



Gillingham School Careers Programme

Gillingham School

2017/2018

Foreword

Introduction

There has never been a time when careers guidance has been as important for young people as it is today. The landscape of education, training and employment opportunities that students need to navigate is more complex and more challenging than that faced by previous generations. While the economy is beginning to recover from the recent recession, levels of youth unemployment and under-employment are still high. The raising of the age for participating in learning means that young people face a wider range of choices of courses and places to study.

Qualifications such as GCSE and A level are changing, and opportunities in higher education extend now beyond the UK to other parts of Europe and further afield. Students need help to make choices and manage transitions: they need good quality careers education, information, advice and guidance.

The school careers plan sets out how the school intends to provide a fit for purpose careers programme with the available resources which will provide our students with the knowledge, inspiration and ability to take ownership of their own career action plans which will enable them to succeed in their chosen career paths.

The school Careers Plan is based on the DfE document "Careers Strategy: making the most of everyone's skills and talents" December 2017

Careers education does not just mean informing students about their options after school but also how their school career will affect their futures. It is our statutory duty to ensure that all pupils receive independent, impartial advice and guidance regarding all options within school and how they will affect their options after school and which careers pathways will become available to them. By helping students with decisions at crucial stages, informing them of all their options and introducing them to the world of work, we aim to prepare them for life after school whichever path they choose.

Student Entitlement Statements

Year 7 Careers Entitlement

- Students are encouraged to identify personal traits, strengths and skills and develop confidence and have high expectations of themselves.
- What is important in a career? Students encouraged to investigate different jobs and careers and what they mean in terms of lifestyle, budgeting and a good work/life balance and develop economic awareness.
- Students encouraged to challenge stereotypes within the world of work and traditional job roles.
- Students are issued with portfolios which will allow them to map their careers planning through their time at the school.
- By beginning careers education early students can make better informed decisions at transition stages and are more motivated in school in order to follow a particular pathway.

Year 8 Careers Entitlement

- Students build on personal strengths and begin to link skills to specific careers enabling realistic and informed decisions at transition stages.
- Students introduced to other careers software and websites available in school.
- Students encouraged to think about what they might like to achieve after school.
- Students are encouraged to use careers resources available and informed where to find out more about specific courses/careers.
- Students should begin to think about GCSE options in terms of career pathways and plan future within school.
- Academic and careers progress is recorded in their Careers Portfolios.

Year 9 Careers Entitlement

- Students encouraged to reassess personal strengths with a focus on transferable skills and to link these to particular job roles.
- Students have optional access to independent and impartial advisers via drop in sessions. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.
- Academic and careers progress is recorded in Careers Portfolios.

Year 10 Careers Entitlement

- Students begin to explore post 16 options.
- Economic awareness is developed further and students encouraged to think about employability, which careers appeal and to identify and set themselves realistic future goals.
- Students agree personal action plans with tutors for future and identify what specific action is required to achieve goals.
- Students begin CV and cover letter writing.
- Students have optional access to independent and impartial advisers via drop in sessions. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.
- Academic and careers progress is recorded in Careers Portfolios.
- Students complete work experience and record progress in a Work Experience Log.

Year 11 Careers Entitlement

- Students are helped with post 16 choices and encouraged to consider all their options including further study in 6th form and apprenticeships. Interview techniques further developed.
- Students should use careers interviews to help understand different career pathways and entry requirements and encouraged to make contingency plans should results be better/worse than expected and set personal targets for development.
- Students are encouraged to think about the kind of behaviour potential employers look for.
- Students are encouraged to attend careers talks, fairs, college open days and taster days with employers.
- Students are assisted further with CV writing and encouraged to have a completed a CV and cover letter
- Students are kept up to date with post 16 deadlines.
- Students have optional access to independent and impartial advisers via drop in sessions. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.
- Academic and careers progress is recorded in Careers Portfolios.

Year 12 Careers Entitlement

- Students are given specific help with preparing UCAS/applying for apprenticeships.
- Sessions on understanding school leaver and graduate job markets and how to look and apply for jobs.
- Students should start to understand how world of work is changing and how it might affect individuals.
- Students learn how to manage a career in terms of progression, budgeting and planning for the future.
- Students are reminded of different options including higher education, jobs, gap years, apprenticeships etc.
- Students are encouraged to attend university open days, mock interviews, careers interviews and meet potential employers to discuss future options.
- Students have optional access to independent and impartial advisers via drop in sessions. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.
- Academic and careers progress is recorded in Careers Portfolios.

Year 13 Careers Entitlement

- Students are given specific help with preparing UCAS/applying for apprenticeships.
- Sessions on understanding school leaver and graduate job markets and how to look and apply for jobs.
- Students should start to understand how world of work is changing and how it might affect individuals.
- Students learn how to manage a career in terms of progression, budgeting and planning for the future.
- Students are reminded of different options including higher education, jobs, gap years, apprenticeships etc.
- Students are encouraged to attend university open days, mock interviews, careers interviews and meet potential employers to discuss future options.
- Students have optional access to independent and impartial advisers via drop in sessions. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.
- Academic and careers progress is recorded in Careers Portfolios.

Disclaimer

This report is derived from the Grofar Careers Plan and designed to express the plans, intentions and activities related to the users School Careers Service.

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Careers Service Goals

Careers Service Goals

Our Careers Service Goals set out the key areas where we will focus over the coming years. These are the things that we have identified as being the most important to help prepare our students for their next steps after leaving school. We aim to achieve or better all the points set out in the DfE statutory guidance and focus attention on some specific goals.

Goal	Description	Resources Required	Success Criteria	Target Date
Access to Local Providers	To ensure that a range of local providers are able to talk to students about the opportunities they offer, including apprenticeships and technical education, so that students understand the full range of education and training options available at each transition point,	Local training providers including University Technical Colleges, Studio Schools, Apprenticeship Providers, Colleges, Universities and Employers. The Main Hall, Drama Studio, Sixth Form Canteen, Sixth Form Study Centre, Administrative help Site Team help Student marshals	The number of local providers that attend and the range of occupational areas they cover and the range of qualification routes they cover. The number of families that attend.	20 Dec 2018
Employer Encounters	To embed a meaningful employer encounter into the programme for each year group.	Employers Administrative support	To have achieved one encounter for each year group. For a good percentage of each year group to have participated. To have broadened students perceptions of the workplace and the breadth of future careers they are considering.	26 Jul 2019
STEM Employer Encounters	To work with the STEM Coordinator in school to embed existing STEM activities into the programme and ensure that there is at least one that involves a whole year group, becomes a stable part of the programme and is facilitated in some way by an employer.	STEM Ambassadors Curriculum time Administrative support Main School Hall	For a whole year group event to take place. For more students to opt for STEM subjects at GCSE and A level. For more girls to consider STEM subjects at GCSE and A level. For more girls to consider STEM careers in the future.	26 Jul 2019
Promote T Levels	To ensure that students are fully familiar with the full range of T levels that are available when they start to be delivered in 2020.		Students will have received the information and will be able to judge if this is the right route for them.	26 Jul 2019

Disadvantaged Students	Ensure that disadvantaged students have access to all available employer encounters.	This may need funding to enable them to access trips.	NEET figures Number of PP students on trips.	26 Jul 2019
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Activities and Events

Careers Events and Activities

Students will have access to wide range of careers focused events and activities. All careers activities are published in the careers programme that is published on the school website. They are also posted on the school calendar which again is available on the school website.

