

# **Careers Education, Information, Advice and Guidance and Work Placement Policy**

## **Scott Medical and Healthcare College**

**Date: December 2019**

**Approved by Local Governing Body:**

**Date to be reviewed: December 2020**

### **Rationale**

We put careers in medicine, healthcare and related industries at the heart of what we do and give all the young people who come to Scott Medical and Healthcare College a comprehensive, thorough and embedded careers programme. We do this by providing opportunities to be successful in gaining employment, university places and apprenticeships.

### **Introduction**

Scott Medical and Healthcare College offers high quality careers education information advice and guidance, to support our aspirational and focussed students. The advice and guidance is developed throughout the student's time at Scott College with the primary aim of making them highly attractive medical, healthcare, social care or other undergraduate students, employees or apprentices. This is achieved by a programme of activities that span every year group from Year 9 to Year 13 and engages with many external

organisations to meet the 8 Gatsby Benchmarks for Good Career Guidance. The external organisations will include our partners:

- [University of Plymouth Faculty of Health; Medicine, Dentistry and Human Sciences](#)
- [University Hospital Plymouth NHS Trust](#)
- [Livewell South West](#)
- [Specsavers](#)

Our comprehensive [Careers Programme](#) is shown on our website under careers and shows how we link our activities/events to the Gatsby benchmarks.

### **Statutory requirements and recommendations**

This policy summarises the statutory guidance and recommendations. It outlines the provision of careers education, work experience and work placement.

Our careers programme follows local, regional and national frameworks for good practice and other relevant guidance, such as: Section 19 Education Act (2011), The Technical and Further Education Act (January 2017), Careers strategy: making the most of everyone's skills and talents (December 2017), Careers guidance and access for education and training providers: Statutory guidance for governing bodies, school leaders and school staff (January 2018); the Career Development Institute and the Gatsby benchmarks for good career guidance.

Scott College in line with all academies will give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. Further information relating to this is set out in our [Provider Access policy](#) on our website.

Schools have a statutory duty to provide careers education in Years 7-11 (1997 Education Act, 2003 Education Regulations) and to give students access to careers information and impartial guidance (1997 Education Act, 2008 Education and Skills Bill). The latest Statutory Guidance: Careers guidance and access for education, and training providers (October 2018) is the long term plan to build "a World class careers system that will help young people and adults choose the career that is right for them". Its aims are as follows;

- All young people in secondary school get a programme of advice and guidance that is stable, structured and delivered by individuals with the right skills and experience.

- Every school and academy providing secondary education should use the Gatsby Charitable Foundation's Benchmarks to develop and improve their careers provision.

All schools and colleges are to achieve the 8 Gatsby Benchmarks:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal Guidance

### **Aims and objectives**

We will prepare students for the transition to life beyond Scott College as successful young adults who contribute to the economy. Destinations will include Higher Education, Further Education, Apprenticeships and the workplace.

Students are supported in making informed decisions which are appropriate and meet their individual career plans. Through our curriculum we inspire and motivate students to develop their aspirations and introduce them to a range of career opportunities that they might otherwise not be aware of. How careers is embedded into the curriculum varies depending on the subject being taught. In the sciences, for example, the teachers will highlight how certain skills/topics will be relevant in specific jobs/careers. In Health and Social Care reference to careers is explicit throughout the syllabus, whilst in Maths and English reference to careers is more implicit.

- To contribute to strategies for raising achievement, especially through motivation
- To support inclusion, challenge stereotyping and promote equality of opportunity
- To encourage participation in continued learning including higher education and further education
- To develop enterprise and employment skills
- To reduce Not Employed in Education or Training (NEET) figures and drop-out from courses in education and training
- To contribute to economic prosperity of individuals and communities
- To meet the needs of all our students through appropriate differentiation

- To raise awareness of the Local Market Information and skills gaps
- To focus students on their future aspirations
- To involve parents and carers in key decisions concerning careers and progression

## **Roles and Responsibilities**

The Careers Leader at Scott College is also the Deputy Headteacher. Alongside this we have two members of staff who work on careers, work placements and outreach activities in the form of Next Steps South West project (NSSW) part of the National Collaborative Outreach Project to raise aspirations and awareness of Higher Education.

