



**CARLETON  
HIGH SCHOOL**

# Careers Plan & Intent



### **Students:**

Students are entitled to:

- Individual and impartial careers guidance from a suitably qualified professional (level 6).
- To attend confidential careers interviews and be treated with respect.
- The opportunity to gain the skills that enable positive progression to post 16 providers
- Access to up to date careers information that is suitable to their needs.
- Information about all of the options available to progress to KS4 at the end of year 9
- Support to complete appropriate applications in year 11
- To be prepared for the 'world of work' by completing mock interviews and application forms.
- Access online career resources and relevant websites/programmes
- Access to up-to-date local and national Labour Market Information (LMI)

### **Parents/carers:**

Parents/carers are entitled to:

- Speak to a trained member of staff about their child's career and education plans
- Impartial and up to date information on a range of topics including KS4 options and post 16 options.
- To attend a careers interview with their child

### **Careers Education, Information, Advice and Guidance (CEIAG)**

The CEIAG programme is delivered from year 7 – 11 and consists broadly of the following activities.

- Enterprise opportunities and access to the Enterprise Adviser programme-Leeds City Region
- Support at key stages such as KS4 options and year 11.
- Increased support for SEND students at key stages such as KS4 options and year 11
- Careers programme delivered through each department curriculum
- Careers and Business partners for each department
- Careers conventions or fairs
- Careers panels
- Face to Face/one to one Careers, Information, Advice and Guidance (CEIAG) appointments.
- Targeted support for vulnerable pupils and those at risk of being NEET (Not in Employment, Education, or Training)
- Support for pupils undertaking Alternative Provision/Early College Transfer (ECT) programmes
- Access to careers related software.

### **Partnerships & Referral Agencies**

We will work in partnership with the following agencies to support progression and access to relevant and appropriate information, advice and guidance including:

- Wakefield Connexions Service Provider.
- The national Careers and Apprenticeship Service
- Leeds City Region (LCR) and Leeds Enterprise Service
- Employers, Apprenticeships and Work Experience providers to support pupil progression
- Pontefract New College
- Wakefield College
- York University – Shine



## Monitoring & Evaluation

The CEIAG provision will be monitored regularly through the following process:

- Pupil evaluation
- Event evaluations
- The Gatsby Benchmarks (Compass tool)

## Data sharing

- Will take place with Wakefield local authority and the DfE under statutory requirements for reporting and progression data to prevent pupils becoming NEET (Not in Education, Employment or Training) in the future.
- We will also share data with post 16 providers to record where students move onto post 18.

## Careers Leader

- If you wish to make contact with the school regarding any element of the careers information and guidance please contact :  
Marc Loftus  
Assistant Headteacher  
01977 781555  
[admin@carletonhigh.patrust.org.uk](mailto:admin@carletonhigh.patrust.org.uk) mark emails FAO M Loftus

## Curriculum

Each department area in the school has a careers plan which will include,

- A dedicated Careers Lead for each department (some smaller, linked departments will share)
- A Careers & Business Partner (CBP) linked to subject area
- 6 explicit careers activities in the year for each year group sequenced at key points within each academic term.
- 3 Careers Events with the CBP which could be a trip or after school event.

## Provider access policy

The provider access policy gives information to employers, careers advisors, parents and further and higher education providers on how to get in touch with the school and become involved in careers delivery.

- The provider access policy can be found in the careers page of the schools website.

## Labour market information

The term 'labour market' is used to refer to the interactions between those in need of labour (employers or buyers) and those who can supply labour (employees or sellers).

