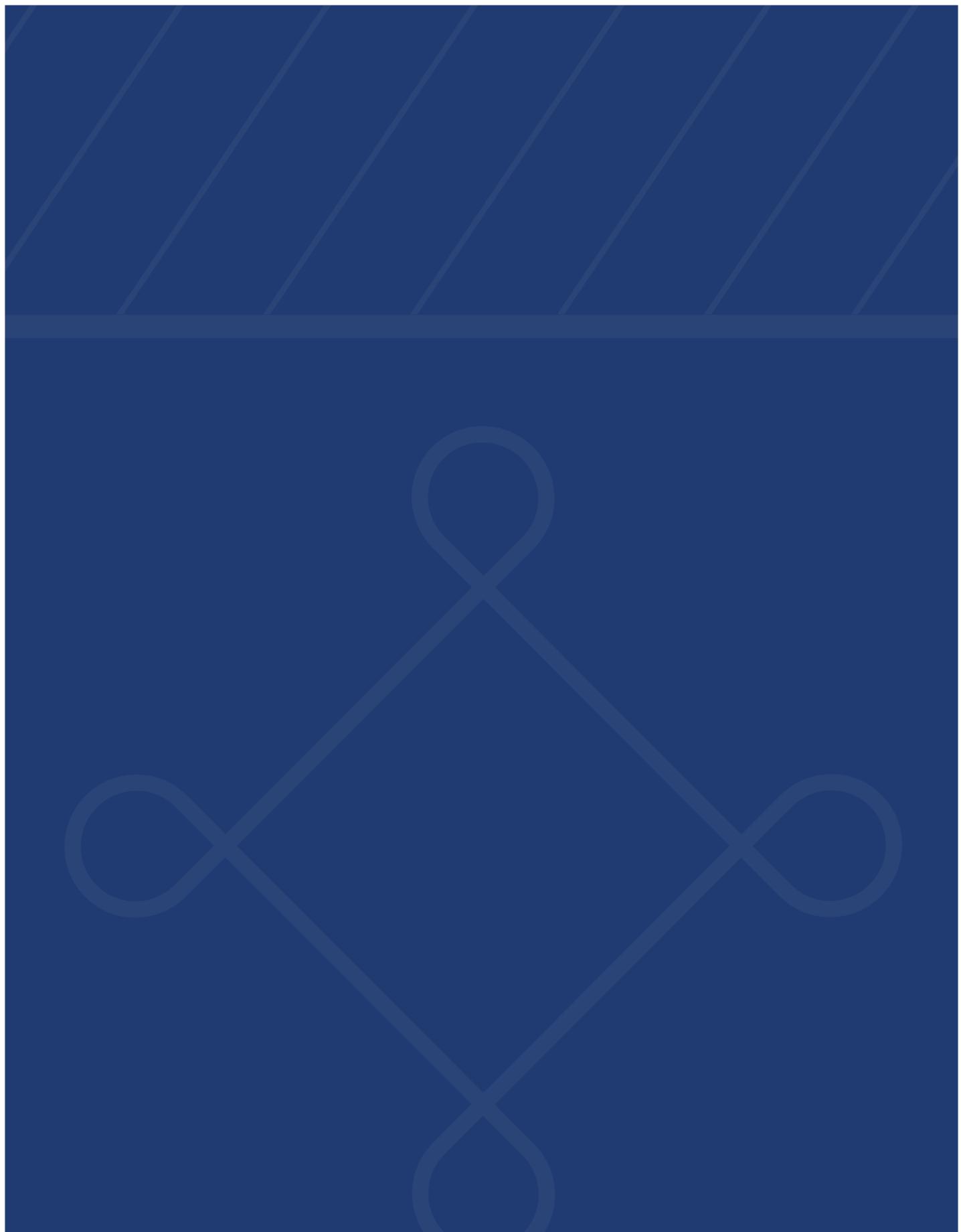




CARLETON  
HIGH  
SCHOOL

## Careers Plan Intent



**Document Control**

Date	Version	Action	Amendments
April 2024	1.0		Put onto standard template

## Contents

Students .....	3
Parents/Carers .....	3
Careers Education, Information, Advice and Guidance (CEIAG).....	3
Partnerships & Referral Agencies .....	3
Monitoring & Evaluation.....	4
Careers Leader .....	4
Curriculum.....	4
Provider Access Policy.....	4
Labour Market Information .....	4
The Gatsby Benchmark Criteria at Carleton High School .....	5

## Students

Students are entitled to:

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

## Parents/Carers

Parent/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 Years 7 – 11 and consists broadly of the following activities:

- Enterprise opportunities and access to the Enterprise Adviser Programme - Leeds City Region (LCR).
- 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 (IAG) 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 electronic 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 Partnership.
- Employers, Apprenticeships and work experience providers to support student progression.
- Pontefract New College.

- Wakefield College.
- Hull University.
- York University – Shine.

## Monitoring & Evaluation

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

- Pupil evaluation.
- Event evaluations.
- The GATSBY Benchmarks.

