



Hall Park
Academy

CAREER GUIDANCE AND INSPIRATION POLICY AND OPERATIONAL PLAN

2024 -2025

Key Priorities, Outcomes & Actions

Commitment

The Hall Park Academy is committed to providing all students in Years 7-13 with a programme of careers activities and supporting activity. The programme has been developed in line with the eight Gatsby benchmarks for ensuring best practice and to meet the requirements of the Department for Education's statutory guidance (updated September 2022).

The Hall Park Academy believes that:

- Every student should have high quality, independent careers guidance to encourage them to be aspirational and well informed when making educational and career decisions.
- All students should participate in a range of activities to develop a variety of employability skills, preparing them for a working life which is in the best interest of the student being enjoyable and providing economic well-being.

Gatsby Career Benchmarks

The career programme is used to develop and improve the programme of career education and guidance offered to our students. The Gatsby Career Benchmarks identify good practice and define the essentials of good career guidance providing a robust and realistic framework for developing a career programme that is first class.

The Gatsby Benchmarks

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of workplaces
7. Encounters with further and higher education
8. Personal guidance

All students at the Academy should:

- Expect information, advice and guidance as an entitlement and know where to access up to date information about work, training, and educational opportunities.
- Be given the opportunity to experience work related learning including a period of work experience in year 10 and 12.
- Experience a range of career related activities including careers workshops, employer talks, career fairs, motivational speakers, college, and university visits.

Career Guidance

Academies have a duty to secure access to independent and impartial (no bias towards a particular education or work option) careers guidance for students' years 7-11 (Education Act 1997 & Careers Guidance & Inspiration in Schools Statutory Guidance). The Academy's duty to secure independent career guidance for all year 7-11 pupils is intended to expand advice and guidance for young people so they are inspired and motivated to fulfil their potential, develop high aspirations and consider a broad and ambitious range of careers.

Key priorities:

- Provide independent & impartial careers advice, prevent stereotyping, and promote the best interest of the student to whom it is given.
- Ensure adequate support for students with SEN or disabilities.
- Work with Local Authority to identify those 'at risk' of not participating post-16 in education or training and the services to support them.
- Work with education and training providers to provide information on the range of available education options including apprenticeships.
- Inspire and motivate students to fulfil their potential and develop employability skills.
- Provide direct students access to the **National Careers Service**, launched by the Government in April 2012, giving job market information and job profiles and other online career guidance sites.
- Provide access to online impartial careers and further and higher education resources.
- Inspire students through real life experiences/real life contact with work.
- Provide entrepreneurial challenges to develop employability skills and self-employment opportunities.
- Encourage students to study STEM subjects.
- Develop employer-academy links with the help of the Gedling Borough Council to address career aspirations and link what is done in class to the outside world.

Outcomes:

- Ensure all students are well informed when making subject and career decisions.
- Reduce the amount of 16–18-year-old NEETs.
- All students to have a clear sense of achievable direction about future education, training options, and goals.
- All students to understand that if English and maths not secured at grade 4, then this will be a continued subject for study at post 16.
- All students understand the importance of STEM subjects.
- All students are aware of out of school opportunities (e.g. community-based projects, voluntary activities).
- All students have a portfolio record of all extra-curricular and enterprise related activities that a student has taken part in.
- All students are aware of any post 16 funding available to them (16- 19 Bursary Fund).
- All students to have interacted with employers and understand the skills employers are looking for.
- All students to have developed some, if not all, of the key skills needed to progress into employment and further and higher education.

Actions - What will the action be? When will it be done?	Date	Led by	Monitored by	Gatsby Benchmark
Identify critical cohorts to ensure students with SEN and/or disabilities receive additional personalised external (Futures) and internal support.	Sept/Oct	SB/JM	DD	1,3,8
1:1 career meeting with Careers Advisor.	Ongoing	SB	DD	1,3,8
Update webpage with careers information, additional support links including LMI and a link to the Careers news and social media.	Ongoing	SB	DD	1,2,3,4
All Years – Access to electronic careers information and activities via Class Charts and Unifrog platform.	Ongoing	SB	DD	1,2,3,4
All Years – Careers Assemblies including input from external speakers, e.g. FE / HE providers.	Ongoing	SB/DD/EK	DD	1,2,3,4
All Years – STEM focus - British Science Week - celebration of Science, Technology, Engineering and Maths.	Ongoing	Various	HOF	2,4
All Years – National Apprenticeship Week - Talks and Assemblies.	w/c 10 th February	SB	DD	2,3,4,5
All Years – National Careers Week – Careers and Aspirational Talks and Assemblies.	w/c 3 rd March	SB	DD	2,3,4,5,7
All Years – Celebrate National Careers Week Spotlights linked to the Curriculum. National Coding Week – 16 September Green Careers Week – 4 th November National Engineering Day – 13 th November Creative Careers Week – 18 th November World Engineering Day – 4 th March Science Week – 10 th March International Women’s Engineering Day – 23 rd June	Ongoing	SB	DD	1,2,3,4
All Years – Career of the Week Spotlight.	Ongoing	SB	DD	1,2,3,4
Duke of Edinburgh Expeditions (selected students).	Spring/Summer Term	AK	DD	1,3
All Years – (RHSE Programme) Y7-Y11 1 hour for Motivation Topic & Unifrog Roll Out Y9 - Setting goals, learning strengths, career options and goal setting as part of the GCSE options process.	w/c 23 rd June January	Whole School FLT	DD DD	3