Months	Careers Activity	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
September	Name		✓	✓	✓	✓	✓	
	Description							
	Provision Type							
	Provision Source							
	Target Group							
	Skills							
	Type							
	Resources Required							
	Businesses							
	Alumni							✓
Parents								

	Name	Apprenticeship and University Fair								✓
	Description	Year 13 students have the opportunity to visit a careers fair that incorporates both universities and apprenticeship providers and employers.								
	Provision Type	CEIAG								
	Provision Source	Independent								
	Target Group	Gifted & Talented Pupil Premium FSM								
	Skills	Planning and organising								
	Type	Skills Fair								
	Resources Required	Hours: 6 Staff Members: 3 Total Staff Hours: 18								
	Businesses									
	Alumni									
	Parents									

Name	Year 13 Degree Level Apprenticeship Talk								✓
Description	Year 13 students are introduced to the range of opportunities available within higher level apprenticeships.								
Provision Type	CEIAG								
Provision Source	Independent								
Target Group	Gifted & Talented Pupil Premium FSM								
Skills	Planning and organising								
Type	Independent Provider Visit								
Resources Required	Hours: 1 Staff Members: 1 Business Members: 1 Total Staff Hours: 1 Total Business Hours: 1								
Businesses	✓								
Alumni									
Parents									

	Name	Young Enterprise Launch							✓	
	Description	Young Enterprise invite Year 12 Business Studies students to take part in a competition to start a company.								
	Provision Type	Curriculum								
	Provision Source	Independent								
	Skills	Communication Team work Problem solving Planning and organising Self-management Learning Technology Initiative and enterprise Perseverance Time Management Flexibility Drive								
	Type	Careers Event								
	Resources Required	Hours: 10 Staff Members: 3 Business Members: 3 Total Staff Hours: 30 Total Business Hours: 30								
	Businesses	✓								
	Alumni									
	Parents									

October	Name	Sixth Form Information Evening					✓		
	Description	An evening for Year 11 students and their parents to come into school and find out what the school offers in the Sixth Form. Presentations will include perceptions of current Sixth Form students. This is followed by the opportunity to tour the school and discover more about the resources and courses offered. They are able to see examples of A level work and talk to teachers about the expectations of the courses. A careers advisor is also available for drop in sessions.							
	Provision Type	CEIAG							
	Provision Source	In School							
	Skills	Communication Planning and organising Initiative and enterprise							
	Type	Options Evening							
	Resources Required	Hours: 3 Staff Members: 30 Total Staff Hours: 90							
	Businesses								
	Alumni								
	Parents		✓						

Name	College Talks					✓		
Description	Representatives from local colleges come into school to do a presentation about what their college has to offer. They are then available with literature to answer any queries.							
Provision Type	CEIAG							
Provision Source	In School							
Target Group	Gifted & Talented Pupil Premium LLD EAL FSM Uniform Allowance							
Skills	Communication Planning and organising Self-management Learning Initiative and enterprise							
Type	Careers Visit							
Resources Required	Hours: 1 Staff Members: 3 Business Members: 5 Business Services Required: Post-16 Education Total Staff Hours: 3 Total Business Hours: 5							
Businesses								
Alumni								
Parents								

	<table border="1"> <tr> <td>Name</td> <td>Year 12 Mock Interviews</td> </tr> <tr> <td>Description</td> <td>J P Morgan come into school and administer mock interviews for out Year 12 students,</td> </tr> <tr> <td>Provision Type</td> <td>CEIAG</td> </tr> <tr> <td>Provision Source</td> <td>Independent</td> </tr> <tr> <td>Skills</td> <td>Communication Initiative and enterprise Perseverance</td> </tr> <tr> <td>Type</td> <td>Mock Interview Session</td> </tr> <tr> <td>Resources Required</td> <td>Hours: 6 Business Members: 1 Total Business Hours: 6</td> </tr> <tr> <td>Businesses</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Alumni</td> <td></td> </tr> <tr> <td>Parents</td> <td></td> </tr> </table>	Name	Year 12 Mock Interviews	Description	J P Morgan come into school and administer mock interviews for out Year 12 students,	Provision Type	CEIAG	Provision Source	Independent	Skills	Communication Initiative and enterprise Perseverance	Type	Mock Interview Session	Resources Required	Hours: 6 Business Members: 1 Total Business Hours: 6	Businesses	✓	Alumni		Parents						✓	
Name	Year 12 Mock Interviews																										
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Provision Source	Independent																										
Skills	Communication Initiative and enterprise Perseverance																										
Type	Mock Interview Session																										
Resources Required	Hours: 6 Business Members: 1 Total Business Hours: 6																										
Businesses	✓																										
Alumni																											
Parents																											
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Name	Year 10 Tutor Interviews																										
Description	Each student has a one to one interview with their tutor to discuss progress, expectations and targets.																										
Provision Type	CEIAG																										
Provision Source	In School																										
Skills	Communication Planning and organising Self-management Time Management																										
Type	One to One Session																										
Resources Required	Hours: 1 Staff Members: 10 Total Staff Hours: 10																										
Businesses																											
Alumni																											
Parents																											

	Name	Writing Curriculum Vitaes and Covering Letters				✓			
	Description	Students write a covering letter and a CV for their Work Experience placement.							
	Provision Type	CEIAG							
	Provision Source	In School							
	Target Group	Gifted & Talented Pupil Premium LLD EAL FSM Uniform Allowance							
	Skills	Communication							
	Type	Careers Lesson							
	Resources Required	Hours: 1 Staff Members: 10 Total Staff Hours: 10							
	Businesses								
	Alumni								
	Parents								

November	Name	Year 11 Tutor Interviews					✓		
	Description	Students have a one to one interview with their tutors to discuss: progress, expectations and targets.							
	Provision Type	CEIAG							
	Provision Source	In School							
	Skills	Communication Planning and organising Self-management Time Management							
	Type	One to One Session							
	Resources Required	Hours: 1 Staff Members: 10 Total Staff Hours: 10							
	Businesses								
	Alumni								
	Parents								

	Name	Year 12 Southampton University Trip							✓	
	Description	The whole year group are encouraged to go on this trip								
	Provision Type	CEIAG								
	Provision Source	Independent								
	Target Group	Gifted & Talented Pupil Premium FSM								
	Skills	Planning and organising Self-management Initiative and enterprise Time Management Flexibility								
	Type	University Trip								
	Resources Required	Hours: 6 Staff Members: 5 Total Staff Hours: 30								
	Businesses									
	Alumni									
	Parents									

	Name	Year 12 Assembly on Post 18 Options							✓	
	Description	Students are introduced to the wide range of possibilities available to them after Sixth Form.								
	Provision Type	CEIAG								
	Provision Source	In School								
	Target Group	Gifted & Talented Pupil Premium LLD EAL FSM Uniform Allowance								
	Skills	Planning and organising								
	Type	Assembly Presentation								
	Resources Required	Hours: 1 Staff Members: 2 Total Staff Hours: 2								
	Businesses									
	Alumni									
	Parents									

	Name	What are my Options?		✓		✓			
	Description	A visiting theatre company staging a dramatic, high energy production of the pitfalls and priorities involved in deciding what courses to take for Key Stage 4 and 5.							
	Provision Type	CEIAG							
	Provision Source	Independent							
	Target Group	Gifted & Talented Pupil Premium LLD EAL FSM Uniform Allowance							
	Skills	Planning and organising Self-management Time Management							
	Type	Independent Provider Visit							
	Resources Required	Hours: 1 Staff Members: 10 Business Members: 1 Total Staff Hours: 10 Total Business Hours: 1							
	Businesses								
	Alumni								
Parents									

				✓	✓	✓	✓	✓
Name	Next Steps Evening							
Description	Parents and students are invited to an evening of careers talks and a careers fair. The presentations included are: Post 16 Choices, Going to University, Choosing to go College, All About Apprenticeships and A Guide to Student Finance. There are information stands from Universities, the Forces, Colleges, Apprenticeship Providers, Studio Schools, University Technical Colleges and employers from a wide range of occupational areas.							
Provision Type	CEIAG							
Provision Source	In School							
Target Group	Gifted & Talented Pupil Premium LLD EAL FSM Uniform Allowance							
Skills	Planning and organising Self-management Initiative and enterprise							
Type	Hosted Career Fair							
Resources Required	Hours: 3 Staff Members: 10 Business Members: 30 Business Services Required: Careers fair participation Total Staff Hours: 30 Total Business Hours: 90							
Businesses	✓							
Alumni								
Parents	✓							

