

## The Corsham School: Careers Guidance Programme and Policy



**Date of last review: August 2023**

### **Vision:**

The Corsham School aims to inspire young people to make informed decisions about their future while aspiring to be the best they can be. It is the vision of the school to enable all students to develop knowledge, skills and character in all aspects of their education so that they can be happy in life and successful in the higher education or the inspiring career pathway of their choice.

The Corsham School recognises that developments in learning and work make it essential that young people take a more active role in their career learning.

Our aim is for our young people to be able to:

- Explore and understand themselves and their interests
- Understand the skills required in the economy today in order for them to be successful
- Be aware of all of the options available to them in further training and the world of work
- Make and adjust plans to manage change and transition in their lives

The Corsham School has a legal obligation to provide all students in years 7 to 13 with independent, impartial careers guidance.

### **Objectives:**

To deliver quality, effective and impartial careers guidance using the eight [Gatsby Benchmarks](#) to guide our activities as we support each student in preparing for their future.

These are:

1. A stable careers programme
2. Learning from career and Labour Market Information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with Employers and Employees
6. Experiences of the workplace
7. Encounters with Further and Higher Education
8. Personal Guidance

In order to meet these objectives, we will undertake the following actions:

- To monitor and evaluate all aspects of provision
- To engage with outside providers of education and training
- To engage with local and national employers
- To promote employability skills through all areas of school life
- To inform parents so they can support and help their children
- To promote high aspirations
- To ensure staff are sufficiently trained to embed careers guidance and work related learning/employability in the curriculum
- To put the needs of the student's first
- To increase social mobility

Key Performance Indicators:

- Analysis of destinations
- Compass+ Reports
- Student/Parent feedback on career guidance provision e.g. through student voice, Future Skills Questionnaire, parent feedback forms
- Long term careers outcomes/development
- Ofsted judgements

Our students will:

- Have a clear understanding of the skills and attributes that are valued in the 21st Century workplace
- Have a clear understanding of all options and pathways available to them at key transition points
- Have good knowledge of a wide variety of different job sectors
- Have an understanding of the various routes into employment

Our staff will:

- Have an understanding of the various careers available that link with their curriculum area
- Be able to embed careers education and information into curriculum learning
- Have an understanding of the options available to students at key transition point

**REVIEW:** This policy will be reviewed annually.

**Key staff:**

Teaching staff are all involved in delivering careers guidance and information through the curriculum (subject specific) and through tutor time.

- Careers Leader, Adviser and Work Experience Coordinator: Eva Jefferies, [ejefferies@corsham.wilts.sch.uk](mailto:ejefferies@corsham.wilts.sch.uk) / [careers@corsham.wilts.sch.uk](mailto:careers@corsham.wilts.sch.uk)
- Senior Leadership Link for Careers provision: Matt Kingscote, [mkingcote@corsham.wilts.sch.uk](mailto:mkingcote@corsham.wilts.sch.uk)
- Community Liaison Officer: Lin Wheeler, [community@corsham.wilts.sch.uk](mailto:community@corsham.wilts.sch.uk)
- Enterprise Coordinator: Alison Samways
- Enterprise Adviser: Sarah Maggs – Chartered Occupational Psychologist
- Careers Link Governor: Jane Clarke

**Gatsby Benchmark Focus Areas:**

Benchmark 6 – Experiences of workplaces (In progress):

- 99%+ to do work experience before leaving Year 11 and Year 13.

Benchmark 7 – Encounters with further and higher education (In progress):

- Have had meaningful encounters with sixth form colleges.
- Have had meaningful encounters with independent training providers.
- Have had at least two meaningful visits to universities to meet staff and students.

**Careers Delivery Overview:**

All students:

- Are invited to our annual University & Apprenticeships Fair (Term 2).
- Must attend our annual Careers Fair (Term 6).
- Have access to Careers Education, Information, Advice and Guidance (CEIAG) from Careers Adviser (Via weekly drop-in sessions, or booked face-to-face or virtual appointment – appointments can be booked directly with Ms Jefferies or via the [online booking form](#)).
- Have access to resources they can explore and use at their own pace via [Unifrog](#).
- Have access to the [Careers Resources](#) web page to access suitable resources depending on their personal needs.
- Have access to the Wakelet blog pages to find out about local opportunities which they can find on the Careers Resources web page.
- Will complete the Future Skills Questionnaire annually to review their understanding of careers (Term 6).

