

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



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# CAREERS POLICY

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## 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 helps them identify and develop their skills. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

#### 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.

We deliver an enhanced programme of advice and guidance from Y7 for children in care and from Y9 for children who have EHCP's and who need additional support as referred by the Year Team or Wellbeing Team.

#### 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, 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 ensures 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 team work closely with the Personal Development Lead to ensure that all activities are embedded into the curriculum and promoted across the college.

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 2 Management and Accountability

The Careers Leader, in liaison with the Head of Personal Development (Assistant Principal) and the Horizon Leadership Team, will be responsible for the monitoring, review and evaluation of the careers programme. We 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** our students and we have an enhanced careers offer for students who have additional needs. 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.



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 and beyond. 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.

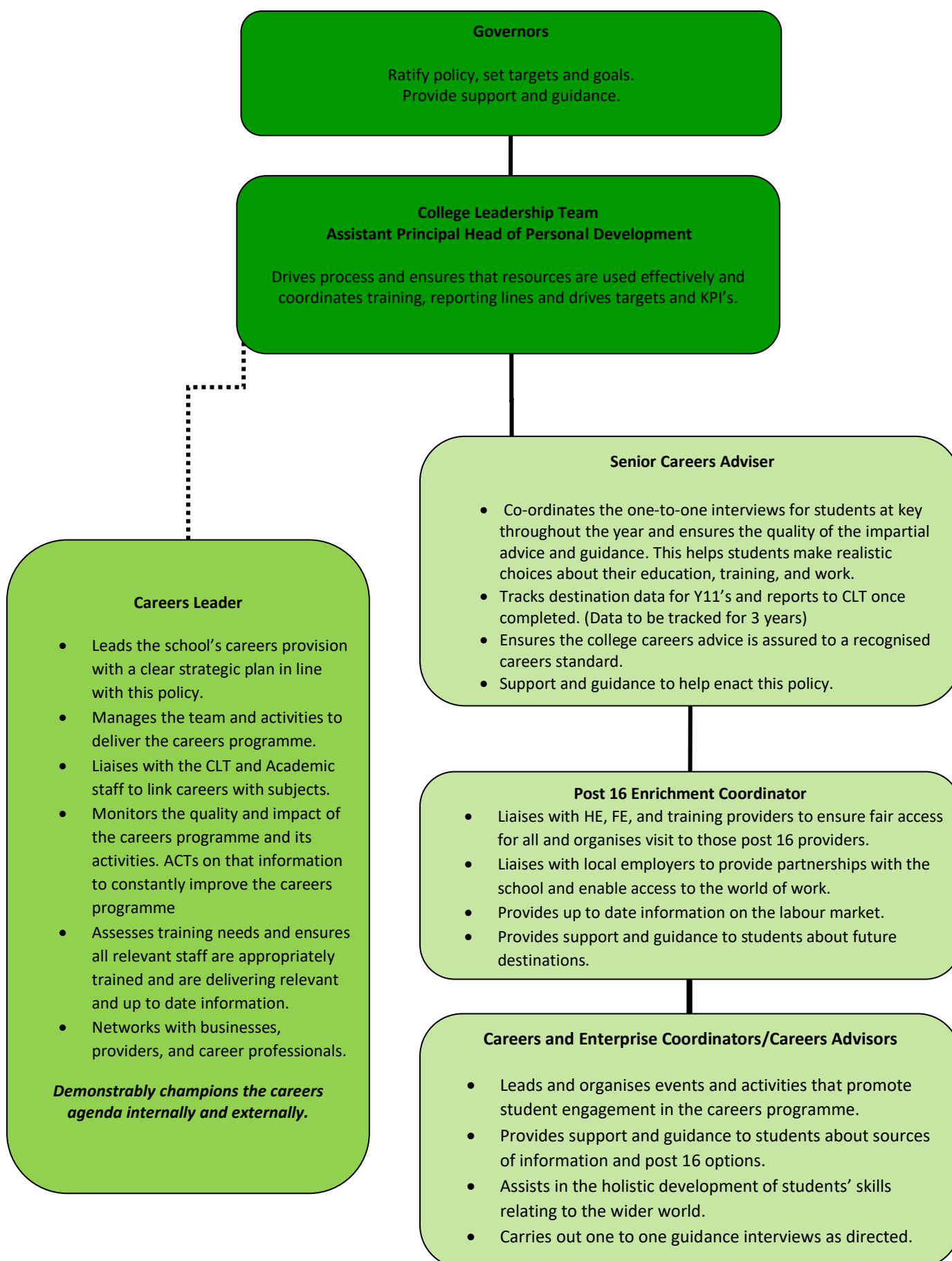
To give our students the best opportunities Horizon Community College proactively seeks to build relationships with a variety of external education providers and businesses. This means that our students are given a rounded education about their options after they leave Horizon linked to up-to-date labour market information (LMI). We fully comply with the statutory guidance for access to providers. Throughout the 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. (Please see our Provider Access Policy and arrangements for fulfilling this as updated in January 2023)

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, 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. Objective and impartial careers guidance by qualified professionals is key to ensuring students are given the most up to date information that is relevant to them. This results in confident and informed choices and sustained post 16 destinations.

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

## 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:

- Student voice – Entrance survey “All about Me” and student feedback on activities.
- Interview and Adult – Students get the chance to find out about the careers path of key adults in their life.
- 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 including an enterprise day linked to BMBC and local employers.

### 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 and business competitions.
- Introduction to FE and local providers including training providers through dedicated assemblies and careers fair.
- 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 and business competitions.
- Access to Start careers advice.
- Dedicated Lessons with the Careers Team to introduce Post 16 options and local and national labour market information.
- 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 sessions and dedicated assemblies.



## **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 including apprenticeship workshops.
- Visits to HE and FE establishments and dedicated assemblies.
- Careers Fair.
- 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.
- Parental Appointments offered on all parent evenings.
- Follow up career advice where specific needs have been identified.
- Support with applications to FE, Apprenticeship and training.
- 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
- Student voice – Post activity assessment forms and annual student survey's as well as Student Council Representatives.
- Parent voice and engagement opportunities – parental survey and networking and information evenings.
- Staff CPD – members of SY Careers Hub as well as National Careers Leaders Advisory Group to ensure practice is up to date and LMI is current.
- Third party accreditation – Career Mark or equivalent.