

Horizon Community College Careers, Education, Information, Advice & Guidance Policy



Amended:
May 2020
Ratified:
May 2020

CAREERS POLICY

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Section 1 Introduction

Careers Policy

Opportunities for All

A policy for our commitment to providing a planned programme of careers guidance and skills development for **all** students that equips them with the social capital and knowledge to succeed in life.

SCOPE

Horizon Community College is committed to providing a comprehensive and inclusive careers programme that provides the best opportunities for **all** students and promotes self-awareness, personal development and prepares our students for their post 16 pathways.

OUR COMMITMENT

The College actively champions a careers programme that is focused on students individually to span their journey from year 7 entry to year 11 destinations. Horizon has a Careers and Enterprise Team who have a dedicated Careers Leader putting the 8 Gatsby Benchmarks at the heart of their CIEAG strategy. Performance is constantly reviewed and challenged. This is key to ensuring a high rate of sustained positive destinations for post 16 and beyond.

All stakeholders are actively involved in promoting and supporting the Careers Curriculum within the college with our students at the centre. The Governors and College Leadership Team recognise that effective careers guidance can improve social mobility, provide inspiration and give our students the best preparation for their journey into the world of work.

Signed _____
(Executive Principal / Principal)

Date: _____

Signed: _____
(Chairperson of the Governing Body)

Date: _____

Section 2 Management and Accountability

The Assistant Principal for Careers and Enterprise (Careers Leader), in liaison with the College Leadership Team, will be responsible for the monitoring, review and evaluation of the careers programme. The college will consistently look to improve the careers programme to ensure we are providing the most up to date and independent guidance and advice to **all** of our students. The governing body will be instrumental to ratifying any review and any changes arising out of the review. The careers programme is delivered by the Careers and Enterprise Team who are managed by the Assistant Principal for Careers and Enterprise.

The careers programme at Horizon follows a curriculum model that spans all year groups from Y7 to Y11 with clearly defined aims and outcomes for each year. These aims, and outcomes are aligned with the school's mission to empower and equip young people with a passport of leadership and employability skills that will enable them to pursue exciting careers, attend prestigious universities, complete dynamic apprenticeships and play leading roles in regenerating this area. It does this in conjunction with the core values as well as the personal development strategy within school. It is a programme that encourages every student to achieve the best that they can.

Horizon Community College proactively seeks to build relationships with a variety of external education providers and businesses to give our students the best opportunities and most rounded education about their pathways after they leave Horizon. Throughout the school year we ensure that education and training providers have multiple opportunities to speak to students and their parents across years 7-11, to offer information on academic, vocational, technical and apprenticeship qualifications.

Opportunities for providers including businesses to speak with students may include school assemblies, employer and provider engagement events or opportunities to speak with students and parents on a one-to-one basis supporting GCSE and post 16 option choices.

The college monitors all interventions for quality and impact, monitoring access to and opportunities to engage with, technical, vocational and training providers and the effect of these interactions on our students' development and engagement with their post 16 options.

