



Treasure House (London) CIC Careers Plan

Treasure House (London) CIC

2018/2019

Foreword

Introduction

There has never been a time when careers guidance has been as important for young people as it is today. The landscape of education, training and employment opportunities that students need to navigate is more complex and more challenging than that faced by previous generations. While the economy is beginning to recover from the recent recession, levels of youth unemployment and under-employment are still high. The raising of the age for participating in learning means that young people face a wider range of choices of courses and places to study.

Qualifications such as GCSE and A level are changing, and opportunities in higher education extend now beyond the UK to other parts of Europe and further afield. Students need help to make choices and manage transitions: they need good quality careers education, information, advice and guidance.

The school careers plan sets out how the school intends to provide a fit for purpose careers programme with the available resources which will provide our students with the knowledge, inspiration and ability to take ownership of their own career action plans which will enable them to succeed in their chosen career paths.

The school Careers Plan is based on the DfE document "Careers Guidance and Inspiration in Schools" dated March 2015.

Careers education does not just mean informing students about their options after school but also how their school career will affect their futures. It is our statutory duty to ensure that all pupils receive independent, impartial advice and guidance regarding all options within school and how they will affect their options after school and which careers pathways will become available to them. By helping students with decisions at crucial stages, informing them of all their options and introducing them to the world of work, we aim to prepare them for life after school whichever path they choose.

Student Entitlement Statements

Year 9 Careers Entitlement

- Students encouraged to reassess personal strengths with a focus on transferable skills.
- What is important in a career? Students encouraged to investigate different jobs and careers and what they mean in terms of lifestyle, budgeting and a good work/life balance and develop economic awareness.
- Students encouraged to challenge stereotypes within the world of work and traditional job roles.
- Students should begin to think about GCSE option in terms of career pathways and plan future within school.
- What is a CV, what is a cover letter and why do people applying for jobs need them?
- Students have optional access to independent and impartial advisers via drop in sessions. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.
- Academic and careers progress is recorded on Student Passport.

Year 10 Careers Entitlement

- Students begin to explore 6th form options and interview techniques.
- Economic awareness developed further and students encouraged to think about employability, which careers appeal and to identify and set themselves realistic future goals.
- Students agree personal action plans with careers adviser for future and identify what specific action is required to achieve goals.
- Students begin CV and cover letter writing.
- Students have optional access to independent and impartial advisers via drop in sessions. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.
- Academic and careers progress is recorded on Student Passport.
- Students complete work experience and record progress on Grofar Work Experience Log.

Year 11 Careers Entitlement

- Students are helped with post 16 choices and encouraged to consider all their options including further study in 6th form and apprenticeships. Interview techniques further developed.
- Students should use careers interviews to help understand different career pathways and entry requirements and encouraged to make contingency plans should results be better/worse than expected and set personal targets for development.
- Specific mock interviews for those with a particular career path in mind also available.
- Students are encouraged to think about the kind of behaviour potential employers look for.
- Students are encouraged to attend careers talks, fairs, college open days and taster days with employers.
- Students are assisted further with CV writing and encouraged to have a completed a CV and cover letter
- Students are kept up to date with post 16 deadlines.
- Students have optional access to independent and impartial advisers via drop in sessions. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.
- Academic and careers progress is recorded on Student Passport.

Year 12 Careers Entitlement

- Students are given specific help with preparing UCAS/applying for apprenticeships.
- Sessions on understanding school leaver and graduate job markets and how to look and apply for jobs.
- Students should start to understand how world of work is changing and how it might affect individuals.
- Students learn how to manage a career in terms of progression, budgeting and planning for the future.
- Students are reminded of different options including higher education, jobs, gap years, apprenticeships etc.
- Students are encouraged to attend university open days, mock interviews, careers interviews and meet potential employers to discuss future options.
- Students have optional access to independent and impartial advisers via drop in sessions. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.
- Academic and careers progress is recorded on Student Passport.

Disclaimer

This report is derived from the Grofar Careers Plan and designed to express the plans, intentions and activities related to the users School Careers Service.

Grofar, authors, publisher, and their employees and affiliates are not responsible or liable for any errors or omissions and make no representations, warranties, or guaranties regarding this report or results obtained from its use.