## Data Sharing

- Will take place with Wakefield Local Authority and the DfE under the statutory requirements for reporting 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 provided please contact:

Mr Steven Riley, Assistant Headteacher  
Telephone: 01977 601701  
Email: [admin@carletonhigh.patrust.org.uk](mailto:admin@carletonhigh.patrust.org.uk)

## Curriculum

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

- A dedicated Careers Lead for each dept (some smaller, linked departments will share).
- A Careers & Business Partner (CBP) linked to the subject area.
- 3 explicit lessons in the year for each year group which are sequenced within the current schemes of work.
- 3 events with your CBP which could be a trip or after school event.
- Record a careers video with your CBP to go on the careers website.

## Provider Access Policy

- The provider access policy gives information to employers, careers advisors, parents/carers 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 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 respond to influences in the wider environment.

- Parents/carers 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

1	<p><b>A stable careers programme</b></p> <p>Have an embedded programme of career education and guidance that is known and understood by students, teachers, SPRB members and employers.</p> <ul style="list-style-type: none"> <li>• Website kept up to date.</li> <li>• Students are aware who the careers advisor is.</li> <li>• Careers information shared with parents via website and letter.</li> <li>• Careers information offered during Year 9 options evening.</li> <li>• Provider Access Policy on website.</li> <li>• Careers SPRB member assigned.</li> <li>• Staff training is provided.</li> </ul>
2	<p><b>Learning from career and labour market information</b></p> <p>Every student, and their parents/carers, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.</p> <ul style="list-style-type: none"> <li>• LMI on website.</li> <li>• Write to parents/carers highlighting what LMI is.</li> <li>• LMI understood by staff.</li> <li>• Update careers website as new information arises.</li> <li>• Parents are aware of KS4 options process and post 16 options.</li> </ul>
3	<p><b>Addressing the need of each student</b></p> <p>Advice and support should be tailored to the needs of each student. Keeping good records of students and their destination after school will help.</p> <ul style="list-style-type: none"> <li>• All students will be surveyed on their intended career choice or intentions post 16.</li> <li>• All Year 11 students will access the careers advisor 1:1 before post 16 applications are made.</li> <li>• Vulnerable Year 9 &amp; 10 students will access the careers advisor 1:1.</li> <li>• Vulnerable and SEND students in Year 9 receive extra advice regarding KS4 option choices before options evening and post 16 applications.</li> <li>• Destination data of leavers from Year 11 and Year 13 are recorded.</li> <li>• Recording when careers has been delivered.</li> </ul>

4	<p><b>Linking curriculum learning to careers</b></p> <p>Careers and enterprise education should be part of and included in a student's standard lessons, linking curriculum to real-world career paths.</p> <ul style="list-style-type: none"> <li>• Departments have careers plan and dedicated careers lead.</li> <li>• Departments have a careers business partner.</li> <li>• Departments have 3 careers events with their chosen careers and business partner.</li> <li>• Departments teach 3 explicit careers lessons to each year group as part of the taught curriculum.</li> <li>• Departments create videos as an encounter with employers/employees posted on website.</li> </ul>
5	<p><b>Encounters with employers and employees</b></p> <p>All students should have encounters with employers and employees that result in a better understanding of the workplace and the potential career paths open to them.</p> <ul style="list-style-type: none"> <li>• Careers Panels.</li> <li>• Videos of department careers and business links.</li> <li>• Careers fairs.</li> <li>• Use of eClips website.</li> <li>• Use of Future goals website.</li> <li>• Department Business Partner trips.</li> <li>• Department Business Partner enrichment.</li> <li>• Initiatives via Leeds City Region.</li> </ul>
6	<p><b>Experiences of workplaces</b></p> <p>It is important for students to experience the workplace environment to understand the context in which they could one day be working.</p> <ul style="list-style-type: none"> <li>• Virtual Work experience programmes when available sent to parents/carers.</li> <li>• Videos of department business links.</li> <li>• Trips to Department Business Partner.</li> <li>• Use of eClips website.</li> <li>• Use of Future goals website.</li> </ul>
7	<p><b>Encounters with further and higher education</b></p> <p>Careers provision should cover FE and HE as well as potential professionals. Students should have encounters with these organisations at school.</p> <ul style="list-style-type: none"> <li>• Year 10 taster day visits to PNC.</li> <li>• Year 10 taster day visits to Wakefield College.</li> <li>• Year 11 open days to PNC and Wakefield College.</li> <li>• Year 11 college application process supported by post 16 providers and Connexions.</li> <li>• Year 11 assemblies delivered by college link staff.</li> <li>• Year 11 students with SEND receive bespoke offer to visit college specialising in SEND.</li> <li>• Careers fairs.</li> <li>• York University – Shine.</li> <li>• Hull University.</li> </ul>

<b>8</b>	<b>Personal guidance</b>  Every student should have opportunities for guidance interviews with a career advisor, provided they are trained to an appropriate level. <ul style="list-style-type: none"><li>• Year 11 students receive 1:1 guidance before Christmas.</li><li>• SEND and vulnerable Year 10 students receive 1:1 guidance.</li><li>• Remaining Year 10 students receive guidance and advice as larger groups.</li><li>• SEND and vulnerable Year 9 students receive 1:1 guidance.</li><li>• Year 7-9 students are introduced to the Connexions advisor and invited to make appointments via assemblies or form time information.</li></ul>
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