



CAREER GUIDANCE PROGRAMME AND OPERATIONAL PLAN

THE FERNWOOD SCHOOL 2023 -2024

Key Priorities, Outcomes & Actions

Commitment:

- The Fernwood School is committed to ensuring all students in Years 7-11 have access to high quality Careers education. We want to ensure all students can develop the skills and knowledge to help them make informed decisions about their future, with a programme of careers events and opportunities and supporting activity. The programme has been developed in line with the eight Gatsby Benchmarks and Careers Development Institute's (CDI) framework, for ensuring best practice and to meet the requirements of the Department for Education's statutory guidance.
- We aim to set our students on their way to high achievement, aspiring to be the best they can be and inspiring others to do the same. We take pride in what we do and strive to be better each day.
- Every member of The Fernwood Family has a clear purpose to empower every young person on their journey.
- Our careers programme is supported by an annual financial allocation of funding each year to pay for the costs incurred in making sure the programme is successful. For example, costs of resources, transport, careers subscriptions and memberships.

We believe that:

- Every student should have high quality, independent careers guidance to encourage them to be aspirational and well informed when making educational and career decisions.
- All students should participate in a wide range of activities to develop a variety of employability skills, preparing them for a working life which is in the best interest of the student being enjoyable and providing economic well-being.
- All students should have access to employers and employees, to give them 'real world' experiences of the world of work.



GREAT GATSBY: THE BENCHMARKS

- 1 A STABLE CAREERS PROGRAMME**
Every school should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.
- 2 LEARNING FROM CAREER AND LABOUR-MARKET INFORMATION**
Every pupil and their parents, should have access to good-quality information about future study options and labour market opportunities.
- 3 ADDRESSING THE NEEDS OF EACH PUPIL**
Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.
- 4 LINKING CURRICULUM LEARNING TO CAREERS**
All teachers should link curriculum learning with careers. For example, STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
- 5 ENCOUNTERS WITH EMPLOYERS AND EMPLOYEES**
Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace.
- 6 EXPERIENCES OF WORKPLACES**
Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience.
- 7 ENCOUNTERS WITH FURTHER AND HIGHER EDUCATION**
All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
- 8 PERSONAL GUIDANCE**
Every pupil should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level.

Gatsby Career Benchmarks

The career programme is used to develop and improve the programme of career education and guidance offered to our students. The Gatsby Benchmarks identify good practice and define the essentials of good career guidance providing a robust and realistic framework for developing a career programme that is first class.

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of workplaces
7. Encounters with further and higher education
8. Personal guidance



The CDI Framework

The Career Development Institute has undertaken extensive research and consulted with career development experts and practitioners to identify the six career development skills that people need to have positive careers.



The Fernwood School's Careers Programme is mapped to both the Gatsby Benchmarks and the CDI Framework

All students at the school should:

- Expect education, information, advice and guidance as an entitlement and know where to access up to date information about work, training and educational opportunities.
- Be given the opportunity to experience work related learning.
- Experience a range of career related activities including careers workshops, employer talks, career fairs, motivational speakers, college and university events and visits.

Career Guidance

Schools and Academies have a duty to secure access to independent and impartial (no bias towards a particular education or work option) careers guidance for students' years 7-11 (Education Act 1997, 2011 & Careers Guidance & Inspiration in Schools March 2015 Statutory Guidance). The schools' duty to secure independent career guidance for all year 7-11 pupils is intended to expand advice and guidance for young people so they are inspired and motivated to fulfil their potential, develop high aspirations and consider a broad and ambitious range of careers.

**Key priorities:**

- Provide independent and impartial careers advice, prevent stereotyping and promote the best interest of the student to whom it is given.
- Ensure adequate support for students with SEN or disabilities.
- Work with the Local Authority to identify those 'at risk' of not participating post-16 in education or training and the services to support them.
- Work with education and training providers to provide information on the range of available education options including apprenticeships and T levels.
- Inspire and motivate students to fulfil their potential and develop employability skills.
- Provide direct students access to online career guidance sites, to include The National Careers Service, giving labour market information.
- Provide access to online impartial careers and further and higher education resources – Unifrog and UCAS.
- Inspire students through real life experiences/real life contact with work.
- Provide entrepreneurial challenges to develop employability skills and self-employment opportunities.
- Encourage students to study STEM subjects.
- Ensure all students have careers opportunities and information embedded within all curriculum areas.
- Develop employer-school links with the help of the D2N2 Careers Hub to address career aspirations and link what is taught in class to the outside world.

Outcomes:

- Ensure all students are well informed when making subject and career decisions.
- Reduce the amount of 16–18 year old NEETs (Not in Education, Employment or Training).
- All students to have a clear sense of achievable direction about future education, training options and goals.
- All students to understand that if English and maths are not secured at grade 4, then this will be a continued subject for study at post 16.
- All students understand the importance of STEM subjects.
- All students are aware of any post 16 funding available to them.
- All students to have interacted with employers and understand the skills employers are looking for.
- All students to have developed the key skills needed to progress into employment and further and higher education.
- All students understand real world applications to the subjects they study.