Contents

1. Careers Service Goals
2. Activities and Events
3. Information & Self Help
4. Stakeholder Engagements
5. Provision Allocation
6. Budget
7. Roles and Responsibilities
8. Leadership and Management
9. Careers Service Evaluation

Careers Service Goals

Careers Service Goals

Our Careers Service Goals set out the key areas where we will focus our efforts over the next 18 months. These are the things that we have identified as being the most important to help prepare our students for their next steps after leaving school. We aim to achieve or better all the points set out in the DfE statutory guidance and focus attention on some specific goals.

Goal	Description	Resources Required	Success Criteria	Target Date
Every Student to be provided with a Careers Action Plan.	Through our school-wide integrated careers approach we will ensure that every student is supported and inspired to develop their own careers action plan and that this is used as a key stimulus for their learning.		Every student furnished with a Careers Action Plan.	30 Apr 2019
At least 90% Progression to High Quality Placements	To work towards 100% engagement in high quality routes for progression at post 16 and post 18.	Increase access to careers provision by an independent external advisor.	<90% of students gain placements.	01 Sep 2019
Collect and maintain destination data for all student leavers.	We will collect and maintain destination data for all student leavers and use this information to guide our long term planning.		All students have provided details of FE or work destinations.	01 Sep 2019
Build a network of Business contacts.	We will work closely with local businesses, local enterprise partnerships and other organisations to build partnerships which will benefit our students, communities and society as a whole.		A database of business contacts that can offer careers services to the school.	31 May 2019
Ensure we understand the needs of the local community and local businesses.	We will consult with representatives of the local community and local businesses to establish their needs and aim to include activities which will contribute to meeting their needs and create links that could lead to opportunities better suited to anxious and vulnerable students.		Feedback forms completed by business and community representatives, visits taken place.	31 May 2019

Activities and Events

Careers Events and Activities

Students will have access to wide range of careers focused activities. All careers activities will be posted on the careers noticeboard and on the school website.

Months	Careers Activity	Year 9	Year 10	Year 11	Year 12	
September	Name	Business Careers Awareness Event	✓	✓	✓	✓
	Description	Businesses and Professionals come to speak to our young people throughout the year.				
	Provision Type	CEIAG				
	Provision Source	Independent				
	Skills	Communication Planning and organising Learning Drive				
	Type	Awareness Event				
	Resources Required	Hours: 5 Staff Members: 5 Business Members: 5 Business Services Required: Classroom Speakers or Presenters Total Staff Hours: 25 Total Business Hours: 25				
	Businesses	✓				
	Alumni					
	Parents					

