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# Careers Information (including Provider Access Policy)

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2019 -2020

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School Policy Approved by Local Governing Body

Signed: *Phil Heath*

Name: PHIL HEATH

Date 7/1/20.

Chair of Local Governing Body  
Authorised for Issue

Signed: *Gareth Beynon*

Name: GARETH BEYNON

Date 7/1/20.

Headteacher

## **Introduction**

The Government's Careers Strategy sets out, with the introduction of the Gatsby Benchmarks, a very clear set of expectations for excellent careers provision in schools. At Chew Valley School, with our vision for the development and needs of the whole child, we are focussed on ensuring that students leaving our school will have a clear and suitable pathway for their future learning and development. This will be established by ensuring that over the course of their study at CVS they have received the opportunities to know, understand or develop the skills and knowledge required to be successful. And to ensure that they aspire to the best, most suitable and most interesting roles that they can achieve.

## **Key Roles in School**

<b>Role</b>	<b>Responsibility</b>	<b>Name and Organisation</b>
Careers leader	Leading on the School's Career Provision	Nick Hammett
Independent Careers Advisor	Providing information, advice and guidance to students and their parents both one-to-one and in groups	Julie Farr
Enterprise Coordinator	Providing Schools with a local source of expertise and support for their careers provision	Gillian Hayward (West of England Combined Authority)
Enterprise Advisor	A volunteer working with CVS to advise on improving school's CIAG provision	Chris Bull Kevin Driscoll (Babcock) TBC
<b>Governors, Senior Leadership and Multi Academy Trust</b>		
Deputy Head	Senior Leader responsible for the careers, advice and guidance provision in school	Kate Rowlands
Governor	Governor leading on challenge and support for CEIAG	TBC
MAT lead for Careers	To coordinate CEIAG across the Trust, sharing good practice and linking to the Trust's Business communities	Claire Giordimaine

## **Key Priorities 2019 20**

The school is working towards providing students with outstanding careers education, advice and guidance and therefore will meet the statutory expectations regarding CEIAG set out in the Gatsby Benchmarks by the end of academic 2020.

The focus for development of Chew Valley School's CEIAG provision over the next year will:

1. Launch the "Aspire curriculum" to ensure that students in KS3 gain a clearly structured and intentional careers programme, evaluating the knowledge, skills and processes that students gain in both careers and employability skills
2. Producing materials to ensure that students, parents and teachers through our website (and the MAT site) that highlights careers provision in school
3. Collate and collect for students their careers and enterprise experiences and their encounters with Higher Education, Further Education and employers
4. Develop the number of employer encounters young people have whilst at Chew Valley

5. Expand the work experience programme for Sixth form

**The Gatsby Benchmarks**

These standards provide the school with a clear set of standards towards which we are working

<b>Benchmark 1</b>	A stable careers programme: this requires schools to have an embedded programme of careers education and guidance that is known and understood by the different stakeholder groups, and employers.
<b>Benchmark 2</b>	Learning from career and labour market information: Every students , and their parents, should have access to good quality information about future study options and labour market opportunities.
<b>Benchmark 3</b>	Addressing the needs of each student: Different students have different needs at different stages. Opportunities and exposure to careers information and guidance needs to be tailored for these different stages and needs. The concept of access to different information and guidance for students with specific educational needs and those disadvantaged students should be considered when developing programmes or activities.
<b>Benchmark 4</b>	Linking curriculum learning to careers: All teachers should link curriculum learning with careers in an overt and meaningful way.
<b>Benchmark 5</b>	Encounters with employers and employees: Students should have multiple opportunities to learn from employers and employees about work, employment and employability skills. This can be through a range of enrichment activities, including visiting speakers.
<b>Benchmark 6</b>	Experiences of workplaces: Students at different stages of their school careers should have access to work placements, for example, work experience opportunities.
<b>Benchmark 7</b>	Encounters with further and higher education: All students should understand the full range of learning opportunities that are available to them. This includes academic and vocational routes, learning in schools, colleges, universities and workplaces.
<b>Benchmark 8</b>	Personal guidance: students should have access to a high quality, well trained careers advisor who can support students at significant study or career choice moments. These should be expected for all students at strategic moments to meet their individual needs.