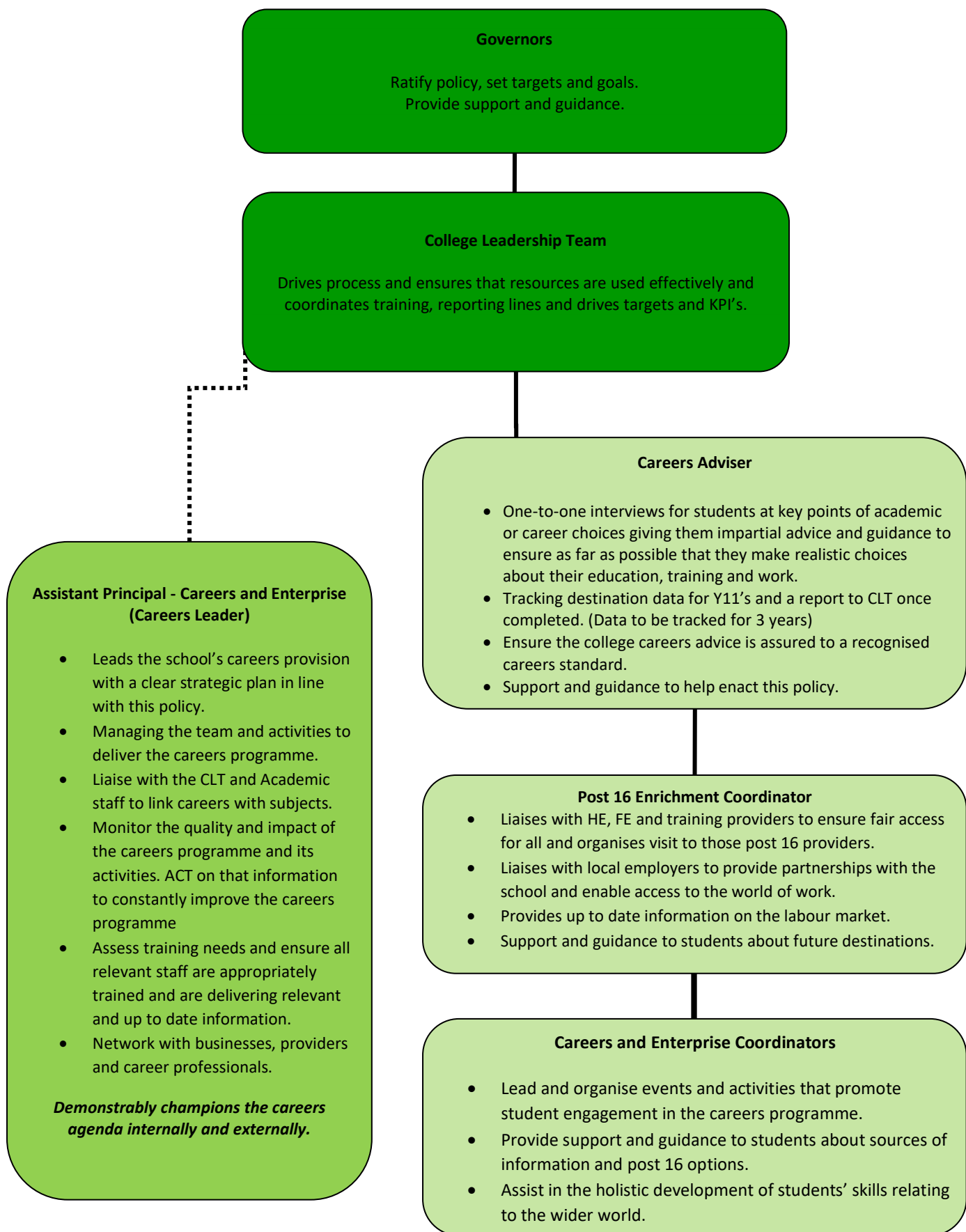
The college ensures that staff involved in personal guidance and pastoral support are up to date on their knowledge of these post 16 pathways, through a programme of Continuing Professional Development. This guarantees professional, impartial guidance that is available to all our students from Y7 to Y11 and beyond their Horizon journey.

This policy and its overarching aims align with the targets set by the Gatsby Benchmarks and the Ofsted Education Inspection Framework 2019. The college will continue to provide the resources to fulfil those targets by 2020 and sustain them.



Section 3 Organogram

Section 4 Careers Curriculum



Y7 – Engagement and Introduction to Careers & Enterprise

In their 1st year at HCC students are encouraged to start to explore their future career choices and start to explore their skills and interests. Activities include:



Y8 – Development of Career Paths and Linking Subjects to Careers

In their 2nd year at HCC students start to link subjects to careers and are given many opportunities to help them explore those links.

Activities include:

- Student voice – Survey “My Future” and student feedback on activities.
- Enterprise competitions.
- Workplace visits and encounters with employers and employees.
- Introduction to FE and local providers including training providers.
- Introduction to university.



Y9 – Informed Option Choices

Leading up to this key academic crossroad, students are given more detailed access to the worlds of work and post 16 destinations to help them make their choices around their options.

Activities include:

- Enterprise competitions
- Access to Kudos careers advice.
- Access to individual careers advice leading up to their option decisions.
- Workplace visits and encounters with employers and employees.
- Work placements and work experience.
- Career fairs
- Visits to HE and FE establishments with taster session.



Y10 – Opportunities and Ambition

In order to motivate students in their next 2 years of intense academic study, activities will be specifically targeted towards engendering an ambition to learn and succeed.

Activities include:
follow

- Individual career interviews.
- Targeted work-readiness experiences. E.g. Mock interviews.
- A-Level and vocational tasters & HE visits.
- Work placements and work experience.
- Targeted academic programmes.
- Visits to HE and FE establishments.
- Careers fair at parents' evening.



Y11 – Support for Post 16 and beyond

In this final year, the Careers programme focuses more on support, maintaining momentum and focus on the students achieving the best possible results for them as individuals. Ensuring they are confident to go into the world beyond Horizon.

Activities include:

- Careers fair at parents' evening.
- Follow up career advice where specific needs have been identified.
- Access to careers advice and guidance as required by the student.
- Work placements and work experience.
- Access to National Citizenship Service (NCS) and other personal development opportunities.
- Pre and post exam support to ensure positive destinations are achieved for all.
- Access to Alumni – Horizon Futures



Monitoring and Improvement

The Careers Programme will be validated and reviewed annually using:

- The Compass evaluation tool which directly assesses progress against the Gatsby Benchmarks.
- Evaluation forms and intervention tracking via SIMS
- Internal quality audit.
- Destination figures for all students that will extend out to 3 year's tracking but will also include tracking forward in years for a more long-term view of Horizon students' achievements.
- The student voice – Y11 exit interviews will be reviewed to ensure that performance is interrogated and that the student experience and therefore engagement is continually improved.
- Third party accreditation – Career Mark or equivalent.

