

Careers Education, Information, Advice & Guidance (CEIAG)

Development Plan 2021-2022

Fortismere School Improvement Plan:

- To develop and implement a careers plan through the school.
- To ensure that we plan to achieve the Gatsby Benchmarks and provide our statutory obligations.

Years 7-13 Careers Programme to be delivered in Tutor Time	Pastoral Careers Programme including the use of Kudos	On-going throughout the year
	Year 7 <ul style="list-style-type: none"> • Kidzania Visit [cost to parents] • Welcome to careers assembly • Who am I and where am I going? • Step Booklets 	Tutor time throughout the year
	Year 8 <ul style="list-style-type: none"> • Careers Assembly • Careers library & Resources • Step Booklets 	Spring term Tutor time throughout the year
	Year 9 <ul style="list-style-type: none"> • Kudos profile • Enterprise Day • Options Process • Careers speed networking • Tutor Programme • DLC Meetings • Careers Day 	Tutor time throughout the year

	<ul style="list-style-type: none"> • Booklet and Videos • 1:1 for EHCP students • Step Booklets 	
	Year 10: <ul style="list-style-type: none"> • A Level tasters • Apprenticeship day • Morrisby Psychometric test • Virtual work experience/work experience • 1:1 careers interviews for EHCP students • Progression post 16 event 	Tutor Time throughout the Year Summer term Spring term
	Year 11: <ul style="list-style-type: none"> • Statutory 1:1 Careers interview/plan • Post 16 Assembly • Apprenticeship talk and workshops • progression post 16 • 	Tutor Time throughout the Year September
	Year 12, UCAS <ul style="list-style-type: none"> • University visits • Academic Mentoring • Work Experience • HE Fair • UCAS Day 	Tutor Time throughout the Year
	Year 13 <ul style="list-style-type: none"> • University Interview prep • Post 18 assembly • 1:1 careers interviews referral • Post 18 Options Assembly 	Tutor Time throughout the Year

	Mentoring Programme <ul style="list-style-type: none"> • Database of Employers/Mentors • DBS checks • Induction & training • Matching employers to students via academic & career ambitions 	On-going throughout the year
	Meeting schedule for 1:1 Careers interviews (Priority: EHCP, PP) <ul style="list-style-type: none"> • Year 11 • Year 12 • Year 10 	On-going throughout the year
National Careers Week 7-12 March 2022	Careers Advisor/Heads of Years to create a plan for Year Groups	
Visit Kidzania Shepherds Bush during National Careers Week. For Year 7 to try out variety of careers	Year 7	
Careers Assembly introduction to Careers and Steps booklets and exercises	September 2022	
STEPS booklet. Exercises including Changes, Dream Job, Who and What influences Me and Identifying Successful Careers	Throughout Year 7 during Tutor time and or PRE	
Introduction to Careers Library and Resources groups of 5 or 6 students to visit careers during tutor time Year 8	Spring Term	
Year 8 Qualifications Landscape Assembly Introduction to qualification levels	Summer Term	

Year 8 STEPS booklet. Exercises including Are School and work so different, What do you want from work, Who does the job, stereotypes, budgeting and review my learning.,	Throughout the Year during year 8 tutor time and PRE	
Careers Speed Networking Event during Year 9	Summer term	
Year 9 Options Information event for parents	January	
Year 9 Drop in sessions during lunch time to discuss option choices	January - February	
STEPS booklet. Exercises to include Plan your decision, Personal Qualities and Skills and Qualities for professions	Throughout the year during Year 9 Tutor time or PRE	
Morrisby Psychometric test for Year 10 students	End of Summer term	
1:1 careers interviews for all EHCP students and any others identified by Head of Year	After Easter	
Attend Year 10 Annual reviews		
Virtual work experience. All students to apply to at least one virtual work experience programme	Year 10 during the holidays - 10 hour programme.	
Progression event at Alexandra Palace		
STEP Exercises to include: What employers want, work and lifestyle, World of work Quiz on rights and responsibilities, Application Skills CV and A/F	During Tutor time throughout the year	

Options Post 16 Assembly:	September	
1:1 Interviews for all Year 11 students. Priority groups first: EHCP, PP, Low Achievers, Behaviour Management and Booster and any others identified by Head of Year or other staff.	October to February	
Progression event at Alexandra Palace		
Post 16 taster sessions		
Visit to FE college for vocational courses for all EHCP students and Maths and English Booster students	February	
Apprenticeship assembly and workshops	February	
STEPS Booklets. Exercises including: Qualifications and equivalents, mock exams, how are you doing?, skills and interests, which way do you go	Throughout Year 11 form time and PRE	
Higher Education Fair	Summer term	
1:1 careers interviews for all EHCP students, self referral for other students and tutor referrals	On going	
Careers Assembly Post 18 options		
UCAS day including talk on finance	Summer term	
Apprenticeship event Higher and degree apprenticeships	Summer term	
Virtual work experience or actual work experience	During the holidays	