**Careerpilot**

This is a free on-line website that we are using with students in Years 7-9. It contains separate areas for different stages of student development (choices at 14,16 and 18), and for parents. It contains information on higher education, apprenticeships and job information. Students can even develop CV via this site. It can be accessed at [www.careerpilot.org.uk](http://www.careerpilot.org.uk) .

**Careers Near Here**

This is another really useful website that provides information for young people, and teachers or advisors about local careers and key local industries. It is focussed on the West of England. The easy to navigate site allows exploration by sector, or different pathways, but also contains a portal of events and experiences. It can be accessed at [www.careersnearhere.com](http://www.careersnearhere.com).

### **Unifrog**

This useful site is used predominately with our Sixth form, but we have plans this year to open this up to Year 10 and Year 11 students. This website contains information not only about University courses but also apprenticeships and opportunities in this country and abroad. The portal contains huge numbers of resources that build a profile for UCAS, apprenticeship or job applications. The site facilitates simple access points for hundreds of on line courses that are often free to access. CVs, references and personal statements can be held within the site. It can be found at [www.unifrog.org](http://www.unifrog.org)

### **The Aspire Programme Y7-9**

This is a new programme for Chew Valley School in 2019-20. Students are directly taught during 1 period per fortnight. The **purpose** of this curriculum is to provide **opportunities** to broaden student **development**.

Its intention is to bring together elements of the curriculum that develop the knowledge, skills and opportunities that students need to develop in leadership, careers, business and enterprise, and study skills.

The **Aspire** curriculum supports them to become a **confident, resilient, independent** learners and develop their **strength of character**. It aims to prepare them for future **success in education, employment or training**.

- **Leadership** is split into:
  - What are the characteristics and practices of leadership?
  - Leadership values and daily practice
  - What are the challenges in leadership?
- **Careers** education allows the students:
  - To identify more than one career they may be interested in.
  - To actively identify their current skillset and see what areas are in need of development (specifically in leadership).
  - To ensure all students are aware of what their next steps are after GCSE's and how to achieve them from year 7.
  - To practise interview skills.
- **Business and Enterprise section** sets students specific challenges that develop their business skills and allow them to practise these skills, often in teams.
- **Study skills section** is a part of the course in which students are made aware of their best ways to learn new material in order to commit it to their long term memory. We also suggest some of the most effective ways to recall and give them practise of these methods.

### **Year 10 Work Experience**

We really value the work experience week we offer students in the Summer term. This full week away from school in the world of work brings value insights into future career paths. Work experience is launched in early October so that students have sufficient time to plan successful and useful placements. Whilst a large database of opportunities already exist in school, we ask parents to support their children to make contact with potential employers and placements.

### **Year 11 Programme**

This is an extensive programme to ensure that students have a clear and well developed pathway from school to Sixth form, college or an apprenticeship. In early September, during morning registration time, a taught programme of study skills allows students time to understand how to study effectively. These sessions combine practical tips and support together with ways to plan study sessions to maximise impact. Whilst also giving them tips on how to de-stress and relax. Senior staff, Tutors and Head of House engage students with early ideas about their transition plans with 1:1 interviews. All Year 11 have access to these interviews whatever their chosen pathway.

These are followed up with group sessions with our Careers team focussed on gaining information on how to access different career paths. We use specialise agencies and companies, for example, On Site, to support the students who wish to choose an apprenticeships or vocational college placements. Our Careers advisor will also see students 1:1 to ensure they have a good plan.

## Careers Programme and Employers

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

All students in years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses.

We really want to work with employers and companies to ensure that our students have opportunities to learn about work, employment and the skills valued in the workplace. We really value these engagements as they show our students where a good education can take them. Whilst making it clear that their horizons should be wide and exciting.

