**Penair school - Annual Careers Plan 2020-2021**

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Sections highlighted in blue are plans that are unlikely to happen this year due to Covid-19 restrictions

Sections highlighted in Yellow are more likely to be held as virtual events due to Covid-19 restrictions.

# Sheet 1 – Development priorities

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| **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 |
| 1. A stable Careers Programme    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. | LS | PSHE support Tutorial support  Assembly slots | Summer 2020 | Feedback from teachers and learners  Excellent destination data Students in Year 11 understanding their choices prior to careers interviews. | *Raising achievement of all students.*  Through providing a quality provision for all students to help them realise their potential      *Closing achievement gap between pupils supported by pupil premium and others.*    Ensuring that all students have the same access to provision within lessons and educational visits. |

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| Students are encouraged to aim high and realise the opportunities ahead of them. |  |  |  |  |  |
| 2. Learning from careers and labour market information    Linking curriculum learning to real life careers. Inspiring students with examples form industry. | LS | Career pilot  Royal Cornwall  Show Employer  visits  Work  Experience | Summer  2020 | LM Iinformation in assemblies including but not limited to:  Software Cornwall  Health careers  Hospitality table Cornwall. 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 | *Raising achievement of all students.* Helping students to realise the breadth of opportunities available to them and the importance of working hard at school. |
| 3. Addressing he needs of each  pupil    To provide key transition support for and develop EHCP/SEND plans for Students with additional needs. | LS | SENCO  Inclusion Pastoral support | Summer 2020 | 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 | *Raising achievements of all students.*  Supporting key groups with in school to  achieve their potential |

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| To support pupil premium students with their choices. |  |  |  | Transfer ECHP documents to post 16 provider  PP support through choices and transition point  Extra support and guidance for children in care. |  |
| 4. Linking curriculum to careers        To ensure students see the links between curriculum study and career opportunities. | LS | Teaching faculty support | Summer 2020 | Careers assemblies for all year groups  Yr7/8  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 9/10/11 | *Improving quality of teaching*  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. These are all virtual this year    Year 7 | *Raising achievements of all students.*  *Closing achievement gap between pupils supported by pupil premium and others.* |

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| To embed employer engagement within the curriculum |  | Enterprise  Advisers Teaching faculty support |  | 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 (virtual) |  |
| 6. Experience of workplaces    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. | LS | Secretarial support-Sue Higgins Tutor team support Y10 | Summer 2020 | 100% participation Meaningful quality placements  Positive employer feedback | *Raising achievements of all students.*      *Closing achievement gap between pupils supported by pupil premium and others.* |
| 7. Encounters with further and higher education    To continue strong partnerships working with education  Providers, apprenticeships providers and Universities. Encouraging students to aim high. | LS | KS3/KS4 tutor team |  | Enterprise Adviser  University alumni event University visits-  Falmouth and Oxford  College visits Truro and  Cornwall College group  Apprenticeships fair  Skills Cornwall  Royal Cornwall Show careers visit | *Raising achievements*  *of all students*          *Closing achievement gap between pupils supported by pupil premium and others.* |
| 8 Personal Guidance To provide careers advice and guidance for years 911 and particularly to support transition applications for all Year 11 students.  This is going to be delivered by colleagues from Careers South west this year | LS |  | Spring 2020 | 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. | *Raising achievements*  *of all students*      *Closing achievement gap between pupils supported by pupil premium and others.* |

Sheet 2 - Summary of provision

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| **Summary of provision** | | |  |
| Target group | Careers and work-related education activities including enterprise and employability | Careers information, advice and guidance | Links to Gatsby benchmarks |
| Year 7 | Introduction to Careers lessons  Self awareness  My Journey  My skills and qualifications audit  Meet the employers day July 2020 | Careers Information on CV building –skills audit  How people train for their role  Diversity of job roles.  Skills building workshop  Hospitality careers events  Careers assemblies  Small inspiration groups  Employer inspiration | 1, 2,3,4,5, |
| Year 8 | Careers lessons  Enterprise skills  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 | Careers Information on salaries, training for job roles  LMI at The Royal Cornwall Show  Key skills ambassador workbook for Year 8.  STEM event Autumn 2020 | 1, 2,3, 4,5 |
| Year 9 | Self Awareness  Year 9 options lessons  My options, My choices  KS4 and beyond evening  Transition EHCP meetings careers advice  Individual support for students | 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 | 1,2,3,4,5,7,8 |