	<table border="1"> <tr> <td>Name</td> <td>Access to selected websites (Fast Tomato etc.) - ONGOING</td> </tr> <tr> <td>Description</td> <td>Access to websites with careers profile information.</td> </tr> <tr> <td>Provision Type</td> <td>CEIAG</td> </tr> <tr> <td>Provision Source</td> <td>Independent</td> </tr> <tr> <td>Type</td> <td>Careers Event</td> </tr> <tr> <td>Resources Required</td> <td>Staff Members: 1</td> </tr> <tr> <td>Businesses</td> <td></td> </tr> <tr> <td>Alumni</td> <td></td> </tr> <tr> <td>Parents</td> <td></td> </tr> </table>	Name	Access to selected websites (Fast Tomato etc.) - ONGOING	Description	Access to websites with careers profile information.	Provision Type	CEIAG	Provision Source	Independent	Type	Careers Event	Resources Required	Staff Members: 1	Businesses		Alumni		Parents							
Name	Access to selected websites (Fast Tomato etc.) - ONGOING																								
Description	Access to websites with careers profile information.																								
Provision Type	CEIAG																								
Provision Source	Independent																								
Type	Careers Event																								
Resources Required	Staff Members: 1																								
Businesses																									
Alumni																									
Parents																									
	<table border="1"> <tr> <td>Name</td> <td>Individual Career Guidance sessions (external)</td> </tr> <tr> <td>Description</td> <td>An individual careers guidance interview with the contracted Independent Careers Advisor as part of their entitlement to receive impartial information, advice and guidance. Leading to the formulation of a Careers Action Plan.</td> </tr> <tr> <td>Provision Type</td> <td>CEIAG</td> </tr> <tr> <td>Provision Source</td> <td>Independent</td> </tr> <tr> <td>Skills</td> <td>Planning and organising Self-management Drive</td> </tr> <tr> <td>Type</td> <td>One to One Session</td> </tr> <tr> <td>Resources Required</td> <td>Hours: 10 Staff Members: 1 Total Staff Hours: 10</td> </tr> <tr> <td>Businesses</td> <td></td> </tr> <tr> <td>Alumni</td> <td></td> </tr> <tr> <td>Parents</td> <td></td> </tr> </table>	Name	Individual Career Guidance sessions (external)	Description	An individual careers guidance interview with the contracted Independent Careers Advisor as part of their entitlement to receive impartial information, advice and guidance. Leading to the formulation of a Careers Action Plan.	Provision Type	CEIAG	Provision Source	Independent	Skills	Planning and organising Self-management Drive	Type	One to One Session	Resources Required	Hours: 10 Staff Members: 1 Total Staff Hours: 10	Businesses		Alumni		Parents		✓	✓	✓	✓
Name	Individual Career Guidance sessions (external)																								
Description	An individual careers guidance interview with the contracted Independent Careers Advisor as part of their entitlement to receive impartial information, advice and guidance. Leading to the formulation of a Careers Action Plan.																								
Provision Type	CEIAG																								
Provision Source	Independent																								
Skills	Planning and organising Self-management Drive																								
Type	One to One Session																								
Resources Required	Hours: 10 Staff Members: 1 Total Staff Hours: 10																								
Businesses																									
Alumni																									
Parents																									

October	Name	Parental Input Careers Session				
	Description	Parents will be consulted at points throughout the year and will have a direct discussion with staff about their views and the decisions made about their child.				
	Provision Type	CEIAG				
	Provision Source	In School				
	Skills	Communication				
	Type	Careers Session				
	Resources Required	Hours: 1 Staff Members: 2 Total Staff Hours: 2				
	Businesses					
	Alumni					
	Parents	✓				

January	Name	Individual Career Guidance sessions (external)			✓	✓
	Description	An individual careers guidance interview with the External Careers Advisor as part of their entitlement to receive impartial information, advice and guidance.				
	Provision Type	CEIAG				
	Provision Source	Independent				
	Skills	Communication Problem solving Planning and organising Initiative and enterprise Flexibility Drive				
	Type	One to One Session				
	Resources Required	Hours: 5 Staff Members: 2 Total Staff Hours: 10				
	Businesses					
	Alumni					
	Parents					

February	Name	Series of Careers Lessons during PSHEE - ONGOING			
	Description	Looking at options for progression over the next 5 years. Investigating career types and roles and how to become accredited for them. Looking at colleges and sixth form options and apprenticeships in order to develop targets for progression.			
	Provision Type	Curriculum			
	Provision Source	In School			
	Type	Careers Lesson			
	Resources Required	Hours: 5 Staff Members: 1 Total Staff Hours: 5			
	Businesses				
	Alumni				
	Parents				

May	Name	External Providers Mock Interview and CV session	✓	✓	✓	✓
	Description	Local advisors with experience of working with young people with SENDs provide an opportunity to experience a mock interview with feedback for improvement.				
	Provision Type	CEIAG				
	Provision Source	Independent				
	Skills	Communication Self-management Initiative and enterprise Perseverance Time Management Flexibility Drive				
	Type	Mock Interview Session				
	Resources Required	Hours: 4 Staff Members: 2 Total Staff Hours: 8				
	Businesses					
	Alumni					
	Parents					

Information & Self Help

Self-Help Resources

A range of information sources are available in the office and on the careers noticeboard. These resources are updated regularly and students can request additional resources, which we are happy to investigate and obtain if financially prudent. Students will be encouraged to take advantage of the information available and will be provided with guidance on the use of the resources where necessary.