### Key Stage 3

**Aim:** To increase self-awareness, broaden horizons and raise aspirations.

Over the course of KS3 all pupils will be introduced to the careers resources they have available to them as part of the PSHE curriculum, tutor time, subject lessons, and drop-down days. They will have sessions with a variety of external providers, attend work-related visits/workshops in-house. They will embark on their progression through our seven-year Careers Guidance programme which has the following learning aspects:

- Self-awareness, self-determination and self-improvement as a learner.
- Exploring careers and career development.
- Investigating work and working life.
- Understanding business and industry.
- Valuing equality, diversity and inclusion.
- Showing initiative and enterprise.
- Preparing for employability.

Year group:	Activities:	Staff involved:	Learning outcome:
Year 7	<p>Term 1: PSHE Curriculum delivered through the Tutor Programme: Managing Change</p> <ul style="list-style-type: none"> <li>• Getting to know people</li> <li>• Careers and your future</li> <li>• Financial education</li> <li>• Transition points and your life</li> </ul> <p>Unifrog Launch</p> <p>STEM Day – 60 students. Wednesday 11<sup>th</sup> October 2023</p> <p>Term 2: University &amp; Apprenticeship Fair</p> <p>Term 3: PSHE Curriculum delivered through the Tutor Programme: Politics, Parliament and Me</p>	<p>Year 7 Tutors</p> <p>Careers Leader and Adviser</p> <p>Community Liaison Officer</p> <p>P&amp;C Team</p> <p>STEM Lead</p>	<p>To start Year 7 students thinking about different careers and further/higher education.</p> <p>To identify the transferable skills needed for the workplace.</p> <p>To understand themselves as an individual and how the decisions they make will impact their future.</p>

	<ul style="list-style-type: none"> <li>• How is our country run?</li> </ul> <p>National Apprenticeship Week – various activities run throughout the tutor programme and subject lessons.</p> <p>Term 4: National Careers Week – various activities run throughout the tutor programme and subject lessons.</p> <p>Term 6: All students visit the Careers Fair, with access to approximately 40 employers. Tuesday 25<sup>th</sup> June 2024.</p>		
Year 8	<p>Term 1: PSHE Curriculum delivered through the Tutor Programme: Proud to be me</p> <ul style="list-style-type: none"> <li>• Employability Skills</li> <li>• Proud to be me and Career choices</li> <li>• Career interests and jobs</li> <li>• Labour market information</li> <li>• Exploring careers</li> </ul> <p>Term 2: University &amp; Apprenticeship Fair</p> <p>Term 3: National Apprenticeship Week – various activities run throughout the tutor programme and subject lessons.</p> <p>STEM Day</p> <p>PSHE Curriculum delivered through the Tutor Programme: Law, Crime &amp; Society</p>	<p>Year 8 Tutors</p> <p>Careers Leader and Adviser</p> <p>Community Liaison Officer</p> <p>P&amp;C Team</p> <p>STEM Lead</p>	<p>Students will be given the opportunity to hear from people working in different sectors about their careers.</p> <p>To understand what the labour market is and how to use the information.</p> <p>To develop understanding of self to make career choices.</p> <p>To identify employability skills.</p> <p>To understand a range of careers and educational routes.</p>