Actions - What will the action be?	Date	Led by	Monitored by	Gatsby Benchmark and CDI Framework
Whole School				
Identify critical cohorts to ensure students with SEN and/or disabilities receive additional personalised external and internal support.	September 23	CBL	AC, MR	1,3 GTL, EP, MC
Key Stage 4 Introduction Careers Assemblies	September 23	CBL	AC, MR, BS	1, 3 GTL, EP, MC, CO, BLW, SBP
Careers Conference – All students invited	12 th October 23	CBL	AC	2,3, 5, 7 EP, MC, CO
Introduction to the careers resource Unifrog for all students and their parents	December 23	CBL/EG	AC, CG	2,3,4 EP, MC, SBP
Update school webpage with careers information and links to additional support	Ongoing	CBL	AC, CG	1,2,3,4 GTL, EP, MC, CO, SBP
Working life week. Links to virtual resources for all students and parents. Resources in all tutor sessions throughout the week. KS3 subject related careers information in every lesson.	5 th - 9 th February 24	CBL/LB	AC	2,3,4,5,6 GTL, EP, MC, CO, SBP
All Years - National Career Week – Virtual resources sent to all students and parents	4 th - 9 th March 24	CBL	AC	2,3,4,5,6,7 GTL, EP, MC, CO, BLW, SBP
Representation by Career Advisor at all KS4 parent evenings/events and Year 9 options evenings	September 23 – July 24	CBL	AC	2,3,4,5,7,8 GTL, EP, MC, CO, BLW, SBP
Year 7				
Display boards in faculties linking subjects to careers options	Ongoing	HOF	CBL	2,4 EP, MC
Careers lessons delivered through the Personal Development programme. Lessons to include: Aspirations and how to achieve them, equality of opportunities, conflict resolution, challenging stereotypes, financial choices.	Ongoing	EG		1,2,3,4 GTL, EP, MC, CO, BLW, SBP



Key Stage 3 Nottingham Festival of Science and curiosity – Lesson Links	February 24	Science faculty	HOF	3,4,5 EP, MC, CO, SBP
University assembly Journey to higher education	Date TBC	CBL/DL	AC	2,3,4,7 GTL, EP, MC, CO, BLW, SBP
Aspire Assembly – Raising Aspirations	24 th June 24	DL	SLT	3 GTL, EP, MC, BLW
Year 8				
Display boards in faculties linking subjects to careers options	Ongoing	HOF	CBL	2,4 EP, MC
Careers lessons delivered through Personal Development, to include: Online safety, debating skills	Ongoing	EG		1,2,3,4 GTL, EP, MC, CO, BLW, SBP
University assembly Myths about higher education	TBC	CBL	AC	2,3,7 GTL, EP, MC, CO, BLW, SBP
Year 8 Trip to Bletchley Park – Programming and Computer science links to modern day roles	TBC			2,4,5,6 GTL, EP, MC, CO, SBP
Aspire Assembly – Raising Aspirations	29 th April 24	LK	SLT	3 GTL, EP, MC, BLW
Year 9				
Display boards in faculties linking subjects to careers options	Ongoing	HOF	CBL	2,4 EP, MC
Careers lessons delivered through the Personal Development programme. Lessons to include: Employability skills, Careers research, Thinking about my future, Aspirations and goals	September 23 – July 24	EG		1,2,3,4 GTL, EP, MC, CO, BLW, SBP
All subjects have careers focussed lessons for example Drama Unit on Careers within the theatre	Ongoing	HOF	SLT	2,4 GTL, EP, MC, CO, BLW, SBP
Think CAREers Notts performance – Enact	9 th October 23	EG	AC	2,3,4,5 GTL, EP, MC, CO, BLW, SBP
Trent university workshop – Your skills your future workshop targeted students	Date TBC	CBL	AC	3,4,7