	Name	Health and Safety and Risk Assessment				✓			
	Description	Students are briefed on the risk and health and safety aspects of their work experience placements.							
	Provision Type	CEIAG							
	Provision Source	In School							
	Type	Assembly Presentation							
	Resources Required	Hours: 1 Staff Members: 1 Total Staff Hours: 1							
	Businesses								
	Alumni								
	Parents								

	Name	Oxford Pathways					✓		
	Description	Targeted Year 11 students get the opportunity to investigate the options available through Oxford University.							
	Provision Type	CEIAG							
	Provision Source	Independent							
	Target Group	Gifted & Talented							
	Skills	Communication Planning and organising Self-management Initiative and enterprise Perseverance Flexibility Drive							
	Type	Awareness Event							
	Resources Required	Hours: 6 Staff Members: 2 Total Staff Hours: 12							
	Businesses								
	Alumni								
	Parents								

	Name	Work Experience Database				✓			
	Description	Year 10 students are given instruction on how to use the Work Experience Database to select the desired Work Experience placements.							
	Provision Type	CEIAG							
	Provision Source	In School							
	Target Group	Gifted & Talented Pupil Premium LLD FSM Uniform Allowance							
	Skills	Planning and organising Self-management Technology Initiative and enterprise							
	Type	Careers Session							
	Resources Required	Hours: 1 Staff Members: 11 Total Staff Hours: 11							
	Businesses								
	Alumni								
	Parents								

Name	Next Steps Evening Preparation						✓	
Description	Students are given a number of occupations with their top salaries, they are then required to guess whether the career requires a degree or another route to qualifying. They are then given the example of a local company, with a breakdown of all the different types of job role that are available just in that one company. With a selection of other companies that are attending the Next Steps Evening they are required to break them down into the possible job roles that will be an offer at those companies. To finish off they complete their own planning sheet for the Next Steps Evening including; which presentations they are going to attend and which information stands they are going to prioritize.							
Provision Type	CEIAG							
Provision Source	In School							
Target Group	Gifted & Talented Pupil Premium FSM							
Skills	Planning and organising Self-management Initiative and enterprise							
Type	Careers Session							
Resources Required	Hours: 1 Staff Members: 10 Total Staff Hours: 10							
Businesses								
Alumni								
Parents								

December	Name	Weekly UCAS Clinic										✓
	Description	A drop in session for year 13 students to attend on a voluntary basis, if they need help with their UCAS application.										
	Provision Type	CEIAG										
	Provision Source	In School										
	Skills	Planning and organising Self-management Technology Perseverance Time Management										
	Type	Drop-in Session										
	Resources Required	Hours: 30 Staff Members: 2 Total Staff Hours: 60										
	Businesses											
	Alumni											
	Parents											

	Name	Year 10 Work Observation Day				✓			
	Description	Each Year 10 student spends a day in the workplace of a member of their family. Observing the day to day activities in that workplace.							
	Provision Type	CEIAG							
	Provision Source	Independent							
	Target Group	Gifted & Talented Pupil Premium LLD EAL FSM Uniform Allowance							
	Skills	Communication Learning Time Management							
	Type	Work Experience Session							
	Resources Required	Hours: 6 Staff Members: 1 Business Members: 30 Business Services Required: Employability Days Total Staff Hours: 6 Total Business Hours: 180							
	Businesses								
	Alumni								
	Parents								

	Name	College Taster					✓		
	Description	Students have the opportunity to select courses and experience a taster session at a local college.							
	Provision Type	CEIAG							
	Provision Source	Independent							
	Target Group	Pupil Premium FSM Uniform Allowance							
	Skills	Communication Planning and organising							
	Type	Taster Course							
	Resources Required	Hours: 3 Staff Members: 3 Total Staff Hours: 9							
	Businesses								
	Alumni								
	Parents								

January	Name	Year 8 Options Assembly	✓						
	Description	Year 8 pupils are introduced to the options process and the courses that they can choose.							
	Provision Type	CEIAG							
	Provision Source	In School							
	Target Group	Gifted & Talented Pupil Premium LLD EAL FSM Uniform Allowance							
	Skills	Planning and organising							
	Type	Awareness Event							
	Resources Required	Hours: 1 Staff Members: 1 Total Staff Hours: 1							
	Businesses								
	Alumni								
	Parents								

				✓				
Name	Year 9 Options Assembly							
Description	Year 9 pupils are introduced to the options process and the courses they can choose. They are also made familiar with the opportunities offered by Studio Schools and University Technical Colleges in the area.							
Provision Type	CEIAG							
Provision Source	In School							
Target Group	Gifted & Talented Pupil Premium LLD EAL FSM Uniform Allowance							
Skills	Planning and organising							
Type	Assembly Presentation							
Resources Required	Hours: 1 Staff Members: 1 Total Staff Hours: 1							
Businesses								
Alumni								
Parents								

	Name	Yeovilton Fleet Air Museum Challenge Day	✓					
	Description	Students visit the museum, have a tour around the exhibits and then they are challenged to use their engineering, design, teamwork, problem solving skills to build something.						
	Provision Type	Curriculum						
	Provision Source	Independent						
	Target Group	Gifted & Talented Pupil Premium						
	Skills	Communication Team work Problem solving Planning and organising Self-management Learning Technology Initiative and enterprise Perseverance Time Management Flexibility Drive						
	Type	Careers Trip						
	Resources Required	Hours: 8 Staff Members: 5 Business Members: 6 Total Staff Hours: 40 Total Business Hours: 48						
	Businesses							
	Alumni							
	Parents							

Name	The Real Game	✓							
Description	Students are encouraged to map out their dream lifestyle and cost it. They are then allocated a job at random. Perceptions and stereotypes are examined about the varying job roles and then students do a number of comparisons which will allow them to see the relationship between: qualifications and pay, hours worked and pay. I am currently considering this element as an employer encounter. They then return to the cost of their dream lifestyles and discover if they can afford it with the job they have been allocated.								
Provision Type	CEIAG								
Provision Source	In School								
Target Group	Gifted & Talented Pupil Premium								
Skills	Learning Flexibility								
Type	Careers Lesson								
Resources Required	Hours: 3 Staff Members: 10 Business Members: 30 Business Services Required: Careers workshops Total Staff Hours: 30 Total Business Hours: 90								
Businesses									
Alumni									
Parents									

Name	Exploring Your Options	✓																																																														
Description	Students use Careerpilot and Plotr to do a personality test which will identify the strengths and skill and suggest some appropriate occupations. It also allows them to explore different GCSE subjects and find out what careers these could lead to and transversely they can explore jobs and find out what GCSEs they should be opting for.																																																															
Provision Type	CEIAG																																																															
Provision Source	In School																																																															
Target Group	Gifted & Talented Pupil Premium LLD EAL FSM Uniform Allowance																																																															
Skills	Planning and organising Self-management Learning																																																															
Type	Careers Lesson																																																															
Resources Required	Hours: 1 Staff Members: 10 Total Staff Hours: 10																																																															
Businesses																																																																
Alumni																																																																
Parents																																																																

	Name	University Talk					✓		
	Description	Ambassadors from Bournemouth University come into to school to talk about university life and why they should choose that route.							
	Provision Type	CEIAG							
	Provision Source	Independent							
	Target Group	Gifted & Talented Pupil Premium LLD EAL FSM Uniform Allowance							
	Skills	Planning and organising Self-management Time Management							
	Type	Careers Visit							
	Resources Required	Hours: 1 Staff Members: 10 Business Members: 3 Total Staff Hours: 10 Total Business Hours: 3							
	Businesses								
	Alumni								
	Parents								