STEPS Booklets exercises including: What's important at work, introducing me and my qualifications	Tutor time throughout the year		
1:1 careers interviews for all students self referral basis.year 13	Summer term		
SEND annual reviews and next steps			
Interview practice with range of employers and universities	Summer term		
UCAS support	Throughout the year		
STEPS Booklet, exercises including: Building networks - online consequences, Where is it (universities (UK map) Higher education yes or no? study beyond the UK, volunteering who benefits.	Throughout the year during tutor time.		
Success Criteria	Person(s) Responsible	Action Steps	Target End Date
Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.		Careers Statement outlining Fortismere's Careers Programme Year 7-13 delivered through PRE and Tutor Time Implement a Year 7-13 Careers Programme. Review & Evaluate each activity,visit,	End of July 2021 to be implemented in September 2021.
The careers programme should be published on the school's website in a way that enables pupils, parents, teachers and employers to access and understand it.			

Every school should have a stable, structured careers programme that has the explicit backing of the senior management team, and has an identified and appropriately trained person responsible for it.			
The programme should be regularly evaluated with feedback from pupils, parents, teachers and employers as part of the evaluation process.			
Every pupil, and their parents, 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.			
By the age of 14, all pupils should have accessed and used information about career paths and the labour market to inform their own decisions on study options.			
Parents should be encouraged to access and use information about labour markets and future study options to inform their support to their children.			

<p>Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.</p> <p>A school's careers programme should actively seek to challenge stereotypical thinking and raise aspirations.</p> <p>Schools should keep systematic records of the individual advice given to each pupil, and subsequent agreed decisions.</p> <p>All pupils should have access to these records to support their career development.</p> <p>Schools should collect and maintain accurate data for each pupil on their education, training or employment destinations for at least three years after they leave school.</p>		<p>All students have a minimum of one encounter with an employer in each Year.</p>	
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<p>All teachers should link curriculum learning with careers. For example, STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.</p>	<p>JCO/BBH Strategy</p>	<ul style="list-style-type: none"> • to increase engagement of KS3 curriculum through use of critical theory • widen appreciation of science skills through integrated STEM approach; strengthen access for target groups • Liaise with Smallpeice Trust, Arkwright Scholarship and Go 4 Set Alliance • Work with RHA for STEM/Gatsby Benchmark - linking the STEM curriculum to careers/workplace visits - widen industry links / Options Evening 	
<p>By the age of 14, every pupil should have had the opportunity to learn how the different STEM subjects help people to gain entry to, and be more effective workers within, a wide range of careers.</p>			
<p>BENCHMARK Five Encounters with Employers & Employees</p>			

<p>Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.</p> <p><i>* A 'meaningful' encounter is one in which the student has an opportunity to learn about what work is like or what it takes to be successful in the workplace.</i></p>		<p>All students have a minimum of one encounter with an employer in each Year.</p> <ol style="list-style-type: none"> 1. Careers carousels/Speed networking events 2. Assembly talks; Speakers 3. Integrating careers encounters in existing curriculum 4. STEM Programme 5. Extra -Curricular activities including: Enterprise week, Speakers for Schools, Programme of Employer talks 6. Presenting Yourself Days; CV, Application & Mock Interview Day 	
<p>Every year, from the age of 11, pupils should participate in at least one meaningful encounter* with an employer.</p>			
BENCHMARK Six - Experiences of Workplaces			
<p>Every pupil should have first-hand experiences* of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.</p> <p>By the age of 16, every pupil should have had at least one experience of a workplace, additional to any part-time jobs they may have.</p> <p>By the age of 18, every pupil should have had one further such experience, additional to any part-time jobs they may have.</p> <p><i>* As far as is possible, schools and employers should ensure these are positive experiences.</i></p>		<ol style="list-style-type: none"> 1. Work Place Visits 2. Work Experience 3. Take your child to work day ?? 4. Internships 5. Extended Work Experience 6. Virtual Work Experience 	

BENCHMARK Seven Encounters with Further & Higher Education			
<p>All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.</p> <p>By the age of 16, every pupil should have had a meaningful encounter* with providers of the full range of learning opportunities, including sixth forms, colleges, universities and apprenticeship providers. This should include the opportunity to meet both staff and pupils.</p> <p>By the age of 18, all pupils who are considering applying for university should have had at least two visits to universities to meet staff and pupils.</p> <p><i>* A 'meaningful' encounter is one in which the student has an opportunity to explore what it's like to learn in that environment.</i></p>		<ol style="list-style-type: none"> 1. UK University & Apprenticeship search fair Sept 2021. 2. Talks on Apprenticeships 	
BENCHMARK EIGHT - Personal Guidance			
<p>Every pupil should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs.</p> <p>Every pupil should have at least one such interview by the age of 16, and the opportunity for a further interview by the age of 18.</p>	<p>Antonia Andreou, Careers Advisor</p>		

