



Policy Title: **Careers Policy, Strategy and Action Plan**

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# Cotswold Spa Hospital School

## CAREERS STRATEGY

### Purpose and aims

Cotswold Spa Hospital School is fully committed to ensuring that all of our students acquire the skills, knowledge and attitudes to manage their learning and career progression.

Cotswold Spa Hospital School has already established a range of effective careers guidance activities which we hope will guide our students to achieve positive destinations such as A-Levels, Higher Education, Apprenticeships, Technical routes or Employment.

This careers strategy sets out Cotswold Spa Hospital School's key approaches internally and externally to enhance the current careers guidance activities and participation opportunities already available to our students. The aim is to ensure that students are fully prepared for and informed effectively about their next steps and can therefore aspire to achieve their full potential. We want to ensure that our students have both the aptitude and interpersonal skills to effectively communicate and add value within the workplace.

The school will collaborate throughout this strategy with a range of external agencies to help us ensure we will meet all of the mandatory requirements contained within the Department for Education's new careers strategy. Our work will be supported by a range of services and providers including The Careers and Enterprise Company (CEC), Further Education (FE) and Higher Education (HE) providers, resources from Worcestershire County Council Skills 4 Worcestershire, Amazing Apprenticeships and Careers Pilot, guidance from The National Careers service as well as the UCAS network and events. We will also be working alongside other local authorities and the opportunities they may have to offer our students (based on their home county), making use of the resources available to every student on an individual basis.

High quality careers guidance is a crucial part of improving social mobility. Young people make choices based on what they know and what they think is available to them. If our young people are made fully aware of the career pathways and opportunities available to them, they will be more able to make informed choices about which qualifications and career pathways which will enable them to achieve their goals.

The strategy includes measures to further develop and improve the current provision on offer to students and will ensure that Cotswold Spa Hospital School will meet the eight "Gatsby Benchmarks", set out within the Department for Education's careers strategy by August 2023.

This strategy outlines our whole school approach to delivering careers guidance to all of our students throughout their journey through education. Careers activity will therefore take place regularly and meet the needs of individual students based on their age and



## **The Eight Gatsby Benchmarks of Good Career Guidance are:**

- 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) Experience of workplaces**
- 7) Encounters with further and higher education**
- 8) Personal guidance**

### **Strategic Careers Leader**

As set out within the Department for Education's Careers Strategy, Cotswold Spa Hospital School is required to have a designated member of our Senior Leadership Team named as our school's Strategic Careers Lead.

The Strategic Careers Lead will have the responsibility to make sure that we as a school meet our mandatory requirements and work towards achieving all eight of the Gatsby Benchmarks by August 2023.

Our Strategic Careers Lead is Jenny Curry.

Jenny Curry will provide both the Head Teacher and the management committee with regular updates on our progress and will ensure we deliver this strategy.

### **Our Careers Team**

Jenny Curry will lead our team, ensuring that all staff members are supported in incorporating careers within their own subject.

Our students will be supported with individual advice and guidance from The National Careers Service.

We facilitate activities to suit individual students based on their year group and chosen pathway.

Careers-related support is planned to ensure a wealth of opportunities and meaningful tasks. We endeavour to offer a careers curriculum that supports all students to make the right choices and find a pathway suitable for them, allowing them achievement and success in the future.

Throughout the calendar year, all students can access virtual careers events hosted by a variety of different providers, supporting different post-16 and post-18 routes with support in the form of virtual seminars, workshops and advice from experts involved in these events. For example, students are booked onto events hosted by What University, What Career? We also launch activities to support national events such as National Apprenticeship Week.

A careers scheme of work is in place for classroom sessions and further time is allowed for individual careers objectives to be met through a variety of activities to meet the needs of all students.

Examples list of activities:

Class lessons following careers scheme of work, individual and small group discussions with careers leader, use of websites (e.g. Careers Pilot, Amazing Apprenticeships) and online resources to research different subjects, pathways and career prospects, use of the school's online careers folder and paper version in classroom to gain further information (alternatives to university, T-Levels, choosing A-Levels, undergraduate courses), careers talks from individuals working in appropriate job sectors relevant to the interests of students, enterprise projects, virtual meetings with potential employers and discussion of pathways (e.g. NHS Primary Care – Step into the NHS), virtual events, seminars and workshops from different businesses and providers (e.g. What Career, What University? UCAS, Unifrog), participation in national initiatives (e.g. National Apprenticeship/Careers Week), research opportunities within home county through the appropriate careers website (e.g. worcsapprenticeships.org.uk, skills4worcestershireshire.co.uk), individual careers interviews/guidance from a qualified careers adviser at National Careers Service, opportunities to apply for work experience within Cotswold Spa Hospital (KS5 – application and interviews take place to choose successful candidate), preparation for mock and real job interviews, support with course and university applications, activities relating to CV and personal statement writing, virtual work experience activities through various employers and universities (e.g. Barclays, iDea, University of Nottingham Vet School through Future Learn). If well enough, students are also supported in finding local volunteering opportunities whilst with us.