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|  | Parents support  Have a go day-careers taster day (whole day)    Careers Fair-Year 9 visit local colleges/employers/military Preparing for work experience Summer term    Specialist transition support for SEND students |  |  |
| Year 10 | 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 | 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 | 1,2,3,4,5,6,7,8 |

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| Year 11 | Post 16 options lessons  Talks from local colleges  Careers interviews for all Year 11 students =, to be delivered by Careers South west.  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 | 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 | 1,2,3,4,5,6,7,8 |

# Sheet 3 - Calendar of main activities and events

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| Time of Year | KS3 | KS4 |
| Ongoing | Careers lessons on a carousel | Careers Lesson on a carousel |
| September | 09/2020 Community Open Evening  Careers/Work experience/Alumni    Hospitality careers event Autumn 2020    EHCP meetings for Year 9 including guidance regarding transition plans.    Careers lessons on a carousel | Year 10 Employability careers lessons.    09/2020 Community Open Evening Careers/Work experience/Alumni    21/09/2020 Work Experience information Evening    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.    Parents letter: My role, transition support, application guidelines and key dates |
| October | EHCP Transition plans for Year 9  Careers lessons on a carousel | Autumn 2020 Year 11 Parents evening at Truro College  Autumn 2020 EHCP meetings for Year 11 to include extensive guidance and transition support.  Continued careers interviews for all Year 11s  Continued work experience support for Year 10 |

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| November | Autumn 2020 Year 11 Penair School post  16 careers fair  Careers lessons on a carousel  Year 7 and 8 Hospitality careers  Chefs working in Food tech lessons | Autumn post 16 careers fair  Year 11 and parents are invited to attend.  Continued careers interviews for all Year 11s  Continued work experience support for Year 10  EHCP meetings for Year 11 to include extensive guidance and transition support  Vulnerable group visit to Truro College to include Lifeskills.  National Citizen Service launch- to attend Careers Fairs and assembly. |
| December | Careers lessons on a carousel | Year 11 EHCP deadline for documents to County Hall with supporting evidence.    Continued careers interviews for all Year 11s  Continued work experience support for Year 10  Vulnerable group visit to Truro College- to include Lifeskills. |
| January | Year 9 options and decisions lessons Year 9 options support particularly with SEND/ EHCP/vulnerable groups.  Year 11s to attend KS4 evening and offer support and advice.  Careers lessons on a carousel  KS4 and beyond evening  Hospitality Table event Chef apprentices | Application deadline- support for all Year 11 students in completing a well-considered application.    Continued careers interviews for those who need more support in Year 11  Continued work experience support for Year 10  Year 10 Health careers event |
| February | Year 9 options particularly with particular support for SEND/ EHCP/vulnerable groups. | Continued careers interviews for all Year 11s  Continued work experience support for Year 10 |

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|  | Feb 2021 Deadline for Year 9 options choices    Careers lessons on a carousel |  |
| March | Year 9 “taster” sessions support | 03/2021 National Apprenticeship week  Apprenticeships fair  National Careers week  Curriculum links in each tutorial for each Year group  Careers assemblies for all year groups  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  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. | Tutorial–Health and safety lessons for Year 10  Preparing for work lessons  Logbook preparation  Year 10 Cornwall College taster day  Oxford University visit |
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| July | Year 7 Enterprise day  Year 8 Prison Me No way –focus on  criminal justice careers  Year 9 Have a go day with EBP-Careers event  Year 9 preparation for work experience using career pilot and learn about work Cornwall websites. | Year 10 Truro College taster day    Assembly preparing for work experience  July 2021 Work Experience week |
| August |  | GCSE results day support. |

# Sheet 4 - Agreements with providers

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| **Agreements with providers** | |  |  |  |
| Name of provider | Contact information | Services to be provided | Financial agreement | Notes |
| Careers South West | Angela Nelson-Shepherd | Destinations information  November 2021 | 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

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| **Self-help information provision** |  |
| **Type of provision** | **Details** |
| Careers resources area of library/learning resources centre | Continued focus on Career pilot as our software of choice. |
| Careers pages on website | Updated |
| Digital media (texts, tweets, dislay screens) | With Sally Randle |
| Noticeboards and displays | Constantly being reviewed with a whole school focus. |

**Sheet 6 – Evaluation**

# Student voice –review December 2020

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](https://www.thecdi.net/write/Careers_guidacne_and_access_for_eduction_and_training_providers_-_Statutory_guidacne_for_governing_bodies,_school_leaders_and_school_staff.pdf) October 2018

[Destinations data - Good practice guide](https://www.thecdi.net/write/Destinations_data_-_Good_practice_guide_for_publishing.pdf)

**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**