Representation by Career Advisor at all KS4/5 parent evenings/events.	Ongoing	KJ	DD	2,3,4,5,6,7,8
Y7 to 11 – Aspirations Programme accessing assemblies, events, trips, and external provision including specific input from a range of providers, e.g. DANCOP, HE, FE, and employer encounters. Aim is to improve cultural capital and encourage self-awareness and career management skills.	On-going throughout year	SB/DD/TBC	DD	3,4,5,6,7
Y7 and Y8 ‘Journey to HE’ assembly and Introduction to Unifrog platform.	Winter Term	AC	DD	1,2,3,4,7
Y7 (Enrichment Day)	TBC	AC	DD	3,5,6,7
Y8 (Enrichment Day)	TBC	AC	DD	3,5,6,7
Y9 (Enrichment Day)	TBC	AC	DD	3,5,6,7
Y8 & Y9 STEM Enrichment Event Nottingham Ada Lovelace – 8 th October an annual event.	8 th October	SB/KT	DD	1,2,3,4,5
Y9 Option Assembly/ Pathways Event (Colleges/Apprenticeships for presentations).	25 th February	SB/Assorted Staff	TBC	3,4,8
Y10 (Enrichment Day) CV Workshops.	TBC	AC	DD	3,5,6,7
Y10 HE Assembly ‘Exploring University’.	Winter Term	EK/?	DD	3,7
Y10 University Trip (Derby).	23 rd January	DD	EK	1,3,7
Y10 Careers in the Curriculum Enrichment Workshops. Design and Tech with Siemens Enterprise Advisor EON	Winter Term 12 th December TBC	Heads of Faculty/SB	DD	1,2,3,4,5
Y10 Mock interview Day – Employability Skills (external providers).	TBC	AC	DD	2,3,4,5
Y10 Work Experience week.	w/c 27 th January	JF	DD	3,4,5,6

Y10 Apprenticeship Assembly & Workshop – ASK.	TBC	SB	DD	1,3,5
Y10 Revision Event Evening.	19 th March	DD	DD	3,4,7
Y10 Assertive Mentoring.	Summer Term	Mentors	DD	3
Y10 Career guidance 1:1 – Targeted cohort.	June/July	SB	DD	2,3,4,8
Y10 Post-16 Pathways Taster Day (input from external providers, e.g. College’s and ASK Apprenticeships).	11 th July	Assorted Staff	EK/SB/DD	3,7
Y10 Parents Evening.	4 th June	SB/Assorted Staff	DD	2,3,4,5,6,7,8
Y11 Careers Assembly Post 16 Options and Pathways.	4 th October	SB/AC	DD	1,2,3,4
Y11 HE Assembly – ‘Exploring University’.	Autumn Term	EK	DD	3,7
Y11 Assembly – Another Provider.	Autumn Term	SB	DD	3,5
Y11 Sixth Form Induction/Taster Day.	8 th July	Assorted Staff	EK/SB/DD	3,7
Y11 Assertive Mentoring.	Ongoing	Mentors	DD	3
Y11 SEND: Careers Focus Session.	Autumn Term	SB	DD/RD	1,2,3,8
Year 11 College visit – Targeted and SEN.	March TBC	DD/SB	DD	3,5,6,7
Y11 tracker to identify risk of NEET.	Spring Term	SB/HOH	DD	1,3
Y11 6 th Form Assembly.	Autumn Term	6 th Form Team	EK/AE	3,7

