



# Horizon Community College Careers Policy

**Reviewed & Updated:**  
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# **CAREERS POLICY**

## **C O N T E N T S**

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## Section 1 Introduction

### Purpose

The purpose of this policy is to ensure that all students at Horizon Community College receive comprehensive and effective careers guidance and education. This policy outlines the structures and procedures for providing careers, education, advice, and support to help students make informed choices about their future education, training, and employment opportunities. Hence ensuring all students are work ready; life ready.

### Objectives

To provide students with the knowledge, experiences and skills necessary to make informed career decisions.

To promote equal opportunities and help all students achieve their potential.

To engage students, parents, and the community in the career education process and activities.

To meet the requirements of the Provider Access Legislation (PAL) for secondary schools.

### 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, 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 a careers programme of advice and guidance from Y7 to Y11 for all students. We enhance this programme from Y7 for vulnerable students and/or 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.

### Roles and Responsibilities

Horizon Community College actively champions and ensures the delivery of a careers programme that is focused on the student as an individual and spans their journey from Year 7 entry to Year 11 destinations. The careers team has a leader and 3 full time qualified career guidance officers, two with level 6 qualified guidance and a post 16 enrichment coordinator.

- The Careers Leader, a member of the College Leadership Team, oversees the implementation of the careers and education policy and ensures compliance with statutory requirements, including PAL.
- The Careers Leader develops, manages and quality assures the College's careers education programme, with the aim of ensuring a high rate of sustained positive destinations post-16 and beyond.
- The Careers Lead liaises with external partners and ensures a high quality of careers guidance is provided to all students through the Careers Team.

- Subject Leaders and subject teams integrate careers education into their curriculum and lessons, supporting students to explore career options.
- Students fully engage with career education activities and take responsibility for their career planning.
- Parents/Guardians support their child's career development and participate in career-related events.

## Section 2 Management and Accountability

The Careers Leader, in liaison with Horizon Leadership Team, will be responsible for the monitoring, review and evaluation of the careers programme.