- The labour market is in a constant state of change as it responds to the needs of employers, who in turn influence in the wider environment.
- Parents will receive information via letters or notifications about Labour Market Information
- The website will be updated as new Labour Market Information becomes available



## The Gatsby Benchmark Criteria at Carleton High School

<b>1</b>	<p><b>A stable career programme</b> <i>Have an embedded programme of career education and guidance that is known and understood by students, teachers, governors and employees</i></p> <ul style="list-style-type: none"><li>• Our website is kept up to date</li><li>• Our students are aware of who the careers advisor is</li><li>• Careers information is shared with parents / carers via our website and letters sent home</li><li>• Our provider access policy is accessible on our website</li><li>• We provide staff training to support careers education</li></ul>
<b>2</b>	<p><b>Learning from career and labour market information</b> <i>Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need support of an informed advisor to make best use of available information</i></p> <ul style="list-style-type: none"><li>• Our website has direct links to local labour market information (LMI) as well as the interactive Careerometer.</li><li>• We write to parents to encourage them to access and use LMI to inform their support to their child's future study options</li><li>• All parents are made aware of KS4 options process and post-16 options</li><li>• Future goals is utilised to teach and inform students about local labour market information within their form time.</li><li>• CPD is used to ensure all staff are well informed of current LMI.</li></ul>
<b>3</b>	<p><b>Addressing the need of each student</b> <i>Young people have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A schools career programme should embed equality and diversity considerations throughout</i></p> <ul style="list-style-type: none"><li>• All students will be surveyed on their intended career choice and intentions post-16</li><li>• All students will have the opportunity to meet with a qualified careers advisor before the end of year 11.</li><li>• Vulnerable and SEND students in year 9 will receive extra advice regarding KS4 option</li><li>• Destination data of leavers from year 11 is recorded with plans in place to extend this to post year 13.</li><li>• Careers advice, agreed actions and next steps, given to students is recorded with a view to recording all careers experiences students participate in from which they will be able to access.</li></ul>
<b>4</b>	<p><b>Linking curriculum learning to careers</b> <i>Careers and enterprise education should be part of and included in a student's standard lessons, linking curriculum to real-world career paths.</i></p> <ul style="list-style-type: none"><li>• All students are taught employment skills that underpin success in both the classroom and future employment inline with the Skills Builder framework.</li><li>• Department areas make subject specific links to careers on a termly basis.</li><li>• Each department area has a dedicated careers lead who are responsible for the development of their subject's career plan.</li></ul>



<b>5</b>	<p><b>Encounters with employers and employees</b> <i>Every student should have opportunities to learn from employers about work, employment and skills that are valued in the work place.</i></p> <ul style="list-style-type: none"><li>• Use of FutureGoals employer insight videos</li><li>• Careers panels based on local labour market information</li><li>• All students to have the opportunity to experience a mock interview led by a local employer.</li></ul>
<b>6</b>	<p><b>Encounters of workplaces</b> <i>It is important for students to experience the workplace environment to help their exploration of career opportunities</i></p> <ul style="list-style-type: none"><li>• Virtual work experience opportunities provided in collaboration with Speakers for Schools.</li><li>• Use of FutureGoals virtual workplace tour videos</li><li>• Information of INVESTIN immersive careers experience programmes sent out to parents.</li><li>• Bursary and funded place for virtual INVESTIN immersive career programmes distributed to students via an application process.</li></ul>
<b>7</b>	<p><b>Encounters with further and higher education</b> <i>Every student should understand the full range of learning opportunities that are available to them. This includes technical and academic routes and learning in schools, colleges, universities and in the workplace.</i></p> <ul style="list-style-type: none"><li>• All year 10 students to participate in taster days led by both New College Pontefract and Wakefield College.</li><li>• Information regarding dates and times of local further education providers open evenings/days are communicated to both year 11 parents and students.</li><li>• Year 11 college application process is supported by our post 16 providers and connexions</li><li>• Assemblies led by further education providers are delivered to all year 11 students.</li><li>• Targeted cohorts of students within each year group participate in the University of York's SHINE programme.</li></ul>
<b>8</b>	<p><b>Personal guidance</b> <i>Every student should have opportunities for guidance interviews with a career advisor</i></p> <ul style="list-style-type: none"><li>• All students receive one to one careers guidance via our on-site connexions careers advisor.</li><li>• All year 11 students have the opportunity to have additional meetings with our careers advisor throughout the post-16 applications process.</li></ul>