	<ul style="list-style-type: none"> <li>• Building a community</li> </ul> <p>Term 4: National Careers Week – various activities run throughout the tutor programme and subject lessons.</p> <p>Term 6: All students visit the Careers Fair, with access to approximately 40 employers. Tuesday 25<sup>th</sup> June 2024.</p>		
Year 9	<p>Term 1: PSHE Curriculum delivered through the Tutor Programme: Essential life skills</p> <ul style="list-style-type: none"> <li>• From failure to success</li> <li>• Saving and money management</li> <li>• Employment and financial management</li> </ul> <p>GCSE Options evening</p> <p>Term 2: University &amp; Apprenticeship Fair</p> <p>Bronze Duke of Edinburgh Promotion</p> <p>Term 3: National Apprenticeship Week – various activities run throughout the tutor programme and subject lessons.</p> <p>Term 4: National Careers Week – various activities run throughout the tutor programme and subject lessons.</p> <p>Term 6:</p>	<p>Year 9 Tutors</p> <p>Careers Leader and Adviser</p> <p>Community Liaison Officer</p> <p>P&amp;C Team</p> <p>STEM Lead</p> <p>LG</p> <p>DofE Lead</p>	<p>To inform pupils about the full range of opportunities for post 16 and to better inform their GCSE option choices. Introduce them to a variety of career options.</p> <p>Year 9 students are able to work towards Bronze DofE award, developing life skills including independence, resilience, problem solving and team building. Volunteering section also adds work experience to their CVs.</p> <p>Students will be given the opportunity to hear from people working in different sectors about their careers – especially STEM</p>

	All students visit the Careers Fair, with access to approximately 40 employers. Tuesday 25 <sup>th</sup> June 2024.		
<b>Key Stage 4</b>			
<b>Aim:</b> To focus thinking on next steps and build experience of the world of work.			
Students continue to work through the learning aspects at a more sophisticated and detailed level. They are encouraged to make regular use of the careers guidance resources including staff, online resources and Unifrog. The full range of Post-16 possibilities explored through a number of activities, including contact with FE, training and work-based facilities. Parents are encouraged to be involved in and supportive of these activities. Special attention given to the needs of students with difficult personal circumstances and with SEN.			
Year group:	Activities:	Staff involved:	Learning outcomes:
Year 10	<p>Term 1: PSHE Curriculum delivered through the Tutor Programme: Rights &amp; Responsibilities</p> <ul style="list-style-type: none"> <li>• Rights and responsibilities</li> <li>• Consumer rights</li> <li>• Employment rights</li> <li>• Exploring a pay check</li> </ul> <p>Work experience launch for students and parents</p> <p>Term 2: University &amp; Apprenticeship Fair</p> <p>ME Meetings</p> <p>Term 3: National Apprenticeship Week – various activities run throughout the tutor programme and subject lessons.</p> <p>Term 4: National Careers Week – various activities run throughout the tutor programme and subject lessons.</p>	<p>Year 10 Tutors</p> <p>Heads of House</p> <p>Careers Leader and Adviser</p> <p>LG</p> <p>Community Liaison Officer</p> <p>P&amp;C Team</p> <p>External Stakeholders</p>	<p>To motivate students to explore potential careers.</p> <p>Practical experience of writing CVs and undertaking interviews.</p> <p>Focus thinking on what they may want to do post 16 and what qualifications are needed and potential routes in.</p> <p>Meet and hear people from a variety of backgrounds and inspirational careers/educational establishments/ apprenticeship providers</p> <p>To specifically raise the aspirations of disadvantaged students to consider University and explore apprenticeships and other career pathways.</p> <p>Event for students and parent to attend where they can meet a variety of post 16 providers and gain information on various qualification routes including apprenticeships.</p>

	<p>Term 6: Preparing for world of work:</p> <ul style="list-style-type: none"> <li>• CV writing</li> <li>• Mock interviews &amp; feedback from employers</li> </ul> <p>Year 10 Work experience 1<sup>st</sup> – 5<sup>th</sup> July 2024. (Deadline – May 24<sup>th</sup> 2024)</p> <p>All students visit the Careers Fair, with access to approximately 40 employers. Tuesday 25<sup>th</sup> June 2024.</p>		
Year 11	<p>Term 1: PSHE Curriculum delivered through the Tutor Programme: Your future and beyond</p> <ul style="list-style-type: none"> <li>• Writing a personal statement</li> <li>• Writing a CV</li> </ul> <p>Term 2: University &amp; Apprenticeship Fair</p> <p>Year 11 Futures Evening with LG. Information will identify and prioritise students who need careers guidance.</p> <p>Sixth Form open evening – Wednesday 29<sup>th</sup> November</p> <p>Introduction to Corsham Sixth Form provision Sixth Form taster day – Tuesday 19<sup>th</sup> December</p> <p>Term 3: National Apprenticeship Week – various activities run throughout the tutor programme and subject lessons.</p>	<p>External stakeholders</p> <p>Head of Sixth Form</p> <p>LG</p> <p>Year 11 tutors</p> <p>P&amp;C team</p> <p>Careers Leader and Adviser</p> <p>Community Liaison Officer</p>	<p>Students and parents offered individual guidance for post 16 options including FE, apprenticeships, training.</p> <p>To inform pupils about the full range of opportunities for post 16.</p> <p>Introduce them to a variety of career options.</p> <p>To specifically raise the aspirations of DA students to consider University and explore apprenticeships and other career pathways</p> <p>Targeting specific groups who will benefit from extra information about the FE college route and the qualification options on offer.</p> <p>Event for students and parent to attend where they can meet a variety of post 16 providers and gain information on various qualification routes including apprenticeships.</p>