	Name	Labour Market Quiz				✓			
	Description	Students complete a multi-choice quiz about all aspects of the labour market, both local and national.							
	Provision Type	CEIAG							
	Provision Source	In School							
	Target Group	Gifted & Talented Pupil Premium LLD EAL FSM Uniform Allowance							
	Skills	Communication Team work Problem solving Initiative and enterprise							
	Type	Careers Lesson							
	Resources Required	Hours: 1 Staff Members: 10 Total Staff Hours: 10							
	Businesses								
	Alumni								
	Parents								

February	Name	Introduction to Apprenticeships				✓			
	Description	An outside organisation comes into school to address the whole year group about the opportunities offered by apprenticeships. It is emphasised to students that this is something they could consider at the post-16 level and post 18 with opportunities right up to degree level.							
	Provision Type	CEIAG							
	Provision Source	Independent							
	Target Group	Gifted & Talented Pupil Premium LLD EAL FSM Uniform Allowance							
	Skills	Planning and organising Learning							
	Type	Careers Session							
	Resources Required	Hours: 1 Staff Members: 10 Business Members: 1 Total Staff Hours: 10 Total Business Hours: 1							
	Businesses								
	Alumni								
Parents									

	Name	A Level Tasters					✓		
	Description	Students have the opportunity to experience a taste of an A level course.							
	Provision Type	Curriculum							
	Provision Source	In School							
	Target Group	Gifted & Talented Pupil Premium LLD EAL FSM Uniform Allowance							
	Skills	Planning and organising Self-management Initiative and enterprise Time Management							
	Type	Taster Course							
	Resources Required	Hours: 1 Staff Members: 20 Total Staff Hours: 20							
	Businesses								
	Alumni								
	Parents								

	Name	Young Enterprise Route to Work Seminars							✓	
	Description	The Young Enterprise organisation bring in representatives of human resources departments from a number of companies and they do workshops for Year 12 students on writing CVs and interview techniques.								
	Provision Type	CEIAG								
	Provision Source	Independent								
	Target Group	Pupil Premium FSM								
	Skills	Communication Planning and organising Self-management Initiative and enterprise Flexibility Drive								
	Type	Careers Lesson								
	Resources Required	Hours: 6 Staff Members: 1 Business Members: 4 Total Staff Hours: 6 Total Business Hours: 24								
	Businesses									
	Alumni									
	Parents									

	Name	Year 12 J P Morgan Trip							✓	
	Description	Students get the opportunity to visit JP Morgan to discover all the opportunities on offer and what the company are looking for in their workforce.								
	Provision Type	CEIAG								
	Provision Source	Independent								
	Skills	Planning and organising Technology Flexibility								
	Type	Workplace Trip								
	Resources Required	Hours: 6 Staff Members: 3 Business Members: 1 Total Staff Hours: 18 Total Business Hours: 6								
	Businesses									
	Alumni									
	Parents									

	Name	Year 11 Leavers Interviews					✓		
	Description	Students who are planning to leave school at the end of year 11 have an interview to discuss their future plans and whether they have everything in place for the following year.							
	Provision Type	CEIAG							
	Provision Source	In School							
	Skills	Planning and organising Self-management Time Management							
	Type	One to One Session							
	Resources Required	Hours: 1 Staff Members: 7 Total Staff Hours: 7							
	Businesses								
	Alumni								
	Parents								

Name	Introduction to Careers Resources	✓						
Description	Students receive a brief introduction to the Careers Library. The type of resources they will find which will support each of their transition stages and who to use the classification system. They will also discover the particular links we have made available to support them in their careers planning, through the school portal.							
Provision Type	CEIAG							
Provision Source	In School							
Target Group	Gifted & Talented Pupil Premium LLD EAL FSM Uniform Allowance							
Skills	Learning							
Type	Careers Session							
Resources Required	Hours: 1 Staff Members: 10 Total Staff Hours: 10							
Businesses								
Alumni								
Parents								

					✓				
Name	Year 10 Health and Safety for Work Experience								
Description	Year 10 students are introduced to the importance of health and safety in the work place.								
Provision Type	CEIAG								
Provision Source	In School								
Target Group	Gifted & Talented Pupil Premium LLD EAL FSM Uniform Allowance								
Skills	Problem solving Self-management Learning								
Type	Assembly Presentation								
Resources Required	Hours: 1 Staff Members: 1 Total Staff Hours: 1								
Businesses									
Alumni									
Parents									

March	Name	Level 2 Year 12 Students One to One Interviews						✓	
	Description	Each student is interviewed by their tutor to discuss their progress and their future plans.							
	Provision Type	CEIAG							
	Provision Source	In School							
	Skills	Communication Planning and organising Self-management							
	Type	One to One Session							
	Resources Required	Hours: 15 Staff Members: 2 Total Staff Hours: 30							
	Businesses								
	Alumni								
	Parents								
	Name	How to Search for University Courses						✓	
	Description	Year 12 students are introduced to the process of searching for suitable university courses.							
	Provision Type	CEIAG							
	Provision Source	In School							
	Skills	Planning and organising							
	Type	Assembly Presentation							
	Resources Required	Hours: 1 Staff Members: 1 Total Staff Hours: 1							
	Businesses								
	Alumni								
	Parents								

	Name	Studying in American Universities							✓	
	Description	Year 12 students are introduced to the possibilities and complexities of applying to American universities.								
	Provision Type	CEIAG								
	Provision Source	In School								
	Skills	Planning and organising								
	Type	Assembly Presentation								
	Resources Required	Hours: 1 Staff Members: 1 Total Staff Hours: 1								
	Businesses									
	Alumni									
	Parents									

			✓	✓				
Name	Options Evening							
Description	Students and parents attend an evening where the options process is explained in full. They then have the opportunity to visit different subject departments to see what is involved in studying that subject and to discuss with teachers the suitability of that subject for their child. They can also talk to a careers advisor and look at careers resources.							
Provision Type	CEIAG							
Provision Source	In School							
Target Group	Gifted & Talented Pupil Premium LLD EAL FSM Uniform Allowance							
Skills	Problem solving Planning and organising							
Type	Options Evening							
Resources Required	Hours: 2 Staff Members: 25 Total Staff Hours: 50							
Businesses								
Alumni								
Parents								

	Name	Year 12 Bryanston Futures Afternoon							✓	
	Description	Year 12 students visit Bryanston School to take part in workshops and taster sessions in graduate career opportunities.								
	Provision Type	CEIAG								
	Provision Source	Independent								
	Target Group	Gifted & Talented								
	Skills	Planning and organising								
	Type	Careers Session								
	Resources Required	Hours: 6 Staff Members: 3 Business Members: 30 Total Staff Hours: 18 Total Business Hours: 180								
	Businesses	✓								
	Alumni									
	Parents									

	Name	Year 10 Health and Safety Activity				✓			
	Description	Year 10 students have to envisage all of the health and safety concerns in the work place of their choice.							
	Provision Type	CEIAG							
	Provision Source	In School							
	Target Group	Gifted & Talented Pupil Premium LLD EAL FSM Uniform Allowance							
	Skills	Communication Problem solving Self-management							
	Type	Work Experience Session							
	Resources Required	Hours: 1 Staff Members: 1 Total Staff Hours: 1							
	Businesses								
	Alumni								
	Parents								

	Name	Year 10 Labour Market				✓			
	Description	Year 10 students are introduced to the concept of the labour market and take part in a quiz about the local labour market.							
	Provision Type	CEIAG							
	Provision Source	In School							
	Target Group	Gifted & Talented Pupil Premium LLD EAL FSM Uniform Allowance							
	Skills	Communication Team work Problem solving							
	Type	Careers Lesson							
	Resources Required	Hours: 1 Staff Members: 10 Total Staff Hours: 10							
	Businesses								
	Alumni								
	Parents								