Resource	Description
Noticeboard	The Careers Noticeboard will be kept up to date by the directors and Student Support Coordinator with input from our external advisor.
Other provision	Laptops are available during break times and before and after school for students to complete research, applications and CVs.
Other provision	Careers information is available in the office and can be taken to read at students leisure.
Other provision	Fast Tomato subscriptions are available for students in years 10, 11 and 12 to explore career options independently.

Stakeholder Engagements

Engagements

The service aims to provide a broad range of information and updates to students, parents, providers and the school leadership team throughout the year. The updates will help to engage the service with the wider school community and provide information about the careers education, information, advice and guidance provided.

Engagement	Description	Month	Parents	Students	Providers	Employers	Leadership
Parental Feedback Form	Include careers information in the end of year feedback form for parents to gain an understanding of their experience of the careers advice their children are receiving.	Ongoing	✓				
Student Feedback Form	Add careers feedback to the end of year feedback form for students to get their feedback on the careers advice they are receiving and any recommendations for service improvements.	Ongoing		✓			
Business Services Request Email	Regularly contact the database of business contacts to ascertain which services they can provide the school and availability.	Ongoing			✓	✓	
Destination Data Collection	Collection of all destination data from students at the end of year 11.	September		✓			✓

Provision Allocation

Provision Allocation

We want all of our students to be prepared for life after school. We will provide in-school guidance and independent advice from external consultants to ensure our students receive the impartial advice that they need. We will help our students develop high aspirations and consider a broad and ambitious range of careers. We hope that by inspiring every pupil through more real-life contacts with the world of work, they will be able to put in context other areas of their education and increase their motivation to learn.

Independent Guidance Provision

Year Group	Students In Year Group	Basic Provision (per student per year)	Students for Additional Provision	Additional Provision (per student per year)
Year 9	1	3 Hours	0	0 Hours
Year 10	3	4 Hours	0	0 Hours
Year 11	7	5 Hours	0	0 Hours
Year 12	1	5 Hours	0	0 Hours

In School Guidance Provision

Year Group	Students In Year Group	Basic Provision (per student per year)	Students for Additional Provision	Additional Provision (per student per year)
Year 9	1	1 Hours	0	0 Hours
Year 10	3	1 Hours	0	0 Hours
Year 11	7	1.5 Hours	0	0 Hours
Year 12	1	1.5 Hours	0	0 Hours

Curriculum Provision

Year Group	Careers and Work related curriculum activities (per student per year)	Of which involving contact with "inspirational employees and other" (per student per year)
Year 9	2.5 hours	0.5 hours
Year 10	5 hours	0.5 hours
Year 11	5 hours	0.5 hours
Year 12	2 hours	0.5 hours

Careers, Employability and Enterprise Education

The school aims to follow the CDI Framework for Careers, Employability and Enterprise Education 7-19. A formal Careers, Enterprise and Employability Education Strategy is in place indicating the importance of employability, careers & enterprise education as part of overall school policy and a clear understanding of the national and regional drivers. The Strategy is clearly linked to the School Improvement Plan and there is a clear vision for employability and enterprise education. There is a shared definition of 'Employability, Careers & Enterprise' for students, staff, governors and parents/carers. Local employers advise on the employability, careers & enterprise strategy to ensure the programmes enable children and young people to achieve the schools employability goals before they leave school.

Budget

Spending on resources, supplies, services, and activities

Funding is allocated in the annual school budget. The directors are responsible for formulating the budget requirements and for ensuring that best value is achieved.

Expense	Description	Cost	Notes
Independent Advisor	One to one sessions for all Yr. 10, 11, 12 and 13 students.	£1000.00	
Subscriptions	Website and tool subscriptions, eg. Fast Tomato	£300.00	
Interview Experience	Mock interview and CV session provided by Southwark Choices	£300.00	
Staffing Costs	Annual staffing burden of providing support and developing service	£750.00	
Books, textbooks and materials	As required by the curriculum	£50.00	
Employer and Parental Engagement	Meetings, refreshments, materials and publicity as required	£100.00	

Budget Summary	
Total Budget	£2500.00
Total Cost	£2500.00
Remaining	£0.00

Roles and Responsibilities

Roles and Responsibilities

To maintain and run an effective Careers Service several groups and individuals within the School are identified along with their roles and responsibilities in order to provide support and guidance to the service.