### **Governor - to be appointed**

Tim Cresswell - Deputy Headteacher and Careers Leader

Louise Humpherson - Work Placement and Careers Coordinator

Jinny McKie - NSSW In Schools Coordinator and Careers Advisor

Impartial Careers Advice is currently provided by CSW Group, this takes the form of interviews with a careers action plan for the student.

## **Implementation**

Scott College support students in developing their understanding of a range of different subjects to increase their employability. A programme of talks, master classes and guest speakers occur on a regular basis throughout the academic year.

Students will visit a university at least once per year as appropriate. They will have an opportunity to experience Operating Theatre Live in each key stage. They will also have the opportunity to visit a professional sports event and a professional arts event.

Inspirational talks, seminars and demonstrations are offered to all students and take place in assemblies, project based learning and in classes across a range of medical and healthcare careers to inspire and motivate young people with their own career planning.

Reflecting the demographic of the healthcare profession, a high percentage of Scott College students are young women, we take on board the recommendations from the 'Girls' Career Aspirations', Ofsted Report to guide our careers provision.

Recommendations include:

- To ensure that young people have a better understanding about career choice,

subsequent progression and its impact on their long term earnings

- To develop better, and more carefully planned opportunities for young women to meet professionals working in non-stereotypical roles, and to learn more about what such work entails
- To strengthen the knowledge and understanding of students about the wide range of progression routes available so that young women can make informed choices
- To link the contents of lessons and skills to be developed to career opportunities
- To consider ways in which mentoring could be used to help support young women in overcoming barriers to achievement.

All students have access to the careers information via the Google Classroom for their year group and external opportunities are also advertised to students through Google Classroom. Students record their careers, employment and work placement activity on their 'student tracker'.

### **Students with Special Educational Needs or Disabilities (SEND)**

Transition from key stage 4 to 5 and on to further and higher education is part of our plan for a student with SEND. Personalised support from the SENCO, careers advisor and external bodies is used where appropriate.

Students entitled to Pupil Premium funding will receive personalised support from their personal coach and will be given the additional support they need. The SENCO liaises with a careers advisor from Careers South West Group who will work closely with these students to provide a bespoke and individualised plan to meet the students needs.

### **Careers in the Curriculum**

The Careers Programme is differentiated and personalised to ensure progression through activities that are appropriate to a student's stage of career learning, planning and development.

### **At Key Stage 4**

#### **In Year 9**

- One-to-one careers discussions with tutors, personal coaches, subject teachers or the careers staff will help to inform individual careers plans that each student records in their 'student tracker'.
- Students experience real medical environment in Operating Theatre Live
- Students will meet and hear from a minimum of 10 speakers across a range of health care

professions, including details of entry to the profession, pay and workforce demand

- Students will visit at least one university
- Students will research employment marketplace as part of the step into the NHS competition
- Students take part in a Year 2 Undergraduate Dentist student enquiry project.
- Students will lead primary age students and introduce them to healthcare careers through the widening horizons project.

### **In Year 10**

- One-to-one careers discussions with tutors, personal coaches, subject teachers or the careers staff will help to inform individual careers plans that each student records in their 'student tracker'.
- Students will meet and hear from a range of speakers across a range of healthcare professions, including details of entry to the profession, pay and workforce demand
- Students will prepare for work placement with a series of workshops to include writing CVs and letters of application, whilst also looking at suitable work experience opportunities and how to contact them.
- Students will undertake work experience for one week at the start of July. This is a compulsory part of the curriculum
- Students are actively encouraged to find their own work experience to increase their confidence and independence
- Students will explore labour market awareness through project based learning. @a
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### **In Year 11**

- All students are given impartial advice and guidance on post-16 education, employment and training and apprenticeship options.
- Students will meet and hear from a range of speakers across a range of healthcare professions, including details of entry to the profession, pay and workforce demand.
- The curriculum in Year 11 covers economic well being, active citizenship and charity fundraising.
- Students continue to explore labour market information for the wider health sector through Project Based Learning.
- Students and parents will have the opportunity to attend a Careers Fair where all Post 16 providers will be invited, this will include 6th Forms, FE colleges, Training Providers as well as Apprenticeships.
- Students who require BMAT (admissions test for applicants to Medicine, Biomedical Sciences and Dentistry) and UKCAT (admissions testing for UK health professionals) have access to these professionally taught courses and regular practice sessions.