This is not an exhaustive list and resources are updated regularly. Activities change based on individual needs of students, availability of online resources/when events are running and new resources that become available.

## **Our Objectives for 2022 to 2023**

### **1. A Stable Careers Programme**

- To ensure the careers programme is delivered by individuals with the right skills and experience. The school will use the careers leader and The National Careers Service to offer advice and guidance to all, ensuring that all students are given individual support and guidance appropriate for their age, year group and chosen pathway.
- To enable students to have an understanding of the full range of opportunities available to them and of the skills that are valued within the workplace.
- To develop and deliver a careers programme that will raise the aspirations of all students regardless of academic ability and is tailored to meet their individual needs wherever possible.
- To ensure our Careers Strategy is fully supported by the Senior Leadership team within school and is approved by the management committee.
- To ensure there is a clear focus on the activities which support enterprise, employability skills and qualifications which employers value.

- To regularly evaluate our careers strategy to determine the impact of our careers related activity based on the feedback provided to us by students, teachers and where appropriate parents.
- To maintain high quality careers provision as recommended by the Careers and Enterprise Company and to review the improvement of our programme.

## **2. Learning from Career and Labour Market Information**

- To encourage and increase the use of online careers tools and packages with our students. Working with our own teaching team, senior leadership team and local and national professional bodies.
- To utilise and support the development of labour market information to ensure staff and students are informed in their decisions and the advice being given. Use of the 'Labour Market Information' website by students and staff [Explore LMI data – LMI For All](#)
- To investigate careers and opportunities in learning, work and apprenticeships and how these meet the local and national priorities.

## **3. Addressing the Needs of the Pupil**

- To develop mechanisms to report, track and monitor compliance in relation to the Careers Strategy objectives (record IAG on ERS).
- To develop accurate tracking systems to ensure students are able to keep track of their own journey, record and access the advice they have received and monitor the agreed actions and next steps (record on ILPs).
- To ensure that a programme of activity takes place which raises the aspirations of all students and challenges stereotypical thinking in terms of equality and gender.
- To ensure that students with particular vulnerabilities and those who are at risk are appropriately supported and identified through close working relationships with the full range of educational and support agencies.
- To ensure that careers guidance for learners with special educational needs and disabilities (SEND) is differentiated, where appropriate, and based on high aspirations and a personalised approach. Careers guidance for learners with SEND should be based on the student's own aspirations, abilities and needs.

## **4. Linking Curriculum Learning to Careers**

- To ensure that subject teachers across the whole school support the delivery of careers education and guidance and are able to link the content of curriculum with careers, even in lessons which are not specifically occupation led. Subject specialist staff can be powerful role models to attract students towards their field and the careers that flow from it.
- To integrate national initiatives and project opportunities within the curriculum to enhance that range of careers related activity taking place within school. e.g. Young Enterprise and Code Clubs.
- To ensure that careers related activities are built in throughout the school year and not just towards the end of any given topic / subject being delivered.

## **5. Encounters with Employers and Employees**

- To ensure that students receive at least ONE meaningful encounter with an employer or employee during the school year.
- To ensure that students have the opportunity to improve employability skills and their understanding of and awareness of entrepreneurship.
- To enable learners to gain the confidence to compete in the labour market by providing opportunities to gain the practical know-how and attributes that are relevant to gaining employment.
- The school will also encourage students and parents to attend virtual careers event where appropriate.

## 6. Experiences of the Workplace

- To signpost students to virtual work experiences listed in the student careers folder with appropriate links to a wide range of careers and well-known companies.
- To arrange and facilitate career talks with employees and employers.
- To arrange opportunities for all pupils in KS5 to apply for (paid) work experience jobs within Cotswold Spa Hospital. Students will be supported with their application and preparation for interview of their chosen job. Jobs will be re-advertised on a twelve week cycle to allow all students (16 years and over) to apply for the advertised positions and gain meaningful work experience (cleaner, patient advocate etc.). Acceptance of work experience will need approval from the medical team to ensure students are well enough to take part and continued monitoring by the education team to ensure that the workload is manageable, appropriate and beneficial.

## 7. Encounters with Further and Higher Education

- To ensure students receive at least ONE meaningful encounter with Sixth Form Colleges and FE Colleges.
- To ensure students have been provided with information about the full range of apprenticeships available to them in their home county (e.g. Worcestershire Apprenticeships)
- To ensure students have experienced meaningful encounters with universities.

## 8. Personal Guidance

- Ensure that students have had an interview with a professional and impartial careers adviser by the end of year 11.
- Ensure students have had at least two interviews with a professional careers adviser by the end of year 13.