We have multiple opportunities for employers to engage with our young people from large corporations to small, local business in the public, private or voluntary sector. These include:

- Work experience placements
- Careers Fairs
- Career lunches and talks
- Site visits and tours
- Workshops and assemblies
- Mentoring schemes

We are always looking to develop relationships with employers and would love to work with you or your organisation. If you would like to give your time to anyone of these opportunities please contact:

Nick Hammett, Head of Careers [nhammett@chewvalleyschool.co.uk](mailto:nhammett@chewvalleyschool.co.uk) or call Reception on 01275 332272

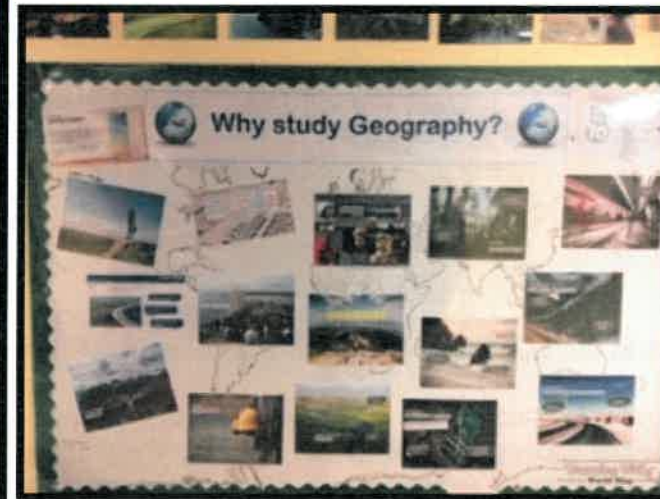
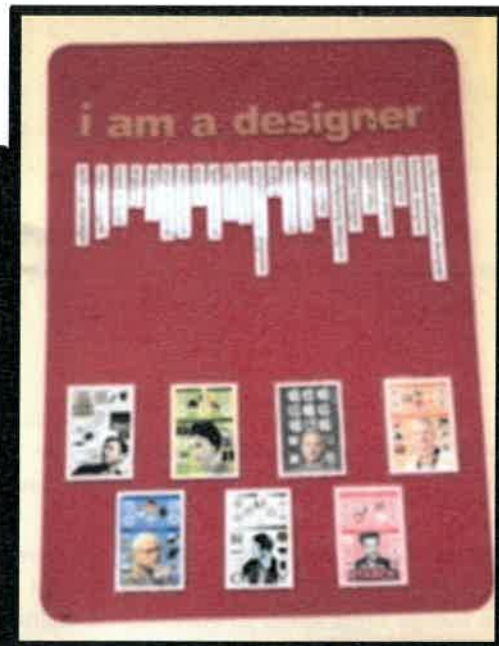
Please speak to our Head of Careers to identify the most suitable opportunity for you.

Details of rooming, and equipment available should be done in advance. Providers are welcome to leave a copy of their prospectus or other relevant course materials in the Careers room or with the Sixth form team.

## Careers Programme and Teachers

At CVS all teachers will:

- Link the curriculum with careers
- Understand what provision is in place for careers, employability and enterprise education
- Know how to embed careers learning into their subject
- Provide students with opportunities to discover and learn about careers and employability
- Engage with the wider business community and with employers within and outside the classroom
- Link schemes of work with the world of work and , as tutors, to discuss experiences, skills development and progression with students



## Careers Programme and Parents

The careers programme at Chew Valley is designed to support students and their parents in making good, positive decisions about their future pathways, by providing guidance and advice at key moments. We actively encourage parents to become involved in the careers programme at school by: offering work experience placements or supporting their child to find a placement; attending our Careers Fair; liaising with our careers advisor; offering to give a careers talk via our careers lunch programme; attending parents' evenings and Options events; and supporting our Into University programme.

We also welcome feedback about our new Aspire curriculum and any ways in which we can improve our careers provision.

## Careers Programme and Students

Whilst at Chew Valley School, you are provided with a large number of opportunities and activities that support your development. The careers programme, and particularly the Aspire curriculum, intends to help you understand how and why these skills, values and attributes are useful to your personal development and the world of work. We hope that our programme offers experiences, support and guidance to ensure that you make good decisions about your future.

Students in Years 7 to 9 will formally undertake this programme via their fortnightly, hour-long lesson called Aspire, whilst Year 10 will have the opportunity to access a work experience placement that helps deepen their understanding of a working environment. A "Business Day" in Year 9 provides the first opportunity to write a CV, apply for a job and then have a formal interview. Many of our vocational course at GCSE (BTECs and Cambridge National courses) also expect you to undertake either additional work experience or an interview to pass their courses successfully.

Year 11 have a very structured programme that starts with informing school of your early intended pathways, individual/ group meetings with our careers advisor to brief them about potential routes for application, and then individual support with 1:1 interviews with a Senior Leader in the school. These interviews happen twice during their final year in school, and parents are encouraged to attend the second meeting.