Governors & SLT responsibilities

- Develop the connections of the Associate Governors with CAIG provision in order to perform annual audits in future

Senior Leader with overall responsibility for careers provision

Both Directors will work to:

- Ensure the annual Careers Plan is completed and signed off by the end of September.
- Ensure that the agreed careers objectives are understood and implemented across the school.
- Ensure the staff body is prepared for OFSTED inspections.
- Ensure school meets and exceeds the statutory careers requirements.
- Provide support to all staff and ensure that the agreed resources are made available during the year.
- Review progress and achievements versus the careers plan and make adjustments as necessary.
- Ensure that the careers plan complements objectives and activities set out in the school's special education policy.
- Provide support to SEN students to help them generate their individual careers action plans.
- Review SEN student career action plans with their parents to ensure they are engaged and supportive of the plans.
- Ensure staff understand the schools statutory responsibility to students with SEN.
- Generate individual career action plans as part of the Education Health and Care plan.
- Ensure the careers programme is adequately resourced to deliver the agreed careers plan.
- Hold regular reviews of progress against the careers plan and ensure that any problems preventing completion of any elements are resolved.
- Champion careers across the school to ensure that whole school acceptance of the careers plan is achieved!

Curriculum leader for careers education responsibilities

- Take responsibility for the curriculum strands within the careers plan, inputting objectives to the plan and ensuring the curriculum resources are made available as necessary.
- Understand what defines 'best practice' for integrating career readiness activities into the curriculum and ensure the school works towards and ultimately achieves these high standards.
- Audit current teaching practices (in relation to careers) against the NFER good practice and strategies and the CDI Framework for careers, employability and enterprise.

Careers information staff responsibilities

- Ensure a broad suite of quality, unbiased resource is available on all pathways.
- Ensure the resource suite meets the needs of each age group.
- Monitor the usage of each resource type and explore if and how information sources can be improved.
- Research how and what the best school examples are providing.

Administrative and support staff responsibilities

- Support the Directors in delivering the careers plan and achieving its objectives.
- Contribute towards the development of an atmosphere (within the school) of learning, confidence and ambition.
- Explore and adopt measures which enable you to deliver your services efficiently.

Teachers and teaching support staff responsibilities

- Ensure you are familiar with the school careers plan and its objectives.
- Ensure that career readiness and careers education are embedded in your lesson plans.
- Review your lesson plans in relation to the CDI Framework and the resources on its website.
- Monitor the effectiveness of your embedded activities and improve as necessary.
- Feedback specific student needs (or opportunities) to the Directors.

Leadership and Management

Leadership and Management Meetings

Throughout the year, a number of meetings will take place to ensure the effectiveness of the service. Meetings will be arranged with school leaders and staff members to establish school expectations and evaluate the careers strategy. Well-structured operational meetings are recognised as a key function to running an effective careers service.

Month	Meetings	
Ongoing	Careers Curriculum Integration Meeting	Review effectiveness of careers activities embedded into lessons and brainstorm ideas for improvement during weekly staff meetings
September	Careers Strategy Meeting	Review previous years careers plan versus what actually happened. Brainstorm and agree improvements for input into this years business plan.
June	OFSTED preparedness review	Review evidence/information set to be used to demonstrate that the school is fulfilling its statutory duty. What else can evidence 'outstanding' careers delivery?
August	Careers Plan Review Meeting	Review and sign off annual careers plan.

Careers Service Evaluation

Evaluations

The school believes that it is important that robust measurement, monitoring and review procedures be put in place to provide a framework for on-going improvements. These will form the foundations for not only what we do, but how we do it and what we must endeavour to improve.

	Focus	Methods	Due Date
1.	Parent Needs	Scheduled parents career evening to ensure we get parental input for each Y10, 11 and 12 student.	11 Sep 2017
2.	Mock Interviews	End of day online survey to find out how practitioners found the process and what we could do better.	01 Jun 2018
3.	Student Needs	End of year survey to understand how well we met our students needs and to identify improvements.	20 Jul 2018
4.	Destination Data	The school will use destination measures provided by the DfE to assess how successfully their students make the transition into the next stage of their education or training, or into employment.	20 Jul 2018