

## DAME ELIZABETH CADBURY'S VISION FOR CAREERS

### KEY STAGES 3 AND 4

*In Dame Elizabeth Cadbury's School high quality, impartial careers guidance will help pupils to make informed choices about which courses suit their academic needs and aspirations. They will be prepared for the next stage of their education, employment, self-employment or training.*

*(Alignment to page 57 of Ofsted inspection handbook 2018)*

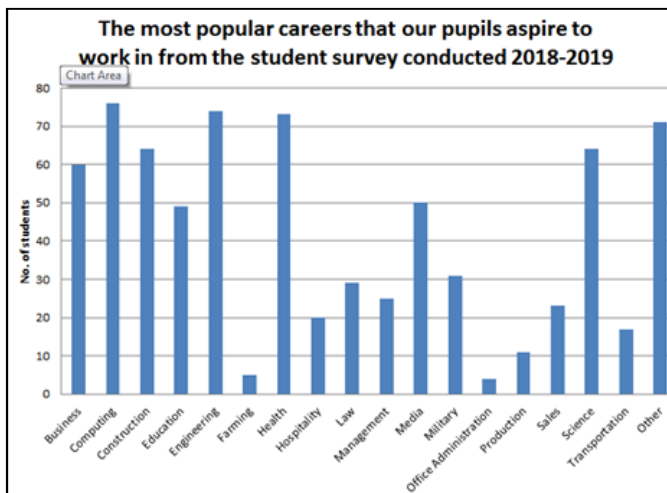
### KEY STAGE 5

*In Dame Elizabeth Cadbury's Sixth form learners will receive high quality impartial careers guidance that prepares them for their chosen next steps and enables them to make well-informed decisions about their future plans.*

*(Alignment to page 70 of Ofsted inspection handbook 2018)*

The Gatsby benchmarks set out a framework for schools to deliver 'good careers guidance' to their pupils. The benchmarks below are fully implemented into our strategy.

1. A stable careers programme	Every school should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.
2. Learning from career and labour market information	Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
3. Addressing the needs of each student	Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. 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. 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 student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities, including visiting speakers, mentoring and enterprise schemes.
6. Experiences of workplaces	Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and to expand their networks.
7. Encounters with further and higher education	All students 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 student 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. These should be available whenever significant study or career choices are being made.



The 6 sectors that are described as 'thriving' within the West Midlands. We have implemented exposure to employers from these areas into our strategy.



## Good Career Guidance: Start mapped to the Gatsby benchmarks

<b>1</b>	<b>BENCHMARK A STABLE CAREERS PROGRAMME</b> <ul style="list-style-type: none"> <li>A free and sustainable online platform for delivering careers information</li> <li>Underpinned by a programme for students in Years 7 to 13</li> <li>Accessible to all students, staff and parents</li> </ul>
<b>2</b>	<b>BENCHMARK LEARNING FROM CAREER &amp; LABOUR MARKET INFORMATION</b> <ul style="list-style-type: none"> <li>Localised career and labour market information from LMI for All</li> <li>Impartial information on all study options at GCSE, post-16 and 18</li> <li>Live course information and apprenticeship vacancies</li> </ul>
<b>3</b>	<b>BENCHMARK ADDRESSING THE NEEDS OF EACH PUPIL</b> <ul style="list-style-type: none"> <li>A student profile to personalise content, career and future study information</li> <li>Learning modules for all ages to guide students through moments of choice</li> <li>Tools to capture and share inspiring alumni stories</li> </ul>
<b>4</b>	<b>BENCHMARK LINKING CURRICULUM LEARNING TO CAREERS</b> <ul style="list-style-type: none"> <li>Subject-led careers and future study search</li> <li>Employer-led information linking subject knowledge application in work</li> <li>Content and tools promoting classroom skills-learning to employability</li> </ul>
<b>5</b>	<b>BENCHMARK ENCOUNTERS WITH EMPLOYERS AND EMPLOYEES</b> <ul style="list-style-type: none"> <li>Employer profiles offering an insight in to work and employment</li> <li>Employer-led skills content and Three Minute Hero career stories</li> <li>An online Locker to record and evidence encounters with employers</li> </ul>
<b>6</b>	<b>BENCHMARK EXPERIENCES OF WORKPLACES</b> <ul style="list-style-type: none"> <li>Advice to help prepare for and make the most of work placements and visits</li> <li>Action plan tools to manage the process of securing work experience</li> <li>An online Locker to evidence impact of work experience and part time jobs</li> </ul>

Useful links:

