



# Careers Policy

**This policy is applicable to:** Driffield School and Sixth Form  
**Intended audience:** Parents/Carers, Students, Staff, Governors  
**Version:** 1.1

## POLICY MANAGEMENT

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# Careers Policy

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## 1. Aims

Young people are faced with a complex set of demands when making themselves ready for their future careers. Driffield School and Sixth Form aims to ensure that our students are self-confident, skilled and career-ready. This will be achieved through a programme of high-quality activities, advice and guidance.

Driffield School and Sixth Form has a number of statutory duties in relation to careers guidance; DfE Careers guidance and access for education and training providers December 2018, the updated Department of Education Careers Guidance and Access for Education and Training Providers September 2022, The Skills and Post-16 Education Act 2022 and DfE Careers Guidance and Access for Education and Training Providers January 2023.

This includes the following:

- An obligation to provide independent careers guidance from a Level 6 trained Careers Adviser
- Provide all our students with a stable and structured careers programme
- Ensure the compliance of the new Provider Access Legislation is fulfilled by ensuring that our students have two encounters in Year 8 or 9 which are mandatory (to take place between 1 September and 28 February during Year 9). Year 10 and 11 will have two encounters that are mandatory (to take place between 1 September and 28 February of Year 11). In Year 12 or 13 students will have two encounters which are mandatory to put on, but will be optional in terms of attendance (to take place during the start of Year 12 and 28 February of Year 13).
- Ensure there is an opportunity for a range of education and training providers to access all students in Years 7 – 13
- Use the Gatsby Benchmarks to improve careers provision
- Appoint a named person to the role of Careers Leader
- To publish details of the careers programme for young people and their parents/carers

Careers Guidance will be based on a partnership with students and their parents/carers. The programme will raise aspirations, challenge stereotyping and actively promote equality and diversity. It will make effective use of local and national labour market information and support our students in reaching their full potential.

## 2. Content

### Commitment

Driffield School and Sixth Form is committed to providing high quality impartial careers guidance for all students in partnership with the Log On Move On, Skills East Riding, Hull and East Yorkshire Careers Hub, TEAL CEIAG Team, East Riding Youth and Family Support and other appropriate external agencies.

Driffield School and Sixth Form endeavours to follow:

- Careers guidance and access for education and training providers (DfE, 2017)
- CDI Framework for careers, employability and enterprise education (2015)
- The Foundation Code (ASCL, AoC, 157 Group, ATL, AELP, SFCA, NFER, March 2015)
- Department of Education Careers Guidance and Access for Education and Training Providers September 2022
- The Skills and Post-16 Education Act 2022

- DfE Careers Guidance and Access for Education and Training Providers January 2023
- Other relevant guidance from DfE, QCA and Ofsted as appropriate

Following publication of the Good Career Guidance Report in 2014 by the Gatsby Charitable Foundation, and further guidance from the DfE in 2018, the school is committed to ensuring that the eight benchmarks of good practice are in place. These eight benchmarks are:

- A stable Careers Programme
- Learning from career and labour market information
- Addressing the needs of each pupil
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experience of workplaces
- Encounters with further and higher education
- Personal Guidance

Driffield School and Sixth Form is fully validated and accredited to the East Riding Collaborative Employability Skills Passport. Driffield School and Sixth Form is committed to maintain recognition of the quality of our programme through retaining our designation of our Quality in Careers Standard Award. We are a partner school of the Hull and East Yorkshire Careers Hub. This ensures quality careers provision across our locality for the benefit of our students.