	Name	Exeter University UCAS Conference							✓	
	Description	Year 12 students have the opportunity to attend workshops on how to apply to university.								
	Provision Type	CEIAG								
	Provision Source	Independent								
	Skills	Planning and organising								
	Type	Careers Trip								
	Resources Required	Hours: 6 Staff Members: 3 Total Staff Hours: 18								
	Businesses									
	Alumni									
	Parents									

<table border="1"> <tr> <td>Name</td> <td>Year 7 Bournemouth University Visit</td> </tr> <tr> <td>Description</td> <td>Student ambassadors from Bournemouth University come to the school to talk to the whole of year 7 about going to university.</td> </tr> <tr> <td>Provision Type</td> <td>CEIAG</td> </tr> <tr> <td>Provision Source</td> <td>Independent</td> </tr> <tr> <td>Target Group</td> <td>Gifted & Talented Pupil Premium LLD EAL FSM Uniform Allowance</td> </tr> <tr> <td>Skills</td> <td>Planning and organising</td> </tr> <tr> <td>Type</td> <td>Independent Provider Visit</td> </tr> <tr> <td>Resources Required</td> <td>Hours: 1 Staff Members: 10 Total Staff Hours: 10</td> </tr> <tr> <td>Businesses</td> <td></td> </tr> <tr> <td>Alumni</td> <td></td> </tr> <tr> <td>Parents</td> <td></td> </tr> </table>	Name	Year 7 Bournemouth University Visit	Description	Student ambassadors from Bournemouth University come to the school to talk to the whole of year 7 about going to university.	Provision Type	CEIAG	Provision Source	Independent	Target Group	Gifted & Talented Pupil Premium LLD EAL FSM Uniform Allowance	Skills	Planning and organising	Type	Independent Provider Visit	Resources Required	Hours: 1 Staff Members: 10 Total Staff Hours: 10	Businesses		Alumni		Parents		✓						
	Name	Year 7 Bournemouth University Visit																											
	Description	Student ambassadors from Bournemouth University come to the school to talk to the whole of year 7 about going to university.																											
	Provision Type	CEIAG																											
	Provision Source	Independent																											
	Target Group	Gifted & Talented Pupil Premium LLD EAL FSM Uniform Allowance																											
	Skills	Planning and organising																											
	Type	Independent Provider Visit																											
	Resources Required	Hours: 1 Staff Members: 10 Total Staff Hours: 10																											
	Businesses																												
	Alumni																												
	Parents																												

	Name	Year 12 Oxford English Faculty Open Day							✓	
	Description	Students get the opportunity to visit an Oxford College to explore the English courses on offer.								
	Provision Type	CEIAG								
	Provision Source	Independent								
	Target Group	Gifted & Talented								
	Skills	Communication Planning and organising Self-management Initiative and enterprise Perseverance								
	Type	Open Day								
	Resources Required	Hours: 6 Staff Members: 2 Total Staff Hours: 12								
	Businesses									
	Alumni									
	Parents									

April	Name	Studying Abroad							✓	
	Description	Year 12 students are introduced to the complexities and the process of applying to study at university abroad.								
	Provision Type	CEIAG								
	Provision Source	In School								
	Target Group	Gifted & Talented Pupil Premium LLD EAL FSM Uniform Allowance								
	Skills	Problem solving								
	Type	Assembly Presentation								
	Resources Required	Hours: 1 Staff Members: 1 Total Staff Hours: 1								
	Businesses									
	Alumni									
	Parents									

<table border="1"> <tr> <td>Name</td> <td>Year 10 Oxford Pathways Taster Day</td> </tr> <tr> <td>Description</td> <td>Targeted Year 10 students have the opportunity to sample a Taster Day at an Oxford College.</td> </tr> <tr> <td>Provision Type</td> <td>CEIAG</td> </tr> <tr> <td>Provision Source</td> <td>Independent</td> </tr> <tr> <td>Target Group</td> <td>Gifted & Talented</td> </tr> <tr> <td>Skills</td> <td>Communication Planning and organising Self-management Initiative and enterprise Perseverance Flexibility Drive</td> </tr> <tr> <td>Type</td> <td>Taster Course</td> </tr> <tr> <td>Resources Required</td> <td>Hours: 6 Staff Members: 2 Total Staff Hours: 12</td> </tr> <tr> <td>Businesses</td> <td></td> </tr> <tr> <td>Alumni</td> <td></td> </tr> <tr> <td>Parents</td> <td></td> </tr> </table>	Name	Year 10 Oxford Pathways Taster Day	Description	Targeted Year 10 students have the opportunity to sample a Taster Day at an Oxford College.	Provision Type	CEIAG	Provision Source	Independent	Target Group	Gifted & Talented	Skills	Communication Planning and organising Self-management Initiative and enterprise Perseverance Flexibility Drive	Type	Taster Course	Resources Required	Hours: 6 Staff Members: 2 Total Staff Hours: 12	Businesses		Alumni		Parents					✓			
	Name	Year 10 Oxford Pathways Taster Day																											
	Description	Targeted Year 10 students have the opportunity to sample a Taster Day at an Oxford College.																											
	Provision Type	CEIAG																											
	Provision Source	Independent																											
	Target Group	Gifted & Talented																											
	Skills	Communication Planning and organising Self-management Initiative and enterprise Perseverance Flexibility Drive																											
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	Resources Required	Hours: 6 Staff Members: 2 Total Staff Hours: 12																											
	Businesses																												
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<table border="1"> <tr> <td>Name</td> <td>Year 9 Careers College Assembly</td> </tr> <tr> <td>Description</td> <td>Year 9 pupils are given details of the careers college trip with highlights from other years and the process for opting for their chosen tasters is explained.</td> </tr> <tr> <td>Provision Type</td> <td>CEIAG</td> </tr> <tr> <td>Provision Source</td> <td>In School</td> </tr> <tr> <td>Target Group</td> <td>Gifted & Talented Pupil Premium LLD EAL FSM Uniform Allowance</td> </tr> <tr> <td>Skills</td> <td>Planning and organising</td> </tr> <tr> <td>Type</td> <td>Assembly Presentation</td> </tr> <tr> <td>Resources Required</td> <td>Hours: 1 Staff Members: 1 Total Staff Hours: 1</td> </tr> <tr> <td>Businesses</td> <td></td> </tr> <tr> <td>Alumni</td> <td></td> </tr> <tr> <td>Parents</td> <td></td> </tr> </table>	Name	Year 9 Careers College Assembly	Description	Year 9 pupils are given details of the careers college trip with highlights from other years and the process for opting for their chosen tasters is explained.	Provision Type	CEIAG	Provision Source	In School	Target Group	Gifted & Talented Pupil Premium LLD EAL FSM Uniform Allowance	Skills	Planning and organising	Type	Assembly Presentation	Resources Required	Hours: 1 Staff Members: 1 Total Staff Hours: 1	Businesses		Alumni		Parents				✓				
	Name	Year 9 Careers College Assembly																											
	Description	Year 9 pupils are given details of the careers college trip with highlights from other years and the process for opting for their chosen tasters is explained.																											
	Provision Type	CEIAG																											
	Provision Source	In School																											
	Target Group	Gifted & Talented Pupil Premium LLD EAL FSM Uniform Allowance																											
	Skills	Planning and organising																											
	Type	Assembly Presentation																											
	Resources Required	Hours: 1 Staff Members: 1 Total Staff Hours: 1																											
	Businesses																												
	Alumni																												
	Parents																												

	Name	Level 2 Year 12 Students Weekly Work Experience							✓	
	Description	The students on the level 2 course apply for and secure a weekly work experience placement with a local employer.								
	Provision Type	CEIAG								
	Provision Source	Independent								
	Target Group	Pupil Premium FSM								
	Skills	Communication Team work Problem solving Planning and organising Self-management Learning Technology Initiative and enterprise Perseverance Time Management Flexibility Drive								
	Type	Work Experience Session								
	Resources Required	Hours: 20 Staff Members: 2 Business Members: 20 Total Staff Hours: 40 Total Business Hours: 400								
	Businesses									
	Alumni									
	Parents									