	HALF TERM 1 SEPTEMBER—OCTOBER	HALF TERM 2 NOVEMBER—DECEMBER	HALF TERM 3 JANUARY—FEBRUARY	HALF TERM 4 MARCH—APRIL	HALF TERM 5 MAY—JUNE	HALF TERM 6 JUNE—JULY
YEAR 7	<p><b>Career questionnaires:</b> All pupils to complete a careers questionnaire to profile the aspirations of whole school and support with the planning of 2018/2019 academic year careers long term plan for our students.</p> <p><b>Careers Team &amp; Folder Launch:</b> This will be ran by the DEC careers team. The Assembly will be used to introduce the Careers team to pupils and talk about the support/programme on offer to all pupils. Pupils will be provided with a careers folder which will be used throughout all their years at DEC. Pupils will also be signposted to the Careers Hub.</p> <p><b>Career Talks:</b> Pupils will receive two assembly style talks from professionals in most popular sectors (as per the questionnaire results).</p> <p><b>Careers article:</b> Careers article written to parents to communicate the introduction of the careers team and outline the new careers plan for the upcoming year.</p>	<p><b>Career Talks:</b> Pupils will receive two assembly style talks from professionals in most popular sectors (as per the questionnaire results).</p> <p><b>Careers article:</b> Careers article written to parents to communicate</p>	<p><b>Finance Guidance:</b> Students will have the opportunity to grapple with real life financial scenarios based around: credit/debit, income tax, national insurance &amp; the implications with making poor financial decisions.</p>	<p><b>National Careers/Apprenticeship Weeks:</b> Pupils will receive a special assembly, form time activities and also competitions will be launched. Resources to be differentiated for each year group.</p> <p>During National careers week departments will deliver a 'Careers lesson' in curriculum time. This will be used to inspire pupils are raise awareness of the variety of careers that are linked to their subjects. Therefore connecting learning to 'real life'.</p> <p>Staff will display posters on their doors which highlight what previous jobs they had prior to teaching.</p>		
YEAR 8	<p><b>Career questionnaires:</b> All pupils to complete a careers questionnaire to profile the aspirations of whole school and support with the planning of 2018/2019 academic year careers long term plan for our students.</p> <p><b>Careers Team &amp; Folder Launch:</b> This will be ran by the DEC careers team. The Assembly will be used to introduce the Careers team to pupils and talk about the support/programme on offer to all pupils. Pupils will be provided with a careers folder which will be used throughout all their years at DEC. Pupils will also be signposted to the Careers Hub.</p> <p><b>Career Talks:</b> Pupils will receive two assembly style talks from professionals in most popular sectors (as per the questionnaire results).</p> <p><b>Careers article:</b> Careers article written to parents to communicate the introduction of the careers team and outline the new careers plan for the upcoming year.</p>	<p><b>Career Talks:</b> Pupils will receive two assembly style talks from professionals in most popular sectors (as per the questionnaire results).</p> <p><b>Careers article:</b> Careers article written to parents to communicate</p>	<p><b>Finance Guidance:</b> Students will have the opportunity to grapple with real life financial scenarios based around: credit/debit, income tax, national insurance &amp; the implications with making poor financial decisions.</p> <p><b>Options Evening:</b> Facilitated by departments. Electronic version of the options booklet emailed to parents and placed on website with links to resources.</p>	<p><b>National Careers/Apprenticeship Weeks:</b> Pupils will receive a special assembly, form time activities and also competitions will be launched. Resources to be differentiated for each year group.</p> <p>During National careers week departments will deliver a 'Careers lesson' in curriculum time. This will be used to inspire pupils are raise awareness of the variety of careers that are linked to their subjects. Therefore connecting learning to 'real life'.</p> <p>Staff will display posters on their doors which highlight what previous jobs they had prior to teaching.</p>	<p><b>CV Writing:</b> Pupils have the opportunity to take part in a guided CV writing session of which the outcome of the session will be for each pupil to have drafted an initial copy of their CV. This CV will be used as a basis for future MOCK interviews which are to take place within school.</p> <p><b>Interview Preparation:</b> Pupils have the opportunity to liaise with an external speaker (SMILE &amp; Mary Hendry) to discuss key interview do/don'ts. During this time key points discussed such as what interviewers are looking for within the interview process.</p> <p><b>Interviews:</b> Each pupil in year 8 as part of Topic Day 3 will have a MOCK interview with an external employer giving students a flavour of the types of questions which they will be asked at college, university &amp; job interviews. Students will come into school in office dress and bring with them pre-prepared CV's to use as part of the interview process.</p>	