				GTL, EP, MC, CO, SBP
Year 9 Options evening	31 st January 24	HOF	CBL	2,4 EP, MC
Aspire Assembly – Raising Aspirations	5 th February 24	PW	SLT	3 GTL, EP, MC, BLW
Design Day – Careers in the creative industries	2 nd February 24	JC	PW	2,3,4,5 GTL, EP, MC, CO, SBP
Year 9 Options evening and sessions attended by students. Students will gain support from tutors and careers team over option choices, linking to future career choices	March 23	PW	SLT	3,4,8 EP, MC, SBP
Careers lessons delivered through the Personal Development to include: Setting Goals, learning about our strengths, careers options and choosing GCSE options	March/April 24	EG		1,2,3,4 GTL, EP, MC, CO, BLW, SBP
Year 10				
Display boards in faculties linking subjects to careers options	Ongoing	HOF	CBL	2,4 EP, MC
All subjects have careers focussed lessons for example: Business and Enterprise Unit 1 – Careers in Business, Media – planning, target audience, client briefs	Ongoing	HOF	SLT	2,4 GTL, EP, MC, CO, BLW, SBP
Post 16 Parent information pack sent home to parent	September 23	CBL	CG	1,3,7 EP, MC, CO
Work experience assemblies	September/Oct 23	CBL	AC	3,5,5
Sports delivery programme trip to the University of Nottingham, year 10 PE and Sports students	20 th November 23	CBL/JT	LC	2,4,5,7 EP, MC, CO, SBP
Careers lessons delivered through the personal development programme to include: Aspiration, Careers and the World of Work, Strengths and motivations, Role models	Ongoing through-out the year	CBL	AC	1,2,3,4,5,7 GTL, EP, MC, CO, BLW, SBP
Work Experience week	5 th – 9 th February 24	CBL	AC	2,3,4,5,6,7 GTL, EP, MC, CO, BLW, SBP
World of Work week – Employer talks, Speed Networking, University workshops				
Trent University Your Future Your Choice Targeted workshop	February 24	CBL	AC	2,7 EP, MC, CO, SBP
Parents evening	13 th March 24	CBL	AC	1,3 MC, CO, SBP
Aspire Assembly – Raising Aspirations	18 th March	BS	SLT	3 GTL, EP, MC, BLW



Sports delivery programme second trip to the University of Nottingham year 10 PE and Sports students	13 th May 24	CBL	AC	2,3,4,8 GTL, EP, MC, CO, BLW, SBP
Hewlett Packard Business Talk all year 10 invited	25 th July 24	JB		4
Key stage 4 Careers Conference	12 th October 23	CBL	AC	2,3,4,5,7 EP, MC, CO, SBP
Year 11				
Display boards in faculties linking subjects to careers options	Ongoing	HOF	CBL	2,4 EP, MC
All subjects have careers focussed lessons for example Business and Enterprise Unit 1 – Careers in Business	Ongoing			2,4 GTL, EP, MC, CO, BLW, SBP
Post 16 and Careers Aspirations survey	September 23	CBL	MR	3.8 SBP
1:1 Careers meetings with Miss Blyth for every year 11 students	Sept 23– March 24	CBL	AC	2,3,4,8 GTL, EP, MC, CO, BLW, SBP
Assembly – Introduction to Careers	September 23	CBL	AC	3 GTL, EP, MC, CO
Assemblies delivered by 6 th forms and Colleges	September/October/ November 23	CBL	AC	7 EP, MC, SBP
Post 16 Parent information pack sent home to parents	September 23	CBL	CG	1,3,7 EP, MC, CO
Assembly – Post 16 options, post 18 options, researching colleges, 6 th forms, training providers and university, making applications. Delivered by Miss Blyth	2 nd October 23	CBL	AC	3,4,7 GTL, EP, MC, CO, BLW, SBP
Year 11 online careers recourse introduction session through Tutor Time - Unifrog	December 23	CBL/EG	AC	1,2,3,4,7 SBP
Careers lessons delivered through the Personal Development. To include: CV writing, personal statements, digital footprints and Interview skills	October 23	EG		1,2,3,4 GTL, EP, MC, CO, BLW, SBP
Post 16 options and applications workshop – SEND/PP students. Nottingham College, Confetti College and Derby College	November 23	CBL/KF	AC	3,7,8 MC, CO, SBP
Year 11 GCSE Geography fieldtrip - Sheffield	November 23	CFO	CFO	3,4 GTL, EP, SBP
Aspire Assembly – Raising Aspirations	22 nd January 24	MR	SLT	3 GTL, EP, MC, BLW



Parents evening	8 th February 24	CBL	AC	1,3 MC, CO, SBP
Interview skills day	20 March 24	CBL	AC	2,3,5 GTL, EP, MC, CO, BLW, SBP
Assembly – National Citizenship Service	March 24 tbc	CBL/MR	AC	3,5,7 GTL, BLW, SBP
Trent assembly – What is Success	Date tbc	CBL	AC	7 GTL, EP, MC, CO, BLW, SBP

Monitoring and Evaluation

Monitoring and evaluations of the activities and the guidance taking place will include observations by SLT and feedback from students and those engaged in activities (e.g. parents, colleges, and employers). Outcomes will be reported to Governors on an annual basis.

Impact will be measured by:

1. Attainment and destination of students – closing the gap between young people from disadvantaged backgrounds and others
2. NEET figures
3. Questionnaires – trend analysis
4. Student evaluation forms
5. Parent evaluation form

All students' involvement in careers education is tracked using Compass + and Unifrog. This allows us to have an overview of every student's experience, so we can ensure equity of opportunity and a broad exposure to all Gatsby benchmarks.

Governance of Careers

The schools link Governor visits the school termly to discuss progress through our careers strategy and is an active part of key strategic planning.