<table border="1"> <tr> <td>Name</td> <td>UCAS Information Evening</td> </tr> <tr> <td>Description</td> <td>Year 12 students and their parents are introduced to the UCAS process, how to decide which courses to choose and where to go for guidance if needs be.</td> </tr> <tr> <td>Provision Type</td> <td>CEIAG</td> </tr> <tr> <td>Provision Source</td> <td>In School</td> </tr> <tr> <td>Target Group</td> <td>Gifted & Talented Pupil Premium FSM</td> </tr> <tr> <td>Skills</td> <td>Problem solving Planning and organising</td> </tr> <tr> <td>Type</td> <td>Options Evening</td> </tr> <tr> <td>Resources Required</td> <td>Hours: 1 Staff Members: 1 Total Staff Hours: 1</td> </tr> <tr> <td>Businesses</td> <td></td> </tr> <tr> <td>Alumni</td> <td></td> </tr> <tr> <td>Parents</td> <td style="text-align: center;">✓</td> </tr> </table>	Name	UCAS Information Evening	Description	Year 12 students and their parents are introduced to the UCAS process, how to decide which courses to choose and where to go for guidance if needs be.	Provision Type	CEIAG	Provision Source	In School	Target Group	Gifted & Talented Pupil Premium FSM	Skills	Problem solving Planning and organising	Type	Options Evening	Resources Required	Hours: 1 Staff Members: 1 Total Staff Hours: 1	Businesses		Alumni		Parents	✓						✓	
	Name	UCAS Information Evening																											
	Description	Year 12 students and their parents are introduced to the UCAS process, how to decide which courses to choose and where to go for guidance if needs be.																											
	Provision Type	CEIAG																											
	Provision Source	In School																											
	Target Group	Gifted & Talented Pupil Premium FSM																											
	Skills	Problem solving Planning and organising																											
	Type	Options Evening																											
	Resources Required	Hours: 1 Staff Members: 1 Total Staff Hours: 1																											
	Businesses																												
	Alumni																												
Parents	✓																												

	Name	Centegrade Assembly							✓	
	Description	Year 12 students are offered the opportunity to pay for a subscription to Centigrade. This is a piece of software that suggests appropriate courses to students based on their responses to questions.								
	Provision Type	CEIAG								
	Provision Source	Independent								
	Skills	Planning and organising								
	Type	Awareness Event								
	Resources Required	Hours: 1 Staff Members: 1 Total Staff Hours: 1								
	Businesses									
	Alumni									
	Parents									

	Name	STEM Day	✓	✓					
	Description	A day off timetable for year 7 and 8, which will in some way expand on their knowledge of STEM subjects. The aim is for it to have some sort of employer.							
	Provision Type	Curriculum							
	Provision Source	Independent							
	Target Group	Gifted & Talented Pupil Premium							
	Skills	Communication Team work Problem solving Technology Initiative and enterprise Perseverance Flexibility Drive							
	Type	Awareness Event							
	Resources Required	Hours: 7 Staff Members: 2 Business Members: 1 Business Services Required: Vocational Champions or Ambassadors Total Staff Hours: 14 Total Business Hours: 7							
	Businesses								
	Alumni								
	Parents								

	Name	Bryanston Oxbridge and Medicine Applications							✓	
	Description	Targeted students from Year 12 visit Bryanston School to have workshops on how to apply to Oxbridge and for Medicine courses at university.								
	Provision Type	CEIAG								
	Provision Source	Independent								
	Target Group	Gifted & Talented								
	Skills	Communication Planning and organising Self-management Initiative and enterprise Flexibility Drive								
	Type	University Trip								
	Resources Required	Hours: 6 Staff Members: 2 Total Staff Hours: 12								
	Businesses									
	Alumni									
	Parents									

June	Name	UCAS Registration						✓	
	Description	The process of registering on the UCAS website is explained and then Year 12 students are given the opportunity to do this during a tutor period.							
	Provision Type	CEIAG							
	Provision Source	In School							
	Skills	Planning and organising Technology							
	Type	Tutor Period							
	Resources Required	Hours: 1 Staff Members: 7 Total Staff Hours: 7							
	Businesses								
	Alumni								
	Parents								
	Name	Visit from University Students						✓	
	Description	Year 12 students get to talk to alumni who are currently studying at university.							
	Provision Type	CEIAG							
	Provision Source	In School							
	Target Group	Gifted & Talented Pupil Premium FSM							
	Skills	Communication Planning and organising							
	Type	Alumni Visit							
	Resources Required	Hours: 2 Staff Members: 5 Total Staff Hours: 10							
	Businesses								
	Alumni	✓							
	Parents								

Name	Year 9 Trip to Bournemouth University			✓				
Description	First generation families are given priority for this trip and then other year 9 students. 75% of the year group get to go over three days. They are given a tour of the campus and talks and workshops from student ambassadors about university life.							
Provision Type	CEIAG							
Provision Source	Independent							
Target Group	Pupil Premium FSM Uniform Allowance							
Skills	Communication Team work Problem solving Planning and organising Initiative and enterprise Flexibility							
Type	University Trip							
Resources Required	Hours: 6 Staff Members: 6 Total Staff Hours: 36							
Businesses								
Alumni								
Parents								

	Name	Young Enterprise Employability Skills Day							✓	
	Description	The Young Enterprise organisation visit school with a number of representatives of human resources from local companies. They deliver workshops throughout the day on writing CVs, interview skills and general from the perspective of the employer how to enhance each students employability.								
	Provision Type	CEIAG								
	Provision Source	Independent								
	Skills	Communication Planning and organising Self-management Learning								
	Type	Careers Session								
	Resources Required	Hours: 6 Staff Members: 2 Business Members: 4 Total Staff Hours: 12 Total Business Hours: 24								
	Businesses									
	Alumni									
	Parents									

	Name	Writing Personal Statements							✓	
	Description	The process and objectives behind personal statements are explained to Year 12 students and then they are given tutor time to begin them with assistance from their tutor.								
	Provision Type	CEIAG								
	Provision Source	In School								
	Skills	Communication Planning and organising								
	Type	Tutor Period								
	Resources Required	Hours: 1 Staff Members: 7 Total Staff Hours: 7								
	Businesses									
	Alumni									
	Parents									

				✓				
Name	Employability							
Description	An opening assembly brings up the idea of employability. This could be done by an employer. What are employers looking for? A combination of skills, knowledge, personal qualities, experience and presentation. In the first session students learn to distinguish between skills and qualities etc and then build up their own employability audit. In the second session students become a selection panel for a particular vacancy. They are introduced to 10 different candidates and have to examine the suitability of each candidate for the post. Such things as stereotypes and dress code are discussed.							
Provision Type	CEIAG							
Provision Source	In School							
Target Group	Gifted & Talented Pupil Premium LLD EAL FSM Uniform Allowance							
Skills	Communication Team work Problem solving Self-management Learning							
Type	Careers Session							
Resources Required	Hours: 2 Staff Members: 10 Business Members: 1 Total Staff Hours: 20 Total Business Hours: 2							
Businesses								
Alumni								
Parents								

July	Name	Year 9 Careers College			✓				
	Description	Students select 8 prioritised occupations from a list. From their preferred options they are allocated 2 taster sessions. Depending on these allocations they either go to Kingston Maurward College or Weymouth College to experience their tasters in their chosen occupational areas. The sessions are delivered by college staff and industry and give students an idea of what a careers in that occupation would be like. The sessions all include an interactive element.							
	Provision Type	CEIAG							
	Provision Source	Independent							
	Target Group	Gifted & Talented Pupil Premium LLD EAL FSM							
	Skills	Communication Team work Problem solving Planning and organising Self-management Learning Technology Initiative and enterprise							
	Type	Careers Trip							
	Resources Required	Hours: 6 Staff Members: 17 Business Members: 30 Total Staff Hours: 102 Total Business Hours: 180							
	Businesses	✓							
	Alumni								
	Parents								