## Action Plan 2021 / 2022

- Create a whole school Careers Strategy which is to be published on the school website and approved by the school's Senior Management Team and the School Management Committee by the end of March 2022 – Approved 01/03/22
- Raise awareness of the Careers Strategy with key staff within the school to enable them to contribute towards the need to link careers to the curriculum within school - **(Enter Completion Date Here)**

- Subject specialists to arrange employer visits relevant to their subject - (Enter dates here)
- Inform parents of the creation of the school's new careers strategy and inform them of its location on the school website - (Enter Completion date here)
- Send parents a copy of the Careers Strategy upon parent admission to the school.
- Create feedback forms for staff, pupils and parents to be completed each term - (Enter dates and findings here)
- Invite parents to online virtual careers events - (Enter dates here)
- Request information from home school (on admission) relating to career ambitions, previous advice received and work experience completed. Information to be forwarded to teaching staff via ILP information - (Enter date evaluated here)
- Career objectives to be monitored and evaluated (on ILPs) with students by both careers leader and the allocated Key Teacher of individual pupils – (Enter date evaluated here)
- Make use of links with local schools and careers events that are being hosted locally - (Enter dates attended here)

## Careers Programme and Provider Access Policy

### Introduction

This policy statement sets out the arrangements for managing the access of providers to pupils 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.

Cotswold Spa Hospital School is committed to providing a personalised education package for all our pupils, and this is reflected by our careers programme. Pupils will access different elements of the programme at different stages of their education whilst the focus will always be on preparing them for their future pathways, considering their own preferences. Our Careers Action Plan outlines our generic careers offer. For all pupils, a personalised offer will be in place as documented on ILP documentation and ERS records.

Our focus links directly to the requirements of the 'Gatsby Good Career Guidance' report (2014) which became the basis for the statutory 'Careers guidance and access for education and training providers' (2018).

### Pupil entitlement

The statutory guidance is relevant to 'all pupils in years 7-13' and we will also consider young people's developmental ages when preparing appropriate careers activities at Cotswold Spa Hospital School, ensuring that our pupils receive a careers programme which offers them opportunities to:

- find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- hear from a range of providers about the opportunities they offer, including technical education and apprenticeships.

- understand how to make applications for the full range of academic and technical courses.

## **School's Careers Leader**

Parents, teachers and employers may gain further information about our careers programme by contacting:

Jenny Curry  
Careers Lead  
01386 853523  
jcurry@elysiumeducation.co.uk

## **Measuring and Assessment of the impact of the careers programme on pupils.**

Evaluation of our careers programme is designed to enable us to examine what we do, consider how we can improve it and provide stakeholders with a summary of this. This will include gathering information from the pupils about how they feel about their experiences in relation to the careers programme.

Pupil progress in careers lessons will be evaluated each term as part of our ongoing tracking process.

It is our aim to provide pupils with both experiences of the workplace and encounters with employers. These encounters and experiences will take place as part of curriculum lessons, individual and small group sessions with the careers lead, involvement in national initiatives and attending a wide range of careers fairs and events (usually virtually).

## **Management of provider access requests.**

Providers wishing to request access should contact:

Jenny Curry  
Careers Lead  
01386 853523  
jcurry@elysiumeducation.co.uk

## **Opportunities for access**

Our curriculum and careers programme include opportunities for providers to come into school to speak to our pupils and/or their parents/carers.

These can be arranged during timetabled careers lessons or at other suitable times.

Please speak to our designated staff member to identify the most suitable opportunity for your organisation. (Due to our specific setting and also the implications of the Covid pandemic, virtual meetings are most favourable).

## **Premises and facilities**

The school will make the main classroom, boardroom or private meeting rooms available for discussions between the provider and students, as appropriate to the activity.

The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the designated staff member or a member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature with the designated staff member, who will ensure that these are available for the pupils to have easy access.

## **Provider Access Requests**

All requests will be given due consideration by Jenny Curry and Senior Leadership link and requests will be refused if:

- They impinge on students' preparation for public or internal exams.
- They clash with other school events such as visits, other speakers, well-being days, public or internal exams etc.
- The school is unable to provide staff to support the presentation or talk due to previous commitments.
- Rooming for the talk or event is unable to be found due to timetabling clashes.

## **Feedback**

Cotswold Spa Hospital School welcomes parental and employer participation within our careers related activities. Should you wish to support our activity or provide feedback on our Careers Strategy then please contact our Strategic Careers lead directly.

## **Useful links / Resources**

[The Careers Enterprise Company](#)

[Gatsby Foundation](#)

[Post 16 Skills Plan](#)

[Department of Education Careers Strategy](#)

[Skills For Worcestershire](#)

[Government Careers Strategy December 2017](#)

[National Careers Service](#)

[UCAS \(Universities and Colleges Admissions Service\)](#)

[Worcestershire Local Enterprise Partnership](#)

[Worcestershire Apprenticeships](#)

[HOW College](#)

[Kidderminster College](#)

[Warwickshire College Group](#)

[Worcester University](#)