## **Student needs and entitlement**

Students at Driffield School and Sixth Form will benefit from:

- Access to a range of activities that inspire them, including employer talks, motivational speakers, college and university visits and access to coaches and mentors.
- Access to our Enterprise Adviser, James Hardstaff, of BAE Systems. This will help our school to improve our local, regional and national LMI, to develop awareness of local apprenticeship opportunities and enhance students' employability skills.
- Access to our Enterprise Partner, Kerrie Jaquest who is an Enterprise Coordinator at Hull and East Yorkshire Careers Hub to ensure our school is constantly evaluating and improving our CEIAG provision, including the fulfilling of the Gatsby Benchmarks and embedding CEIAG in our curriculum.
- Links with other local employers, to help boost attitudes and employability skills and learn about the range of roles and opportunities available post 16 and post 18.
- Voluntary Work experience provision where it is appropriate and beneficial.
- Meaningful encounters with employers, helping all students learn about what work is like or what it takes to be successful at work.
- Access to advice on options available at post-16 including T levels, apprenticeships and entrepreneurialism, and opportunities available from other post-16 providers.
- Face to face advice and guidance to build confidence and motivation from a level 6 qualified careers adviser.
- Coordinated support from external agencies including the local authority where students are vulnerable, have special educational needs or are at risk of becoming NEET.
- Information on the financial support available to them post-16.
- Information, including local Labour Market Information from a range of agencies to develop a smoother pathway between education and work.
- Access to the on-line careers portal Log On Move On.

- The opportunity to book a careers appointment with a level 6 careers adviser at school. This opportunity is available to all students in every year group. Multiple appointments are available and appointments including parents/carers and other supportive stakeholders are also possible. Drop ins are also available at lunch and break times.
- Activities weekly during form time in all year groups that promote awareness of a wide range of career opportunities and progression routes.
- Tailored support for all statemented and EHCP students through progression and transfer reviews, and individual meetings for all students in Year 9 and above.

## **Implementation**

The Co-ordinator of CEIAG coordinates the careers programme and works alongside the Careers Guidance Lead, the Assistant Headteacher in charge of PSHCE and CEIAG provision, the Head of Sixth Form, the Head of Key Stage 5 Enrichment, and the Trust Director of Employability and the Trust Director of PSHCE. Voluntary work experience is undertaken when required. We work closely with the National Citizen Service and students at Year 11 and 12 can complete a social action project which gives them dynamic work experience. Students at Year 12 and 13 can opt to take part in the employer led mentoring programme or work experience. This is planned by the Sixth Form Team. Year 12 and 13 students can opt to take part in the apprenticeship programme run by the Careers Guidance Lead. This allows students to prepare for apprenticeships at all levels and offers specific support to meet the needs of each student. Students work closely with their tutors and the Head of Sixth Form in Year 12 and 13 and attend many different FE and HE institutions and apprenticeship providers.

All teaching staff contribute to Careers Guidance through their roles as tutors and subject teachers. There is a dedicated careers form slide which is updated weekly. Specialist APEX sessions are delivered by the personal development team. The Careers programme is planned, monitored and evaluated by the Co-ordinator of CEIAG in consultation with the Assistant Headteacher and the Careers Guidance Lead.

## **Curriculum**

CEIAG is part of the school's APEX programme. The careers guidance programme includes careers education sessions, career guidance activities (group work and individual interviews), information and guided research activities, work-related learning, and individual learning planning/portfolio activities. Visits from outside agencies provide guidance in specialist areas such as Health and Enterprise. Other focused events such as access to Further Education, apprenticeships and technical providers, T Levels, Higher Education IAG are provided at appropriate times. The new Provider Access Legislation is fulfilled by ensuring that our students have two encounters in Year 8 or 9 that are mandatory (to take place between 1 September and 28 February during Year 9). Year 10 or 11 will have two encounters that are mandatory (to take place any time during Year 10 or between 1 September and 28 February during Year 11). In Year 12 or 13 students will have two encounters which are mandatory to put on, but will be optional in terms of attendance (to take place during Year 12 or between 1 September and 28 February during Year 13). We encourage all students at Year 12 and 13 to attend the encounters.

