



# CAREER GUIDANCE AND INSPIRATION POLICY AND OPERATIONAL PLAN

## 2023 -2024

### 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 Yr12.
- 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. National Citizen Service, 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 in to employment and further and higher education.

<b>Actions - What will the action be? When will it be done?</b>	<b>Date</b>	<b>Led by</b>	<b>Monitored by</b>	<b>Gatsby Benchmark</b>
Identify critical cohorts to ensure students with SEN and/or disabilities receive additional personalised external (Futures) and internal support.	Sept/Oct	KJ	DD	1,3,8
1:1 career meetings with Careers Advisor	Ongoing	KJ/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	KJ/SB/AM	DD	1,2,3,4
All Years – Access to electronic careers information and activities via Class Charts and Unifrog Platform	Ongoing	KJ/SB/AM	DD	1,2,3,4
All Years – Careers Assemblies including input from external speakers, e.g. FE / HE providers	Ongoing	KJ/SB/AM	DD	1,2,3,4
All Years – STEM focus - British Science Week - celebration of Science, Technology, Engineering and Maths	8 <sup>th</sup> - 17 <sup>th</sup> March	Various	HOF	2,4
All Years –National Apprenticeship Week - Talks and Assemblies	w/c 5 <sup>th</sup> Feb	KJ/SB/AM	DD	2,3,4,5
All Years – National Careers Week – Careers and Aspirational Talks and Assemblies	w/c 4 <sup>th</sup> March	KJ/SB/AM	DD	2,3,4,5,7
Duke of Edinburgh Expeditions (selected students)	Spring/Summer Term	AK	DD	1,3
All Years – Diversity Week (RHSE Programme)	w/c 24 <sup>th</sup> June	Whole School	DD	3
Representation by Career Advisor at all KS4/5 parent evenings/events	Ongoing	KJ/SB	DD	2,3,4,5,6,7,8
Yrs 7 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	AM/KJ/SB	DD	3,4,5,6,7
Y7 and Y8 'Journey to HE' assembly and Introduction to Unifrog Platform	Winter Term	AM/KJ	DD	1,2,3,4,7
Y7 (Enrichment Day)	6 <sup>th</sup> March	AM/KJ/SB	DD	3,5,6,7
Y9 (Enrichment Day)	30 <sup>th</sup> January	AM/KJ	DD	3,5,6,7
Y8 (Enrichment Day)	25 <sup>th</sup> April	AM/KJ/SB	DD	3,5,6,7
Y9 Option Assembly/ Pathways Event – Careers Advisor in attendance	22 <sup>nd</sup> February	CW/SB/AM	CW/DD	3,4,8
Y10 (Enrichment Day) CV Workshops	6 <sup>th</sup> December	AM/KJ	DD	3,5,6,7
Y10 HE Assembly 'Exploring University'	Winter Term	AM/KJ	DD	3,7
Y10 Mock interview Day – Employability Skills (external providers)	19 <sup>th</sup> December	AM/KJ	DD	2,3,4,5
Y10 Work Experience week	w/c 29 <sup>th</sup> January	JF	DD	3,4,5,6
Y10 Revision Event Evening	13 <sup>th</sup> March	DD	DD	3,4,7
Y10 Assertive Mentoring – IA contact with designated mentor	Summer Term	Mentors	DD	3
Y10 Career guidance 1:1 – Targeted cohort	Summer Term	KJ/SB	DD	2,3,4,8
Y10 Post-16 Pathways Taster Day [input from external providers, e.g. ASK Apprenticeships	Summer Term	Assorted Staff	EK/KJ/DD	3,7
Y10 Parents Evening	18 <sup>th</sup> July	Assorted Staff	DD	2,3,4,5,6,7,8
Y11 HE Assembly – 'Exploring University'	Autumn Term	AM/KJ	DD	3,7

Y11 Assembly – National Citizenship Service	Spring Term	KJ/SB	DD	3,5
Y11 Sixth Form Taster Day	19 <sup>th</sup> July	Assorted Staff	EK/KJ/DD	3,7
Y11 Assertive Mentoring – IA contact with designated mentor	On going	Mentors	DD	3
Y11 SEND: Careers Focus Session	Autumn Term	KJ/SB	DD/KW	1,2,3,8
Year 11 College visit – Targeted and SEN	Spring Term	DD/KJ/SB	DD	3,5,6,7
Y11 tracker to identify risk of NEET	On going	KJ/SB/HOH	DD	1,3
Y11 6 <sup>th</sup> form assembly	Autumn Term	6 <sup>th</sup> Form Team	EK/AE	3,7
6 <sup>th</sup> Form Open Evening- Parents and Students	7 <sup>th</sup> November	6 <sup>th</sup> Form Team	EK/AE	2,3,4,7
Y11 Parents Evening	28 <sup>th</sup> February	Assorted Staff	DD	2,3,4,5,6,7,8
Y11 – Post-16 Interviews for Sixth Form	Winter Term	6 <sup>th</sup> Form Team	EK/AE	3,7
Y11 ASK Apprenticeship Session (Targeted Sign up)	Spring Term	KJ/SB	DD	2,3,4,5
Y11 6 <sup>th</sup> form induction day	11 <sup>th</sup> July	6 <sup>th</sup> Form Team	EK/AE	1,3,4,7
<b>Post 16</b>				
Year 12 Welcome evening	12 <sup>th</sup> September	6 <sup>th</sup> Form Team	EK/AE	3,4,7
Y12 HE Campus visits	Winter Term	EK	AE	1,3,4,7
Y12/13 Parents Evening	5 <sup>th</sup> March	EK/SB	AE	2,3,4,5,6,7,8
Y12 HE Launch UCAS	12 <sup>th</sup> June	EK	AE	3,4,7
Y12 Work Experience Week	w/c 15 <sup>th</sup> 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	19 <sup>th</sup> September	EK/KJ	AE/DD	1,2,3,4,7
Y13 Application / CV writing	Autumn Term	EK	AE	1,2,3,5,7
Y13 Assembly – Student Finance	Autumn Term	EK	AE	1,2,3,4,7
Y13 HE Campus visits	Winter Term	EK	AE	1,3,4,7
Y13 Moving on Day – Post 18 Pathways	Winter Term	EK/KJ/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
- 5.

## 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 and PD sessions
- Careers in the curriculum lessons to include visiting speakers – Subject careers talks
- 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
- Access to careers information and activities via Class Charts, online content and PD sessions
- Visiting speakers – Subject careers talks
- Duke of Edinburgh Award
- University Outreach Sessions – Nottingham Trent University / DANCOP
- Year 8 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 and PD sessions

- Duke of Edinburgh Award
- Aspirational talks and assemblies, supported by local businesses and employers
- 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 and PD sessions
- Apprenticeship workshops and awareness sessions
- Aspirational talks and assemblies, supported by local businesses and employers
- Visiting speaker from National Citizenship Service
- 6th Form, College and University visits

### Year 12 & Year 13

- Post 18 options and UCAS information
- University visits, university Fairs, workshops on study skills, Interview techniques and job applications.
- Tutor time sessions and assemblies with guest speakers to cover future aspirations & researching options
- One 2 one careers interview available to all 6<sup>th</sup> form students on request
- Access to careers information and activities via Class Charts and online content
- 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