options.
- To relate information to their own needs and circumstances.
- To make decisions about their career i.e. their progression in learning and work.

3. Entitlement

- All students are entitled to a Planned Programme of Careers Education, which is designed to help them develop their individual career aspirations.
- The Academy's Programme is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.
- The Academy has a commitment to retain the Investor in Careers Award as it helps to monitor, review and evaluate the provision it delivers.

4. Statutory Duties:

The statutory duty requires governing bodies to ensure that all registered pupils at the Academy are provided with independent careers guidance from Year 8 (12-13 year olds) to Year 13 (17-18 year olds). Refer to 'Careers guidance & inspiration in Schools' DFE March 2015.

5. Delivery

The Academy offers pupils academic challenges which enable them to realise their own potential. To ensure this happens pupils are given a comprehensive programme of information and advice on further

education, current labour market opportunities and voluntary and gap year opportunities. At the heart of our philosophy is our commitment to equal opportunities and this is reflected both in our educational programmes and in the way in which they are delivered. Due consideration is given to the special needs of individual pupils.

The Academy uses the 8 Gatsby Benchmarks as a framework for its careers provision:

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.

Further to the provision provided through core curriculum lessons pupils are given:

- Accurate, comprehensive, reliable and up-to-date information, that is well displayed, well maintained and easily accessible.
- Opportunities through taster sessions, guest speakers and trips and visits to acquire further skills and knowledge on future pathways.
- Encouraged to participate in work experience to enhance their knowledge and understanding of the world of work.
- 1-1 interviews and specialist guidance offered by the Careers Coordinator and Careers South West.

6. Roles and Responsibilities

The *Head of School* will ensure that:

- The policy is integrated into the Academy's curriculum and implemented in accordance with the above principles.

The *Governing Body* will ensure that:

- Sufficient resources are allocated to the programme
- The effectiveness of Careers Advice is evaluated and the outcomes reflected in future plans

The *Careers Lead* will:

- Organise and coordinate the provision of CEG across the Academy.
- Deliver relevant INSET to other staff.
- Monitor and report on Destination Data.
- Liaise with outside bodies concerned with Careers Education.
- Ensure the provision of suitable, up to date, resource materials.
- Develop Academy-based materials for pupils and parents.
- Evaluate the programme annually.
- Ensure that the correct Health and Safety protocol is adhered to with regards to Work Experience placements of young people.

The *Careers Administrator* will:

- Maintain and populate the Academy's online Careers Hub facility.
- Provide support for the Careers Lead.
- Maintain accurate databases linked to Destination Data and Work Experience.
- Work alongside the Careers lead to enable students to make positive transitions.

***Staff* will:**

- Deliver aspects of the Careers Education programmes as requested.
- Be familiar with the details of the Careers Education Programme so they can support students, particularly in their role as Form Tutors.
- Include careers-related elements in their Schemes of Work where appropriate.
- Feedback to students on their progress and achievement.

***Careers South West* will:**

- Provide Impartial and Current Information Advice and Guidance to the Academy's most vulnerable pupils.
- Support the Academy in delivery of CEG.
- Publish annual Year 11 student destination data.

***Pupils* will:**

- Behave positively and responsibly.

7. Engaging with Parents/ Carers

The Careers Department has a wide range of learning materials and resources for students/ parents and carers to use. Parents and students can also contact dedicated careers staff for help and advice. Guidance is supplemented by a wide range of careers activities and events and the educational aspect is taught through form tutorials, assembly time and dedicated Careers PSHE lessons.

8. Safeguarding

Refer to the Academy's Safeguarding Policies:

- Safeguarding Children
- Lone Working
- Safeguarding Children - Allegations against Staff

9. Procedures for Reviewing Effectiveness of Programme

Feedback from staff, parents and pupils will help to judge the effectiveness of the Careers Education Programme. The Careers Lead will be responsible for developing methods to collect these views. There will be an annual Academy based evaluation of the effective implementation of this policy. This will take place in the Summer Term, using the local quality standards for CEG to identify desirable improvement.

10. Resources

Funding is allocated in the annual budget. Funding for developments in the Academy's Improvement Plan is considered in the context of whole Academy priorities. Sources of external funding to improve CEIAG provision are actively sought.

11. Policy Links

It is underpinned by the Academy's policies for teaching and learning, assessment, recording and reporting achievement, enterprise and work related learning, equal opportunities, health and safety, and special needs, lone working, safeguarding, assessment and record keeping, feedback to parents and pupils and marking.