	<p>Visiting speakers from Bath College and Wiltshire College.</p> <p>Term 4: National Careers Week – various activities run throughout the tutor programme and subject lessons.</p> <p>By invitation: Wiltshire College experience day – if agreed date Bath College experience day – if agreed date</p> <p>Term 6: All students visit the Careers Fair, with access to approximately 40 employers. Tuesday 25<sup>th</sup> June 2024.</p>		
<p style="text-align: center;"><b>Key Stage 5</b></p> <p><b>Aim:</b> To focus thinking on next steps, develop individual ‘brand’ and skill set plus offer targeted support where needed</p> <p>The Post-16 careers provision is part of our Sixth Form Core Enrichment programme. Students are encouraged to reflect on their own personal development. They are kept aware of changing career processes and opportunities, as well as being encouraged to carry out their own research and to develop their personal network of support.</p> <p>In particular, students are offered help in preparing for and performing well in interview and selection processes. Visits to higher education and other institutions are encouraged. External providers ensure that the best possible up-to-date impartial advice is available. Advice and guidance in completion of high quality UCAS applications, interview practice, admissions testing guidance for medical school applicants is provided to support applicants in their preparation for auditions and interviews. Additional Oxbridge preparation supported.</p>			
<b>Year group:</b>	<b>Activities:</b>	<b>Staff involved:</b>	<b>Learning outcomes:</b>
Year 12	<p>Core Programme – Careers content:</p> <ul style="list-style-type: none"> <li>• Where will A Levels take you?</li> <li>• University</li> <li>• Apprenticeships</li> <li>• Professional Development</li> </ul>	<p>Head of Sixth</p> <p>Deputy Head of Sixth</p> <p>External stakeholders</p>	<p>All students will have an up to date CV and personal statement.</p> <p>Students offered individual guidance for post 18 options in Year 12 and again in Y13 if needed.</p>

	<ul style="list-style-type: none"> <li>• Industrial Placements</li> <li>• Graduate Roles</li> <li>• Russell Groups</li> <li>• Oxbridge</li> <li>• Clearing</li> <li>• UCAS Extra</li> <li>• Scholarships</li> <li>• Bursaries</li> <li>• Student Finance</li> <li>• Contacting universities</li> <li>• LinkedIn</li> <li>• Personal statements</li> <li>• CV Writing</li> <li>• Preparing for Interviews</li> <li>• Preparing for University interviews</li> <li>• Employability Skills</li> <li>• Work experience</li> <li>• Extra-curricular and super-curricular</li> </ul> <p>Delivered by Head of Sixth and deputy head of Sixth. Gap Year. Futures. Employment. University. Oxbridge Seminars. Russell Group seminars. Apprenticeship seminars</p> <p>Visiting speakers from Falmouth, UWE, Bath University and Southampton reference choosing courses, personal statements. Speakers from the National Apprenticeship. For 2021-2022, this will be replaced by</p> <ul style="list-style-type: none"> <li>• A visit to Bath University as an introduction to University. (all YEAR 13)</li> <li>• a visit to UK University &amp; Apprenticeship Search Fair at Ashton Gate on 24<sup>th</sup> March (All Year 12)</li> </ul>	<p>Sixth form tutors</p> <p>Community Liaison Officer</p> <p>Careers leader and adviser</p>	<p>To ensure that all students have clear ideas of what their next steps will be including University, apprenticeships and gap years</p> <p>Programme of activities to support potential Oxbridge candidates, medics and Law students To further develop work place skills and add to their CVs.</p> <p>All students will have the opportunity to visit University and Apprenticeship fair to gain better understanding of different institutions and courses before completing their UCAS applications</p> <p>To prepare students for financial self-management post 18</p> <p>High quality speakers from a variety of industries and backgrounds to inspire and inform students.</p> <p>Futures evening ensures all students and parents are aware of all post 18 opportunities including apprenticeship, work, HE and gap years</p> <p>Weekly email detailing work experience and apprenticeship vacancies shared with students via sixth form bulletin.</p>
--	---	---	---