Y11 6 th Form Open Evening- Parents and Students.	6 th November	SB/6 th Form Team	EK/AE	2,3,4,7
Y11 Parents Evening.	8 th January	SB/Assorted Staff	DD	2,3,4,5,6,7,8
Y11 – Post-16 Interviews for Sixth Form.	Winter Term	6 th Form Team/SLT	EK/AE	3,7
Y11 ASK Apprenticeship Assembly (Targeted Sign up) National Apprenticeship Week.	TBC	SB	DD	2,3,4,5
Y11 6 th form Induction Day.	11 th July	6 th Form Team	EK/AE	1,3,4,7
Post 16				
Year 12 Welcome evening.	10 th September	6 th Form Team	EK/AE	3,4,7
Y12 HE Campus visits/university session.	12 th December	EK	AE	1,3,4,7
Y12/Y13 Apprenticeship Talks with Employers EON Degree Apprenticeship Programme Rolls Royce Apprenticeships	10 th February 7 th February	SB/DD	EK	1,2,3,5
Y12/13 Parents Evening.	4 th March	EK/SB	AE	2,3,4,5,6,7,8
Y12/Y13 Festival of Apprenticeships with Trent University.	5 th March	EK	EK	1,2,3,5
Y12 Loughborough University Trip.	May TBC	EK	EK	1,3,7
UCAS Exhibition – Sheffield Arena.	6 th June	EK	EK	1,1,2,3,7
Y12 HE Launch UCAS.	11 th June	EK	AE	3,4,7
Y12 Work Experience Week.	7 th July	EK/JF	AE/DD	3,4,5,6

Y12 HE and Careers Event.	Summer Term	EK/SB	AE/DD	1,2,3,4,5,7
Y13 Careers Event - information, Careers and Parents Evening - input from University and ASK.	17 th September	EK/SB	AE/DD	1,2,3,4,7
Y13 Application / CV Writing.	Autumn Term	EK	AE	1,2,3,5,7
Y13 Assembly – Student Finance.	17 th September	EK	AE	1,2,3,4,7
Y13 HE Campus visits.	18 th December	EK	AE	1,3,4,7
Y13 Moving on Day – Post 18 Pathways.	13 th September	EK/SB	AE/DD	1,3,4,7

Monitoring and Evaluation

Monitoring of the activities and the guidance taking place will include observations by SLT and feedback from students and those engaged in activities (e.g. parents, colleges, and employers). Outcomes will be reported to Governors on an annual basis.

Impact will be measured by:

1. Attainment and destination of students – closing the gap between young people from disadvantaged backgrounds and others.
2. NEET figures.
3. Questionnaires – trend analysis.
4. Student evaluation forms.

Year 7 & Year 8

- Tutor provides advice to students on an individual basis against achievement.
- Access to careers information and activities via Class Charts, online content, social media, and PD sessions.
- Careers in the curriculum lessons to include visiting speakers for subject careers talks and offsite industry visits.
- Careers Assemblies.
- University Outreach Sessions – Nottingham Trent University / DANCOP.

Year 9

- Tutors provides advice to students on an individual basis against achievement and goals.
- Careers in the curriculum lessons to include subject careers talk visits and offsite visits.
- Access to careers information and activities via Class Charts, online content, social media, and PD sessions.

- Visiting speakers – Subject careers talks.
- Duke of Edinburgh Award.
- University Outreach Sessions – Nottingham Trent University / DANCOP.
- Year 9 Pathways evening.

Year 10

- Students are given guidance by teachers about the links between curriculum learning and real-life work.
- Tutors to provide advice to students on an individual basis against achievement and goals.
- Targeted one to one impartial careers interview and mentoring.
- Access to careers information and activities via Class Charts online content, social media, and PD sessions.
- Duke of Edinburgh Award.
- Aspirational talks and assemblies, supported by local businesses and employers.
- Partnering with faculties to bring careers in the curriculum to life with employers/providers to deliver workshops, building knowledge, skills, and confidence.
- 6th Form, college, and University visits.
- CV and application workshops, interview techniques and employer talks.
- Mock Interviews with external businesses.

Year 11

- Mentor students on an individual basis against achievement and goals.
- Face to face career guidance interview to provide independent & impartial careers advice and promote the best interest of the student.
- Access to careers information and activities via Class Charts, online content, social media, and PD sessions.
- Apprenticeship workshops and awareness sessions.
- Aspirational talks and assemblies, supported by our enterprise advisor, local businesses, and other employers.
- Partnering with faculties to bring careers in the curriculum to life with employers/providers to deliver workshops, building knowledge, skills, and confidence.
- 6th Form, College, and University visits.
- Residential trips in some subject areas with include encounters with experts / employers.

Year 12 & Year 13

- Post 18 options and UCAS information.
- University visits, university fairs, workshops on study skills, interview techniques and support with personal statement and job applications.
- Tutor time sessions and assemblies with guest speakers to cover future aspirations & researching options.
- One to one career interview available to all 6th form students on request.

- Access to careers information and activities via Class Charts online and social media content.
- Partnering with faculties to bring careers in the curriculum to life with employers/providers to deliver workshops, building knowledge, skills, and confidence.
- Work Experience week for all year 12 students.
- Apprenticeship workshops and awareness sessions.
- Residential trips in some subject areas which include encounters with experts / employers.