Effective student voice is used in the planning, delivery and evaluation of all CEIAG activities. For Year 7 and 8 students we take part in the yearly BAE Systems and Royal Navy STEM event. We are part of a pilot scheme for Net Zero Experience of the Workplace for Year 9 students and work alongside the Hull and East Yorkshire Careers Hub for this provision. For Year 8 students we take part in the unique 'For Entrepreneurs Only' drop down day. This allows

our students to work with local and regional entrepreneurs and learn vital employability skills. All students pitch their business idea and present it to the entrepreneur panel. The school runs an employer led programme for sixth form students as part of the TEAL CEIAG provision. This is a unique pathway for students who want to strengthen their employability skills whilst studying at Sixth Form. This programme of study has been developed in consultation with employers and offers students' work-related opportunities, mentoring and preparation for the world of work.

## **Additional Opportunities**

Students in Key Stage 4 and 5 will benefit from a range of further opportunities to help support their progression to further study or employment. They include the following key elements:

- Parent/carer and student workshops for sixth form students and parents/carers to increase their knowledge and awareness of local and national career opportunities.
- Sixth Form Apprenticeship Group which gives specialised support in finding an apprenticeship, applying and preparation for the interview process.
- Key Stage 5 Industry mentoring scheme where professionals work one to one or with a small cohort of students, offering support and advice, access to contacts for work experience or wider information.
- Access to Log On Move On from Year 9 onwards. This is a local careers portal and allows direct applications to all colleges/sixth forms and apprenticeship providers for post 16 and post 18 routes. It shows all open events, taster days and has a CV builder and the East Riding Employability Passport.
- The yearly Countryside Careers Event at Driffield Showground in May, open to all students, parents/carers and staff. This is an excellent, informative event and showcases many different employment sectors. It gives students an opportunity to talk to industry experts and enquire about future work experience, training, apprenticeships and employment.
- Biannual careers fair based at school in November to demonstrate all sectors. Many local and regional FE, HE, training and apprenticeship providers attend. This is a rapidly growing event, last time we had 55 exhibitors and we are expanding this further. It is open to all students, parents/carers and staff. It is a dynamic, engaging, educational event.

## **Partnerships**

Driffield School and Sixth Form works in partnership with Log On Move On to tailor delivery of careers guidance. This service incorporates a tracking system that allows students, parents and staff to build a profile of areas of interest for students. This tracking is supplemented by the use of Compass + which tracks an ongoing record of careers guidance, CEIAG enrichment activities, employer engagement, work experience LMI events and this helps monitor provision for fulfilment of the Gatsby Benchmarks and the positive impact on our students. The school works closely with a large number of local employers, FE, HE, technical and apprenticeship providers and with other educational establishments to ensure a broad and balanced range of information and opportunities are available to students.

We are a partner school for Speakers for Schools and have regular high-quality speakers provided for free across all key stages. We are a Phoenix Partner School Member with Coventry CU Scarborough. This partnership has ensured we have at least four visits to CU Scarborough University Campus annually and regular in school visits from the CU Team. For example, students are attending the Sports Festival held at CU Scarborough which will expand

students' knowledge of future training and careers in the sports industry. Year 9 students are working with the CU Team in APEX.

## **Resources**

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the careers guidance area. Sources of external funding are actively sought, and shared provision is used where appropriate and efficient, particularly in conjunction with our local network of partnership schools.

## **Staff Development**

Staff training needs are identified in conjunction with the administrator for training, and with a continual awareness of local and national careers agendas. The Training Manager carries out a Training Needs Analysis on an annual basis (this is informed by the Self Evaluation Audit, including provision of careers guidance completed by the school). The school will endeavour to meet training needs within a reasonable period of time.

## **Monitoring, Review and Evaluation**

The Partnership Agreement with Log On Move On and with YFS is reviewed annually. The school's careers programme is reviewed annually by the Assistant Headteacher and Co-ordinator of CEIAG. The focus is to identify gaps and support improvement. Action research evaluation of different aspects of Careers guidance is undertaken regularly, incorporating Student Voice.

## **3. Supporting Policies and Related Information**

The policy for Careers Guidance supports, and is itself underpinned by, a range of key school policies such as those for Teaching and Learning, Assessment, Recording and Reporting Achievement, Equal Opportunities and Diversity.