	<ul style="list-style-type: none"> <li>• Access to online UCAS Discover Apprenticeships online event 9<sup>th</sup> February</li> </ul> <p>Students are given the opportunity to undertake practice interviews with a range of university/employer interviewers.</p> <p>Term 2: University &amp; Apprenticeship Fair</p> <p>Information on UCAS and Apprenticeship evening for parents For 2021-2022 – this has been offered virtually</p> <p>CV workshop to be run by external provider.</p> <p>Work experience and volunteering opportunities every Wednesday afternoon.</p> <p>Students able to have term time work experience if on target/excellent attendance.</p> <p>Term 3: National Apprenticeship Week – various activities run throughout the tutor programme and subject lessons.</p> <p>Term 4: National Careers Week – various activities run throughout the tutor programme and subject lessons.</p> <p>Oxbridge visit</p> <p>Term 6:</p>		
--	--	--	--

	All students visit the Careers Fair, with access to approximately 40 employers. Tuesday 25 <sup>th</sup> June 2024.		
Year 13	<p>Core Programme – Careers content:</p> <ul style="list-style-type: none"> <li>• Choosing a University</li> <li>• Finding Apprenticeships</li> <li>• CV writing</li> <li>• Interview prep</li> <li>• Finding jobs and LMI</li> <li>• Student finance</li> <li>• Alumni talks</li> </ul> <p>Information shared with parents regarding apprenticeships via weekly Bulletin</p> <p>Work experience and volunteering opportunities every Wednesday afternoon.</p> <p>Students able to have term time work experience if on target/excellent attendance</p> <p>Term 2: University &amp; Apprenticeship Fair</p> <p>Term 3: Visiting speakers from Falmouth, UWE, Bath University and Southampton reference choosing courses, personal statements, applying for finance. Speakers from the National Apprenticeship.</p> <p>Year 13 Futures Information for parents UCAS Information evening</p> <p>Term 3:</p>	<p>Head of Sixth</p> <p>Deputy Head of Sixth</p> <p>External stakeholders</p> <p>Sixth form tutors</p> <p>Community Liaison Officer</p> <p>Careers leader and adviser</p>	<p>All students will have an up to date CV and personal statement.</p> <p>Students offered individual guidance for post 18 options in Year 12 and again in Y13 if needed</p> <p>To ensure that all students have clear ideas of what their next steps will be including University, apprenticeships and gap years</p> <p>Programme of activities to support potential Oxbridge candidates, medics and Law students To further develop work place skills and add to their CVs.</p> <p>All students will have the opportunity to visit University and Apprenticeship fair to gain better understanding of different institutions and courses before completing their UCAS applications</p> <p>To prepare students for financial self-management post 18</p> <p>High quality speakers from a variety of industries and backgrounds to inspire and inform students.</p> <p>Futures evening ensures all students and parents are aware of all post 18 opportunities including apprenticeship, work, HE and gap years</p>

	<p>National Apprenticeship Week – various activities run throughout the tutor programme and subject lessons.</p> <p>Term 4: National Careers Week – various activities run throughout the tutor programme and subject lessons.</p> <p>Term 6: All students visit the Careers Fair, with access to approximately 40 employers. Tuesday 25<sup>th</sup> June 2024.</p>		<p>Weekly email detailing work experience and apprenticeship vacancies shared with students via sixth form bulletin.</p>
--	--	--	--