Our very popular Careers Fair, held in the autumn term, is open to all students and, with over 40 stall holders, shows you what kinds of possibilities there are out in the world. Any student in school can attend our regular Careers lunches in the Sixth form, but generally Year 9 upwards find these of most use.

## The Careers Timetable @ Chew Valley School

<p><b>TERM 1, Sept - Oct</b> Launch of "Aspire Curriculum" for Year 7-9 – focus on leadership</p> <p>Sixth Form Electives – Tuesday and Thursday pm Self-leadership programme – Year 9 programme starts in association with FutureQuest &amp; GrassRoutes September 17<sup>th</sup> and 18<sup>th</sup> – Cambridge University residential for Y12 September 18<sup>th</sup> – Access to Bristol Assembly for Y12/3 October 2<sup>nd</sup> – Y12 Apprenticeship Fair October 4<sup>th</sup> – Work Experience launch for Y10 October 8<sup>th</sup> – Year 12 Grassroots programme starts October 10<sup>th</sup> – Amazing Apprenticeships workshop for Sixth form October 17<sup>th</sup> – UWE 1:1 Interviews for Sixth form October 18<sup>th</sup> – Entry to Sixth Form assembly for Year 11 October Tuesday 22<sup>nd</sup> – Careers Fair October/ November – Initial SLT Interviews with Year 11 around Post 16 options Ongoing flexible Work Experience option – requests submitted to 6<sup>th</sup> Form team</p>	<p><b>TERM 4, Feb - April</b> Aspire Curriculum – focus on careers and speakers</p> <p>Sixth Form Electives – Tuesday and Thursday pm Career lunches - Tuesdays and Thursdays throughout the term 1.25 – 2.05 pm February 27<sup>th</sup> – UWE input Maximising your time at Uni March 2<sup>nd</sup> – 6<sup>th</sup> National Careers/Apprenticeship week March 10<sup>th</sup> - UCAS convention visit - Bristol Apprenticeships Session for Year 11 – with Onsite Into University sessions with Year 7 and Year 8</p> <p>Ongoing flexible Work Experience option – requests submitted to 6<sup>th</sup> Form team</p>
<p><b>TERM 2, Nov – Dec</b> Aspire Curriculum – focus on careers</p> <p>Sixth Form Electives – Tuesday and Thursday pm Career lunches - Tuesdays and Thursdays throughout the term 1.25 – 2.05 pm Oxbridge/Medic/Dentistry/Vet university interviews November 12<sup>th</sup> – Sixth Form Open Evening November – Year 11 programme of career sector talks November - Into University visits for Year 7 to Year 11 November 22<sup>nd</sup> Lighthouse Business breakfast Ongoing flexible Work Experience option – requests submitted to 6<sup>th</sup> Form team</p>	<p><b>TERM 5, April – May</b> Aspire Curriculum – focus on study skills</p> <p>Sixth Form Electives – Tuesday and Thursday pm Career lunches - Tuesdays and Thursdays throughout the term 1.25 – 2.05 pm Additional UWE 1:1 interviews for non-UCAS students Into University sessions Year 9</p> <p>Ongoing flexible Work Experience option – requests submitted to 6<sup>th</sup> Form team</p>
<p><b>TERM 3, Jan – Feb</b> Aspire Curriculum – focus on enterprise</p> <p>Sixth Form Electives – Tuesday and Thursday pm Career lunches - Tuesdays and Thursdays throughout the term 1.25 – 2.05 pm January – Year 10 and Year 11 Unifrog launch January 14<sup>th</sup> – Year 9 - KS4 Options evening January 22<sup>nd</sup> – Leadership session for Sixth form Ongoing flexible Work Experience option – requests submitted to 6<sup>th</sup> Form team</p>	<p><b>TERM 6, June – July</b> Aspire Curriculum</p> <p>Sixth Form Electives – Tuesday and Thursday pm June 15<sup>th</sup>-19<sup>th</sup> – Sixth Form Futures Week – including University visit, guest speakers, Unifrog work and work experience June 15<sup>th</sup> -19<sup>th</sup>– Work Experience week for Year 10 June 17<sup>th</sup> - Year 9 Business event day July 2<sup>nd</sup> – Skirting Science event</p>