

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



Amended:  
May 2021  
Ratified:  
June 2021



# CAREERS POLICY

## CONTENTS

<b>Section 1 Introduction</b>	<b>3</b>
<b>Section 2 Management and Accountability</b>	<b>4</b>
<b>Section 3 Organogram</b>	<b>5</b>
<b>Section 4 Careers Curriculum</b>	<b>6</b>

## Section 1 Introduction

### Careers Policy

#### A lifetime of employability

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

#### SCOPE

Horizon Community College (Horizon) is committed to providing a comprehensive and inclusive careers programme that provides the best opportunities for **all** students and promotes self-awareness, personal development, engagement with learning and prepares our students for their post 16 pathways. It is about equipping our students to develop and utilise their skills all their working life.

#### OUR COMMITMENT

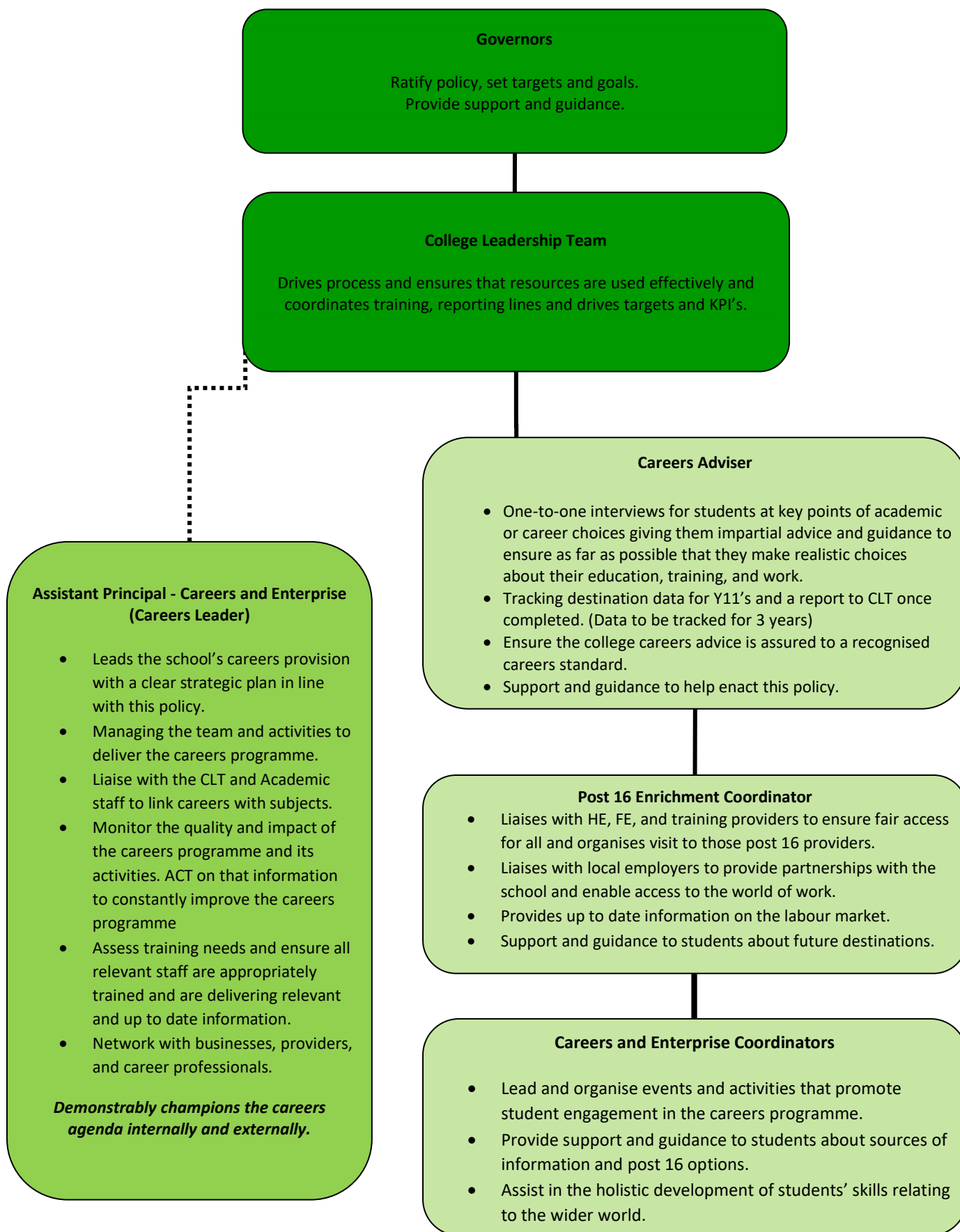
Horizon actively champions and ensures the delivery of a careers programme that is focused on students individually to span their journey from year 7 entry to year 11 destinations.

Horizon has a Careers and Enterprise Team of career specialists who have a dedicated Careers Leader who is also part of the College Leadership, putting the 8 Gatsby Benchmarks at the heart of their CIEAG strategy. Performance is constantly reviewed and challenged, through regular operational reflection and analyses of outcomes and review at leadership and governor forums. 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 Horizon with our students at the centre. The Governors and College Leadership Team recognise that effective careers guidance and activities support curriculum learning through demonstrating linkages between curriculum and the world of work. This linkage can help to improve social mobility, provide inspiration, and give our students the best preparation for their journey into the world of work.



## Section 3 Organogram



## Section 4 Careers Curriculum

### Primary Links and Y7 – Engagement with Careers and Enterprise

Prior to joining Horizon, we link with all our primaries to engage students in skill building and linkages to career journeys. In their 1<sup>st</sup> year at Horizon students are encouraged to start to explore their future career choices and start to explore their own skills and interests. Activities include:

- Horizon Head Start – Enterprise competitions and skills building.
- Student voice – Entrance survey “All about Me” and student feedback on activities.
- Dedicated Careers Lesson in Y7 emphasising how skills learnt in school can transfer to your career.
- Opportunities to present and engage with the wider community.



### Y8 – Development of Career Paths and Subject Engagement

In their 2<sup>nd</sup> year at Horizon 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.
- Introduction to FE and local providers including training providers.
- Dedicated Careers Lesson in Y8 which introduced different work sectors and the range of opportunities and careers in those sectors.



### 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 Start careers advice.
- 2 Dedicated Lessons with the Careers Team to introduce Post 16 options and explore them as well as registration and training on the Start careers advice platform.
- Access to individual careers advice leading up to their option decisions.
- Parental Appointments offered on all parent evenings.
- 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 – Guidance, Opportunities and Ambition**

In order to motivate students for their next 2 years of intense academic study, activities will be specifically targeted towards engendering an ambition to learn and succeed. Students will have a more targeted approach to their advice, guidance, and interventions. Activities include:

- 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.
- Parental Appointments offered on all parent evenings.



## **Y11 – Support and Advice**

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.
- Parental Appointments offered on all parent evenings.
- 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.
- Apprenticeship Workshops and support.
- Access to Alumni – Horizon Futures Employability Programme

## **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
- 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.