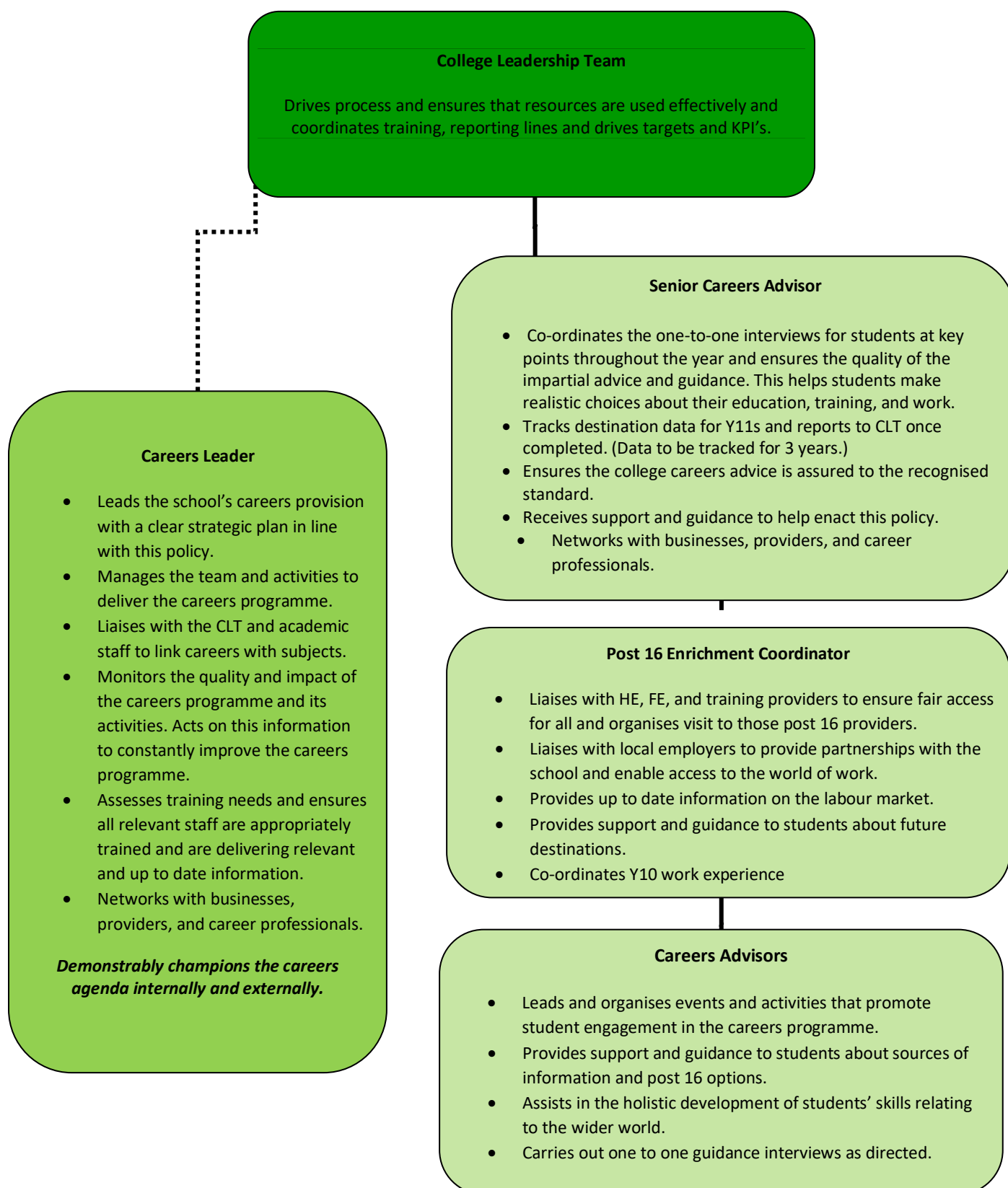
The careers programme at Horizon follows a curriculum model that spans all year groups from Y7 to Y11 with clearly defined aims and outcomes for each year. These aims and outcomes are aligned with the College's values to empower and equip young people with an awareness of leadership and employability skills that will enable them to pursue exciting careers, attend prestigious universities, complete dynamic apprenticeships, and achieve their full potential. It does this in conjunction with the core values as well as the personal development curriculum and enrichment programme within the 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 clear understanding of their options after they leave Horizon linked with up-to-date labour market information. We fully comply with the statutory guidance for access to providers (PAL). 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 and employers to speak with students may include school assemblies, employer and provider engagement events and opportunities to speak with students and parents on a one-to-one basis supporting GCSE and post 16 option choices.

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 ensure appropriate provision is in place to meet these targets and maintain them.

## Section 3 Organogram



## Section 4 Careers Curriculum

### Y7 – Engagement with Careers

In their 1<sup>st</sup> year at Horizon students are encouraged to start to explore their future career choices, their own skills and interests.

Activities include:

- FSQ questionnaire.
- 'Guess Who' form period activity where students guess an employers job by asking questions live on MSTeams
- 'Interview an Adult' – Students get the chance to find out about the careers path of key adults in their life.
- Dedicated Careers Lesson emphasising how skills learnt in school can transfer to your career.
- Employer workshops

### 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 opportunities to help them explore those links.

Activities include:

- FSQ questionnaire
- 'Guess Who' form period activity where students guess an employers job by asking questions live on MSTeams
- Introduction to FE and local providers including training providers through dedicated assemblies and careers fair.
- Dedicated Careers Lesson which link interests to the range of opportunities and careers across different sectors.
- £10 challenge

### Y9 – Informed Option Choices

Leading up to this key academic crossroad, students are given more detailed access to the world of work and post 16 destinations to support them as they choose their options.

Activities include:

- £10 challenge.
- Access to UniFrog.
- 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.
- 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**

To support students with their KS4 studies, activities will be specifically targeted towards an ambition to learn and succeed. Students will have a more targeted approach to their advice, guidance, and interventions.

Activities include:

- Individual career interviews.
- FSQ questionnaire
- Targeted work-readiness experiences.
- 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.

## **Y11 – Support and Advice**

In this final year, the careers programme focuses on individual support, maintaining momentum and ensuring students are fully prepared for the next steps in their education/training.

Activities include:

- Careers Fair.
- Post-16 Day
- Follow up career appointments 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.
- 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
- Destination figures for all students
- Student voice – post activity assessment forms and annual student surveys 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
- Careers Mark accreditation