

Annual Careers Plan 2019-2020

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Sheet 1 – Development priorities

Development priorities-Gatsby benchmarks					
GOALS (What your main goals are)	LED BY? (Who will lead on each goal?)	RESOURCES (What resources will you need?)	BY WHEN? (When do you aim to achieve this goal?)	SUCCESS CRITERIA (How will you know that you have been successful?)	Link to School improvement plan
<p>1. A stable Careers Programme</p> <p>To co-ordinate timely, useful, careers lessons through Years 7-11. Providing careers education and guidance from year 7. Young people should be supported to learn about their strengths, weaknesses, and how to develop realistic careers aspirations and decision-making skills, as well as being provided with information about career pathways. This is to include industry and alumni links to ensure breadth of opportunity and real life experience.</p>	LS	<p>PSHE support</p> <p>Tutorial support</p> <p>Assembly slots</p>	Summer 2020	<p>Feedback from teachers and learners</p> <p>Excellent destination data</p> <p>Students in Year 11 understanding their choices prior to careers interviews.</p>	<p><i>Raising achievement of all students.</i></p> <p>Through providing a quality provision for all students to help them realise their potential</p> <p><i>Closing achievement gap between pupils supported by pupil premium and others.</i></p> <p>Ensuring that all students have the same access to provision within lessons and educational visits.</p>

Students are encouraged to aim high and realise the opportunities ahead of them.					
<p>2. Learning from careers and labour market information</p> <p>Linking curriculum learning to real life careers. Inspiring students with examples from industry.</p>	LS	<p>Career pilot Royal Cornwall Show Employer visits Work Experience</p>	Summer 2020	<p>LMI information in assemblies including but not limited to: software Cornwall, Health careers, hospitality careers. Skills Cornwall Show Royal Cornwall Show visit with all Year 8 students with an LMI focus and workbook Events to address skill shortages through years 7-11 ie hospitality events NHS events STEM events</p>	<p><i>Raising achievement of all students.</i> Helping students to realise the breadth of opportunities available to them and the importance of working hard at school.</p>
<p>3. Addressing the needs of each pupil</p> <p>To provide key transition support for and develop EHCP/SEND plans for Students with additional needs.</p>	LS	<p>SENCO Inclusion Pastoral support</p>	Summer 2020	<p>1-1 Guidance for all students with EHCP as well as vulnerable groups. Supported transition visits to providers Supported work experience placements and TA support if required</p>	<p><i>Raising achievements of all students.</i> Supporting key groups with in school to achieve their potential</p>

To support pupil premium students with their choices.				Transfer ECHP documents to post 16 provider PP support through choices and transition point	
4. Linking curriculum to careers To ensure students see the links between curriculum study and career opportunities.	LS	Teaching faculty support	Summer 2020	Yr7/8 STEM Days/Enterprise day Year 8 Hospitality Careers event/Royal Cornwall Show STEM event Year 9 Have a go day Year 10 Work related learning prior to Work experience Health careers events STEM event/Skills Cornwall Year 11 English event with Cambridge University Careers Fair/Apprenticeship fair Armed forces event Year 10-11	<i>Improving quality of teaching</i> Introducing employer led session, educational visits and helping teachers to embed careers in to the curriculum.
5. Encounters with employers and employees To continue to engage employer links including the enterprise adviser.	LS	Careers Enterprise Careers Hub School Governor		Employer contacts for students per year group. Assemblies and talks for all year groups. Year 7	<i>Raising achievements of all students.</i> <i>Closing achievement gap between pupils supported by pupil premium and others.</i>

<p>To embed employer engagement within the curriculum</p>		<p>Enterprise Advisers Teaching faculty support</p>		<p>Stem Event Enterprise day Year 8 STEM event Royal Cornwall Show Hospitality event Year 9 Have a go day Year 10 Skills Cornwall Work Experience Hospitality event Year 11 Apprenticeship fair and Careers fair Employer links within the curriculum ie English careers event with Cambridge University</p>	
<p>6. Experience of workplaces</p> <p>To co-ordinate work experience in Year 10 with 100% Students taking part. Students are to be encouraged to aim high and broaden their experience.</p>	<p>LS</p>	<p>Secretarial support-Sue Higgins Tutor team support Y10</p>	<p>Summer 2020</p>	<p>100% participation Meaningful quality placements Positive employer feedback</p>	<p><i>Raising achievements of all students.</i></p> <p><i>Closing achievement gap between pupils supported by pupil premium and others.</i></p>

<p>7. Encounters with further and higher education</p> <p>To continue strong partnerships working with education Providers, apprenticeships providers and Universities. Encouraging students to aim high.</p>	LS	KS3/KS4 tutor team		<p>Aim Higher Event Enterprise Adviser University alumni event University visits-Falmouth and Oxford College visits Truro and Cornwall College group Apprenticeships fair Skills Cornwall</p>	<p><i>Raising achievements of all students</i></p> <p><i>Closing achievement gap between pupils supported by pupil premium and others.</i></p>
<p>8 Personal Guidance To provide careers advice and guidance for years 9-11 and particularly to support transition applications for all Year 11 students.</p>	LS		Spring 2020	<p>100% applications to college/employers 100% acceptance rate based on appropriate advice and aspirational grades. All Year 11 students receive at least one guidance appt. Year 9/10 are also offered guidance support. Delivered by member of staff with Post graduate diploma in Careers Education and Guidance.</p>	<p><i>Raising achievements of all students</i></p> <p><i>Closing achievement gap between pupils supported by pupil premium and others.</i></p>