YEAR 9	<p><b>Career questionnaires:</b> All pupils to complete a careers questionnaire to profile the aspirations of whole school and support with the planning of 2018/2019 academic year careers long term plan for our students.</p> <p><b>Careers Team &amp; Folder Launch:</b> This will be ran by the DEC careers team. The Assembly will be used to introduce the Careers team to pupils and talk about the support/programme on offer to all pupils. Pupils will be provided with a careers folder which will be used throughout all their years at DEC. Pupils will also be signposted to the Careers Hub.</p> <p><b>Careers article:</b> Careers article written to parents to communicate the introduction of the careers team and outline the new careers plan for the upcoming year.</p>	<p><b>CV Writing:</b> Pupils have the opportunity to take part in a guided CV writing session of which the outcome of the session will be for each pupil to have drafted an initial copy of their CV. This CV will be used as a basis for future MOCK interviews which are to take place within school.</p> <p><b>Interview Preparation:</b> Pupils have the opportunity to liaise with an external speaker (SMILE &amp; Mary Hendry) to discuss key interview do/don'ts. During this time key points discussed such as what interviewers are looking for within the interview process.</p> <p><b>Y9 Duke of Edinburgh offer Launched: Developing resilience / grit / teamwork / confidence</b></p>	<p><b>Finance Guidance:</b> Students will have the opportunity to grapple with real life financial scenarios based around: credit/debit, income tax, national insurance &amp; the implications with making poor financial decisions.</p> <p><b>Interviews:</b> Each pupil in year 9 as part of Topic Day 3 will have a MOCK interview with an external employer giving students a flavour of the types of questions which they will be asked at college, university &amp; job interviews. Students will come into school in office dress and bring with them pre-prepared CV's to use as part of the interview process.</p>	<p><b>National Careers/Apprenticeship Weeks:</b> Pupils will receive a special assembly, form time activities and also competitions will be launched. Resources to be differentiated for each year group.</p> <p>During National careers week departments will deliver a 'Careers lesson' in curriculum time. This will be used to inspire pupils are raise awareness of the variety of careers that are linked to their subjects. Therefore connecting learning to 'real life'.</p> <p>Staff will display posters on their doors which highlight what previous jobs they had prior to teaching.</p>		
YEAR 10	<p><b>Career questionnaires:</b> All pupils to complete a careers questionnaire to profile the aspirations of whole school and support with the planning of 2018/2019 academic year careers long term plan for our students.</p> <p><b>Careers Team &amp; Folder Launch:</b> This will be ran by the DEC careers team. The Assembly will be used to introduce the Careers team to pupils and talk about the support/programme on offer to all pupils. Pupils will be provided with a careers folder which will be used throughout all their years at DEC. Pupils will also be signposted to the Careers Hub.</p> <p><b>Careers article:</b> Careers article written to parents to communicate the introduction of the careers team and outline the new careers plan for the upcoming year.</p>	<p><b>CV Writing:</b> Pupils have the opportunity to take part in a guided CV writing session of which the outcome of the session will be for each pupil to have drafted an initial copy of their CV. This CV will be used as a basis for future MOCK interviews which are to take place within school.</p> <p><b>Interview Preparation:</b> Pupils have the opportunity to liaise with an external speaker (SMILE &amp; Mary Hendry) to discuss key interview do/don'ts. During this time key points discussed such as what interviewers are looking for within the interview process.</p> <p><b>Interviews:</b> Each pupil in year 10 as part of Topic Day 3 will have a MOCK interview with an external employer giving students a flavour of the types of questions which they will be asked at college, university &amp; job interviews. Students will come into school in office dress and bring with them pre-prepared CV's to use as part of the interview process.</p> <p><b>Careers article:</b> Careers article written to parents to communicate</p>	<p><b>Finance Guidance:</b> Students will have the opportunity to grapple with real life financial scenarios based around: credit/debit, income tax, national insurance &amp; the implications with making poor financial decisions.</p>	<p><b>National Careers/Apprenticeship Weeks:</b> Pupils will receive a special assembly, form time activities and also competitions will be launched. Resources to be differentiated for each year group.</p> <p>During National careers week departments will deliver a 'Careers lesson' in curriculum time. This will be used to inspire pupils are raise awareness of the variety of careers that are linked to their subjects. Therefore connecting learning to 'real life'.</p> <p>Staff will display posters on their doors which highlight what previous jobs they had prior to teaching.</p>		<p><b>Work Experience:</b> Year 10 students will complete a two week work experience placement in a setting which mirrors the career pathway which students feel they wish to go into post 16.</p>
11	<p><b>Career questionnaires:</b> All pupils to complete a careers questionnaire to profile the aspirations of whole school and support with the planning of 2018/2019 academic year careers long term plan for our students.</p> <p><b>Careers article:</b> Careers article written to parents to communicate the introduction of the careers team and outline the new careers plan for the upcoming year.</p>	<p><b>University visit:</b></p> <p><b>Skill show:</b> Year 11 students have the opportunity to visit the national skills show at the NEC to speak with employers from a variety of sectors enabling them to obtain key information of the best route into that profession/career.</p>	<p><b>Careers article:</b> Careers article written to parents to communicate</p>	<p><b>National Careers/Apprenticeship Weeks:</b> Pupils will receive a special assembly, form time activities and also competitions will be launched. Resources to be differentiated for each year group.</p> <p>During National careers week departments will deliver a 'Careers lesson' in curriculum time. This will be used to inspire pupils are raise awareness of the variety of careers that are linked to their subjects. Therefore connecting learning to 'real life'.</p>		