	Name	Year 10 Work Experience				✓			
	Description	Every Year 10 students spends a week on work experience.							
	Provision Type	CEIAG							
	Provision Source	Independent							
	Target Group	Gifted & Talented Pupil Premium LLD EAL FSM Uniform Allowance							
	Skills	Communication Team work Problem solving Planning and organising Self-management Learning Technology Initiative and enterprise Perseverance Time Management Flexibility Drive							
	Type	Work Experience Session							
	Resources Required	Hours: 27 Staff Members: 11 Business Members: 30 Total Staff Hours: 297 Total Business Hours: 810							
	Businesses								
	Alumni								
	Parents								

	Name	Year 12 Work Experience							✓	
	Description	Each Year 12 student spends a week on work experience.								
	Provision Type	CEIAG								
	Provision Source	Independent								
	Target Group	Gifted & Talented Pupil Premium LLD EAL FSM Uniform Allowance								
	Skills	Communication Team work Problem solving Planning and organising Self-management Learning Technology Initiative and enterprise Perseverance Time Management Flexibility Drive								
	Type	Work Experience Session								
	Resources Required	Hours: 27 Staff Members: 7 Business Members: 30 Total Staff Hours: 189 Total Business Hours: 810								
	Businesses									
	Alumni									
	Parents									

	Name	Meeting with Oxbridge Candidates							✓	
	Description	Potential Oxbridge candidates are identified through their GCSE grades. They are then invited to a fortnightly meeting to help ready them to make an application.								
	Provision Type	CEIAG								
	Provision Source	In School								
	Target Group	Gifted & Talented								
	Skills	Communication Team work Planning and organising Self-management Initiative and enterprise Perseverance Time Management Flexibility Drive								
	Type	One to One Session								
	Resources Required	Hours: 37 Staff Members: 1 Total Staff Hours: 37								
	Businesses									
	Alumni									
	Parents									

Information & Self Help

Self-Help Resources

A broad range of information sources are available in the careers library. Students will be encouraged to visit the library and will be provided with guidance on the use of the resources where necessary.

A number of reputed careers website links are also available on the school portal and students are encourage to use these.

Resource	Description
School website careers page	The school website includes an electronic calendar that provides up to date information about any upcoming events, including career activities and trips.
Learning Resource Centre	The Learning Resource Centre includes information to help students make choices at all of the key stages. There is guidance on decisions to be make at 14+, post 16 and post 18. There is a varied range of resources on different occupations and prospectuses for further and higher education.
Virtual Learning Environment (VLE)	The school portal includes a careers links page, which provides access to a wide range of websites about all aspects of careers guidance.
Noticeboard	There are noticeboards in the Careers Library and in the Sixth Form study areas, which advertise job vacancies, college and university open days and information about the breadth of post 16 and 18 opportunities.

Careers Providers

Independent Providers

The school will secure independent careers information, advice and guidance (CEIAG) that includes information on the full range of education and training options, including apprenticeships and vocational pathways. This should help inform a pupil's decision about their 16-19 study programme and beyond. Guidance should encompass good, appropriate local further education, apprenticeships, and vocational education opportunities and pupils should individually make their own choice about what is the best next step for them. In good time before decision points schools should ensure that pupils are informed about the options available, including:

- Post - 14: GCSEs; options offered by local university technical colleges and studio schools; opportunities for 14 - year - old enrolment at local colleges.
- Post - 16: A levels, advanced general qualifications, apprenticeships, employment combined with training, supported internships, tech levels and traineeships.
- Post - 18: further education courses, higher apprenticeships, undergraduate degrees.

Provider	Services	Summary
Ansburly Guidance	Assembly presentations Careers fair participation Careers workshops Workplace Visits	Provider Type Opportunities Provision 186.0 Hours per Year
Dextra Group PLC	Careers fair participation Classroom Speakers or Presenters Company visits/tours Employability Days Work Experience Placements Workplace Visits	Provider Type Opportunities Provision 0.3 Hours per Day

Access to Independent Careers Guidance

The school's careers education programme adheres to the ACEG/CDI framework for careers education and work-related learning and also complies with the Education Act 2011 by securing independent and impartial careers guidance. Access to advice is determined through self-referral from the student themselves or referral by a tutor, year head, or member of the senior leadership team. A detailed "needs analysis" ensures all students with barriers to progression are seen first. Any other pupils who self-refer are accommodated and the adviser has an open door policy at lunch time and at the end of the day.

Access to Internal Careers Guidance

The careers leader will provide impartial guidance and advice to students and will ensure that the external independent advisor is suitably briefed to ensure their time is effective when visiting the school.

Stakeholder Engagements

Engagements

The service aims to provide a broad range of information and updates to students, parents and providers. The updates will help to engage the service with the wider school community and provide information about the careers education, information, advice and guidance provided.

Engagement	Description	Month	Students	Parents	Providers	Employers	Leadership
Social Media Updates	Posting careers updates and success stories to twitter and Facebook so students, parents and business can receive regular updates on the careers provision.	Ongoing	✓	✓	✓	✓	✓
Termly Newsletter	In the termly newsletter if there have been any careers programme event or activities a write up will appear demonstrating details of the event, it's aims and objective and who participated .	Ongoing	✓	✓			✓

<p>Website Careers Section</p>	<p>The Aspirations Careers and Enterprise section of the school website details the school's overriding aims and objectives in this area, contains the careers policy and programme and photographs of highlights of events. The Destinations section, under the heading of Our School, gives a statistical breakdown of the range of different activities that our most recent school leavers have gone on to. Under the heading of Links with Our Community there is a description of how the school involves and works with employers in the local area. In addition to this the calendar on the website highlights any upcoming events and news reports are regularly posted of events after they have taken place.</p>	<p>Ongoing</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>
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Destination Data Collection	Collection of all destination data from students at the end of year 11 is collated and published in an annual report each year which is distributed to senior leaders in school and the governing body. Some of this information is incorporated into the careers programme so that existing students can benefit in their decision-making from the patterns destination data demonstrates for the local community.	March	✓				✓
Governors update meeting	Present draft career plan to governors and the annual report. Review progress annually.	Ongoing					✓
Enterprise Adviser network	Meet with Enterprise Adviser volunteers to develop effective employer engagement plans.	Ongoing	✓	✓	✓	✓	✓
Careers and Inspiration Forum	Meet with other local Careers Leaders to share good practice.	Ongoing			✓	✓	✓

Provision Allocation

Provision Allocation

We want all of our students to be prepared for life after school. We will provide in-school guidance and independent advice from external consultants to ensure our students receive the impartial advice that they need. We will help our students develop high aspirations and consider a broad and ambitious range of careers. We hope that by inspiring every pupil through more real-life contacts with the world of work, they will be able to put in context other areas of their education and increase their motivation to learn.