Sheet 2 - Summary of provision

Summary of provision		
Target group	Careers and work-related education activities including enterprise and employability	Careers information, advice and guidance
Year 7	<ul style="list-style-type: none"> Introduction to Careers lessons Self awareness My Journey My skills and qualifications audit Motivational groups-aim higher and skills building Meet the employers day July 2020 	<ul style="list-style-type: none"> Careers Information on CV building –skills audit How people train for their role Diversity of job roles. Skills building workshop Hospitality careers events STEM events Spring 2020
Year 8	<ul style="list-style-type: none"> Careers lessons Looking after finances Enterprise skills Student finances Self-awareness and self-respect Royal Cornwall Show careers day LMI lessons prior to show Year 8 ambassador skill building programme Motivational groups- aim higher and skills building 	<ul style="list-style-type: none"> Careers Information on salaries, training for job roles LMI at The Royal Cornwall Show Key skills ambassador workbook for Year 8. STEM event Autumn 2019
Year 9	<ul style="list-style-type: none"> Self Awareness Skills audit Year 9 options lessons My options, My choices KS4 and beyond evening Transition EHCP meetings careers advice Individual support for students 	<ul style="list-style-type: none"> Individual careers information, advice and guidance for students. Parental support through this process EHCP support SEND students supported through this process Have a go day

	<p>Parents support Have a go day-careers taster day (whole day)</p> <p>Careers Fair-Year 9 visit local colleges/employers/military Preparing for work experience Summer term</p> <p>Specialist transition support for SEND students</p>	
Year 10	<p>Employability skills careers lessons Work Experience preparation Letter writing CV writing Job search skills Support in securing placements Health and safety in the work place Expectations in the workplace Visit to Truro College –taster day Visit to Cornwall College-taster day Transition support and visits for Lifeskills group Skills Cornwall-Year 10 visit local colleges/employers/military Universities visits Falmouth University May 2020 Oxford University June 2020 Assemblies-work experience Careers talks from alumni and Enterprise Advisers Meet the medics events Pathway to Health event RCHT</p>	<p>Individual careers information, advice and guidance Lessons in preparation for work experience with support and guidance Parents Work experience session Work experience support for vulnerable or disadvantaged students. SEND specialist support Gifted specialist support for work experience. Cornwall Skills Show Year 10 Visit to Truro College –taster day preparation Visit to Cornwall College-taster day preparation 2 University visits – Falmouth and Oxford NHS links</p>

<p>Year 11</p>	<p>Post 16 options lessons Talks from local colleges Careers interviews for all Year 11 students Specialist support given to EHCP/SEND/vulnerable groups/at risk of NEET. Transition support and visits for Lifeskills group. Careers Fair-Year 11 (evening event to which parents are also invited) - local colleges/employers/military Visit to Truro College (evening) Bespoke College visits for vulnerable groups Aim Higher exam success and beyond evening Alumni event –meet our ex students who are now at College. Assemblies –post 16 transition Careers talks from alumni/employers through Future First/Enterprise Adviser Meet the medics events Extensive apprenticeship support</p>	<p>Individual careers information, advice and guidance for all Year 11 students Transition support guidance-SEND PP and vulnerable groups extensive support Application form guidance and support Interview preparation</p>
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Sheet 3 - Calendar of main activities and events

Time of Year	KS3	KS4
Ongoing	Careers lessons on a carousel	Careers Lesson on a carousel
September	<p>09/2019 Community Open Evening Careers/Work experience/Alumni</p> <p>STEM event September 2019- meet the employers</p> <p>Hospitality careers event Autumn 2019</p> <p>EHCP meetings for Year 9 including guidance regarding transition plans.</p> <p>Careers lessons on a carousel</p>	<p>09/2019 Year 11 evaluation of work experience and thank you letters Year 10 Employability careers lessons.</p> <p>09/2019 Community Open Evening Careers/Work experience/Alumni</p> <p>20/09/2019 Work Experience information Evening</p> <p>Careers Diagnostic tool to identify vulnerable groups- tutor time Careers interviews commence for all Year 11s- each student will have an action plan and letter home detailing the transition process.</p> <p>Parents letter: My role, transition support, application guidelines and key dates</p>
October	<p>EHCP Transition plans for Year 9</p> <p>Careers lessons on a carousel</p>	<p>Autumn 2019 Year 11 Parents evening at Truro College</p> <p>Autumn 2019 EHCP meetings for Year 11 to include extensive guidance and transition support.</p> <p>Continued careers interviews for all Year 11s</p> <p>Continued work experience support for Year 10</p>