## **Key Stage 5**

There is a range of support for university applicants through:

- Higher Education support is offered through the tutor programme in a variety of ways it include, inviting current undergraduates in to run sessions on Student Life, UCAS applications, Personal Statements and Student Finance.
- Students are encouraged to visit university open days, masterclasses, taster courses and summer schools at a variety of universities.
- Dedicated staff support students with the UCAS process. Students have support tailored to their individual needs from their form tutor and the sixth form team, including careers staff.
- Students applying to study Medicine will have the opportunity to attend a Mini Mock Interview workshop run by an external training company. Students are given extensive feedback.
- Preparation for aptitude and pre-admissions test including UKCAT and BMAT is offered to potential Medical and Dental students.
- Sixth Form students undertake work placement to support their university, employment and apprenticeship applications.
- All students undertake a work placement for one day each week. Students are supported in their applications through our Work placement Coordinator.
- Students take part in the DofE Award Scheme.
- Financial management and preparation for working life is offered as a range of workshops.

## **Extra Curricular Activities**

Students will be given the opportunity to take part in the Duke of Edinburgh Scheme. Extra-curricular clubs and trips support students in developing their understanding of a range of healthcare the following clubs; Running, Fencing, Triathlon, Basketball, Netball, Rugby and Swimming.

Students will be encouraged to develop financial capability, presentation and interview skills on the Project Based Learning programme.

## **Alumni**

Alumni are invited to return as guest speakers and share their profession, career path and education with current students. Alumni are represented at KS4 and KS5 Open Evenings and celebration assemblies.

## **Work Experience and Placements**

Students are encouraged to arrange their own work experience/placements. The Work Placement Coordinator advertises work experience opportunities to students through Google Classroom. Scott College has links with many major healthcare and care professions and organisations supported by our employment partners and governors.

Parents are informed and communicated with throughout the process. They receive a work experience agreement and a work experience and health declaration form which needs to be signed by the parent/carers of the student.

All students on placement are covered by the employers' insurance and places of work are risk assessed by EBP.

It is the students responsibility to keep the work placement coordinator informed of their progress/activities. Opportunities for work placements are promoted through the Google Classroom and at student assemblies.

## **Staff**

All staff have a responsibility to contribute to careers education information advice and guidance at Scott College careers is embedded within the curriculum.

How staff implement careers in the curriculum:

- Via Project Based Learning i.e. Step into the NHS competition, Sugar Project in conjunction with University of Plymouth Dietetics team.
- Focussed assemblies on relevant topics delivered by profession external guest speakers from education and business sectors.
- Open events and careers fairs - staff attend to promote their subject and potential career opportunities
- Resources to inform careers i.e Unifrog
- Ongoing staff CPD is provided as appropriate

## **Resources**

There is a Budget of £4,000 for careers education, information, advice and guidance.

Resources to inform careers include: Careers and Enterprise Company, Next Step South West (National Collaborative Outreach Programme,) Unifrog, Step into the NHS, icould Buzz Quiz, NHS jobs, National Careers Service, ASK Apprenticeship Programme, Planit, Careers Leader networks.

## **Parents**

Parental involvement is actively encouraged from the initial enquiry / application process to results day in Year 13.

- Letters and reports are sent home at the end of each term with any relevant and timely information regarding activities and events.
- Online resources specifically for parents/carers can be accessed through the links on our website this includes: links to NHS Careers, National Careers Service, Unifrog, Next Steps South West, Apprenticeships Careermag for parents , Data Plymouth.
- Parents are kept up to date with Careers related information via open evenings, parents evenings, emails/letters and through online resources.

## **Equality and Diversity**

Careers education is provided to all students and provision is made to allow them to follow career paths that suit their interests, personality skills and strengths. All students are provided with the same opportunities and diversity is celebrated.

## **Monitoring, Review and Evaluation**

Evaluation is carried out after each careers activity / event via a short google questionnaire and this will help inform planning of future activities.

There is also a question added to the 360 Degree review which every student is asked to complete on the staff who teach them for each subject. Staff are also asked to complete reviews on SLT.