Independent Guidance Provision

Year Group	Students In Year Group	Basic Provision (per student per year)	Students for Additional Provision	Additional Provision (per student per year)
Year 7	270	0 Hours	0	0 Hours
Year 8	270	0 Hours	0	0 Hours
Year 9	270	0 Hours	4	0 Hours
Year 10	270	0 Hours	14	0 Hours
Year 11	270	0 Hours	11	0 Hours
Year 12	191	0 Hours	0	0 Hours
Year 13	148	0 Hours	0	0 Hours

In School Guidance Provision

Year Group	Students In Year Group	Basic Provision (per student per year)	Students for Additional Provision	Additional Provision (per student per year)
Year 7	270	0 Hours	0	0 Hours
Year 8	270	0 Hours	0	0 Hours
Year 9	270	0 Hours	0	0 Hours
Year 10	270	0 Hours	0	0 Hours
Year 11	270	0 Hours	0	0 Hours
Year 12	191	0 Hours	0	0 Hours
Year 13	148	0 Hours	0	0 Hours

Curriculum Provision

Year Group	Careers and Work related curriculum activities (per student per year)	Of which involving contact with "inspirational employees and other" (per student per year)
Year 7	8 hours	5 hours
Year 8	7 hours	5 hours
Year 9	13 hours	5 hours
Year 10	20 hours	20 hours
Year 11	7 hours	0 hours
Year 12	20 hours	20 hours
Year 13	4 hours	0 hours

Careers, Employability and Enterprise Education

The school aims to follow the Employability and Enterprise Education 7-19. A formal Careers, Enterprise and Employability Education Strategy is in place indicating the importance of employability, careers & enterprise education as part of overall school policy and a clear understanding of the national and regional drivers. The Strategy is clearly linked to the School Improvement Plan and there is a clear vision for employability and enterprise education. There is a shared definition of 'Employability, Careers & Enterprise' for students, staff, governors and parents/carers. Local employers advise on the employability, careers & enterprise strategy to ensure the programmes enable children and young people to achieve the schools employability goals before they leave school.

Budget

Spending on resources, supplies, services, and activities

Funding is allocated in the annual school budget. The careers manager is responsible for submitting the budget requirements and for ensuring that best value is achieved.

Expense	Description	Cost	Notes
Photocopying	Assume 2,000 sheets A4	£300.00	Handouts and resourcing to support the careers programme.
Careers Portfolios	Providing a portfolio for each student to track their career planning	£180.00	
Resources	Printed resources for the careers library, including updates of the universities entrance volumes.	£170.00	
Independent Provider Costs	Annual Cost of all Independent Providers	£8500.00	
Event Costs for Academic Year	Total event costs for the plan's academic year	£0	

Budget Summary	
Total Budget	£650.00
Total Cost	£9150.00
Remaining	£-8500.00

Roles and Responsibilities

Roles and Responsibilities

To maintain and run an effective Careers Service several groups and individuals within the School are identified along with their roles and responsibilities in order to provide support and guidance to the service.

Governors & SLT responsibilities

- The governing body has a statutory responsibility to monitor and evaluate the effectiveness of the school and its curriculum in order to promote high standards of educational attainment (DfE, 2014a). Effective careers guidance contributes to raising aspirations, improving motivation and overcoming barriers to success.
- Ensure there is a named member of the SLT and a Governor who have primary responsibility for CEIAG.
- The Board of Governors should identify a link governor such as a local employer governor to support and challenge the careers staff
- Ensure the annual Careers Plan is completed and signed off by the end of September.
- Ensure that the agreed careers objectives are understood and implemented across the school.
- Ensure the Careers Leader is prepared for OFSTED inspections.
- Ensure school meets and exceeds the statutory careers requirements.
- Provide support to the Careers Leader and ensure that the agreed resources are made available during the year.
- Review progress and achievements versus the careers plan and make adjustments as necessary.

Senior Leader with overall responsibility for careers provision

- Ensure the careers programme is adequately resourced to deliver the agreed careers plan.
- Recruit, retain and support the careers leader.
- Act as the 'careers champion' to ensure that whole school acceptance of the careers plan is achieved!

Head of Sixth Form responsibilities

- Ensure all Y12 students have prepared draft CVs and/or personal statements.
- Support the careers manager (Deputy Head) to deliver work readiness activities during the year.
- Support the careers leader to deliver work readiness activities during the year.
- Support the students with their individual career action plans, paying particular attention to those in the NEET risk group.
- Work with the Curriculum leader for careers education to ensure students make a smooth transition to year 12 and are supported onto the right pathway.

SENCO responsibilities

- Ensure that the careers plan complements objectives and activities set out in the school's special education policy.
- Provide support to SEN students to help them generate their individual careers action plans.
- Review SEN student career action plans with their parents to ensure they are engaged and supportive of the plans.
- Ensure the careers leader understands the schools statutory responsibility to students with SEN.
- Generate individual career action plans as part of the Education Health and Care plan.

Curriculum leader for careers education responsibilities

- Take responsibility for the curriculum strands within the careers plan, inputting objectives to the plan and ensuring the curriculum resources are made available as necessary.
- Understand what defines 'best practice' for integrating career readiness activities into the curriculum and ensure the school works towards and ultimately achieves these high standards.
- Audit current teaching practices (in relation to careers) against the NFER good practice and strategies.

Careers leader responsibilities

- Prepare and deliver the careers plan.
- Work closely with the governor with primary responsibility for careers to ensure they are able to support and guide you as required.
- Bring any problems that you are unable to resolve to the attention of the careers senior leader.
- Ensure you engage with all your stakeholders including, Local Authority, Local Colleges and Universities, SLT, teachers, support staff, governors, students, parents, local businesses and guest speakers.
- Put systems in place to ensure that you deliver measurable year on year improvements to the careers programme.
- Ensure you get best value from the agreed budget reviewing each of your annual contracts and other discretionary spend.
- Be the school expert on all matters relating to careers education and training and ensure the SLT are kept informed of industry or legislative changes which may impact their responsibilities.
- Ensure you are accessible to your stakeholders by as many means as possible.
- Conduct and report on annual surveys to measure stakeholder satisfaction with the careers programme and identify affordable improvements that can be made.

Careers information staff responsibilities

- Ensure a broad suite of quality, unbiased resource is available on all pathways.
- Ensure the resource suite meets the needs of each age group.
- Monitor the usage of each resource type and explore if and how information sources can be improved.
- Research how and what the best school examples are providing.

Teachers and teaching support staff responsibilities

- Ensure you are familiar with the school careers plan and its objectives.
- Ensure that career readiness and careers education are embedded in your lesson plans..
- Monitor the effectiveness of your embedded activities and improve as necessary.
- Feedback specific student needs (or opportunities) to the Careers Leader.

Pastoral and pastoral support staff

- Ensure you are familiar with the school career plan and its objectives.
- Working with the Careers Leader provide additional support for the NEET risk group.
- Contribute towards the development of an atmosphere (within the school) of learning, confidence and ambition.
- Where and when you have the opportunity, encourage students to think positively about their career prospects and what they could be doing to enhance their life chances.
- Feedback specific student needs (or opportunities) to the Careers Leader.

Leadership and Management

Leadership and Management Meetings

Throughout the year, a number of meetings will take place to ensure the effectiveness of the service. Meetings will be arranged with school leaders and staff members to establish school expectations and evaluate the careers strategy. Well-structured operational meetings are recognised as a key function to running an effective careers service.

Month	Meetings		
Ongoing	<table border="1"> <tr> <td>Careers Plan Review Meeting</td> <td>Review and sign off updated careers plan.</td> </tr> </table>	Careers Plan Review Meeting	Review and sign off updated careers plan.
Careers Plan Review Meeting	Review and sign off updated careers plan.		
March	<table border="1"> <tr> <td>Career annual report review</td> <td>Review career report to be submitted to the Board of Governors.</td> </tr> </table>	Career annual report review	Review career report to be submitted to the Board of Governors.
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July	<table border="1"> <tr> <td>End Of Year Targets & Objectives Meeting</td> <td>End of year review of progress of careers objectives and look forward to following term's challenges.</td> </tr> </table>	End Of Year Targets & Objectives Meeting	End of year review of progress of careers objectives and look forward to following term's challenges.
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Careers Service Evaluation

Evaluations

The school believes that it is important that robust measurement, monitoring and review procedures be put in place to provide a framework for on-going improvements. These will form the foundations for not only what we do, but how we do it and what we must endeavour to improve.

	Focus	Methods	Due Date
1.	Destination Data	The school will use destination measures provided by the DfE to assess how successfully their students make the transition into the next stage of their education or training, or into employment.	13 Mar 2018
2.	Careers Programme Review	In the annual report will review how well the school has delivered the careers programme, summarising the feedback from stakeholders.	13 Mar 2018