November	<p>Autumn 2019 Year 11 Penair School post 16 careers fair</p> <p>Careers lessons on a carousel</p> <p>Year 7 and 8 Hospitality careers</p> <p>Chefs working in Food tech lessons</p>	<p>Autumn post 16 careers fair</p> <p>Year 11 and parents are invited to attend.</p> <p>Continued careers interviews for all Year 11s</p> <p>Continued work experience support for Year 10</p> <p>EHCP meetings for Year 11 to include extensive guidance and transition support</p> <p>Vulnerable group visit to Truro College to include Lifeskills.</p> <p>National Citizen Service launch- to attend Careers Fairs and assembly.</p>
December	<p>Careers lessons on a carousel</p>	<p>Year 11 EHCP deadline for documents to County Hall with supporting evidence.</p> <p>Continued careers interviews for all Year 11s</p> <p>Continued work experience support for Year 10</p> <p>Vulnerable group visit to Truro College- to include Lifeskills.</p>
January	<p>Year 9 options and decisions lessons</p> <p>Year 9 options support particularly with SEND/ EHCP/vulnerable groups.</p> <p>Careers lessons on a carousel</p> <p>KS4 and beyond evening</p> <p>Hospitality Table event Chef apprentices</p>	<p>Application deadline- support for all Year 11 students in completing a well-considered application.</p> <p>Continued careers interviews for those who need more support in Year 11</p> <p>Continued work experience support for Year 10</p> <p>Year 10 Health careers event</p>
February	<p>Year 9 options particularly with particular support for SEND/ EHCP/vulnerable groups.</p>	<p>Continued careers interviews for all Year 11s</p> <p>Continued work experience support for Year 10</p>

	Feb 2020 Deadline for Year 9 options choices Careers lessons on a carousel	
March	Year 9 “taster” sessions support	03/2020 National Apprenticeship week Apprenticeships fair National Careers week Curriculum links in each tutorial for each Year group Commence sustained support for all apprenticeship students CV building, letter writing, interview preparation. Continued work experience support for Year 10 Continued interview preparation support for Year 11
April		Continued work experience support for Year 10 Continued interview preparation support for Year 11 Applications for University summer school through Cambridge Confirmation of NCS sign ups. Focus on apprenticeships Year 11 Support with college interviews for vulnerable groups
May	Year 8 careers lessons LMI and preparing for Royal Cornwall Show	Work Experience support for Year 10 Focus on apprenticeships Year 11 Falmouth university visit for all Year 10 creative students ie textiles, art, graphics. Tour of the University and summer degree show.
June	Year 8 Royal Cornwall Show visit with an emphasis on LMI and growth sectors in Cornwall- renewable energy, food industries and engineering.	PSHE –Health and safety lessons for Year 10 Preparing for work lessons Logbook preparation Year 10 Cornwall College taster day Oxford University visit

July	<p>Year 7 Enterprise day</p> <p>Year 8 Prison Me No way –focus on criminal justice careers</p> <p>Year 9 Have a go day with EBP-Careers event</p> <p>Year 9 preparation for work experience using career pilot and learn about work Cornwall websites.</p>	<p>Year 10 Truro College taster day</p> <p>Assembly preparing for work experience</p> <p>July 2020 Work Experience week</p>
August		GCSE results day support.

Sheet 4 - Agreements with providers

Agreements with providers				
Name of provider	Contact information	Services to be provided	Financial agreement	Notes
Careers South West	Angela Nelson-Shepherd Emma Sansbury Clive Gaylard	Destinations information November 2019 Ambitions project	No cost No cost	Additional support through Ambitions
Careers Hub Enterprise Advisers	Sarah McMannon- Engagement Adviser Peter George (CITB) Mark Lewin (Hospitality)	Linking employers to Schools	No cost	
Education Business Partnership	Lisa Neville	Have a go day support STEM support Skills Cornwall Work Experience	Work Experience charge All other events free	

Sheet 5 – Allocation and deployment of resources

Self-help information provision	
Type of provision	Details
Careers resources area of library/learning resources centre	Will be updated this year, audit of digital resources. Focus on Career pilot as our software of choice.
Careers pages on website	Updated this year
Digital media (texts, tweets, display screens)	With Sally Randle
Noticeboards and displays	Constantly being reviewed

Sheet 6 – Evaluation

Student voice

In December 2018 I approached the Student Council to ask for their ideas on Careers provision in School.

- Students were happy with the careers provision and felt that they were well prepared for their choices.
- Students were keen to suggest and support initiatives including:
- Visit local Colleges for taster days including visiting other colleges.
- Residential trips to University
- Workplace visits in key employment areas
- A new computer based careers system- the students liked Career pilot
- Students really embraced the idea of inviting more employers into school.
- Using our own students experience should also be valued- Year 11s telling students about their options

Governing Body

Regular meetings with the link Governor Andy Brigden who has reviewed both the careers policy and annual plan.

Governors to review and agree the policy and annual plan on a two yearly basis.

Recent Government publications on Careers Strategy and Statutory Guidance

[Careers guidance and access for education and training providers - Statutory guidance for governing bodies school leaders and school staff](#) October 2018

[Destinations data - Good practice guide](#)

Eight benchmarks for Careers Education and Guidance

- 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**

