



HONITON
COMMUNITY
COLLEGE

CAREERS STRATEGY

including Provider Access and Work Experience

Lucy Roberts - Lead KS3/KS4



Honiton Community College Careers Mission Statement

Honiton Community College will provide a holistic and engaging careers programme for students in Years 7 – 11 through curriculum content, careers guidance, assemblies, careers enrichment and personal development sessions. The careers programme will comply with the Bakers Clause and meet the Gatsby Benchmarks.

Provider Access Policy

This policy statement sets out the college's arrangements for managing the access of providers to pupils at the college for the purpose of giving them information about the provider's education or training offer. This complies with the college's legal obligations under Section 42B of the Education Act 1997.

Student entitlement

All students in years 8-11 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Whilst the statutory requirement is from Year 8 – 11, the colleges career programme will incorporate Year 7 in many of the opportunities above.

Process and Opportunities for accessing

A provider wishing to request access should contact Lucy Roberts, Careers Lead Lucy.Roberts@honiton.college

The careers programme is delivered as part of our Personal Development curriculum. There are timetabled lessons from Year 7 to Year 11 as well as Personal Development sessions every other week which are delivered through the tutor program. As well as assembly time will offer providers opportunities to come into college to speak to students. In addition, we have Progress and Information Evenings that will offer providers opportunities to speak to pupils and/or their parents/carers.

Year 10 have Work Experience in the summer term. This has been timed to reduce competition with other schools of finding a suitable work placement.

Premises and Facilities

The college will make the main hall, classrooms, and careers meeting room, available for discussions between the provider and students, as appropriate to the activity. The College will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leads.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre.

Careers opportunities at HCC

A variety of careers opportunities are provided at HCC that includes :

- Focussed themed assemblies
- Curriculum focussed workshops
- Curriculum focused trips to universities and schools/colleges
- Career drop-in sessions with a range of providers
- Individual CEIAG appointments
- Careers focus weeks
- Careers focused tutor sessions
- Opportunities for exploring careers options through our common curriculum.

Honiton Community College Careers Programme - *in progress* -

| | September | October | November | December | January | February | March | April | May | June | July | August |
|---------|--|--|---|--|--|---------------------------------------|--|--------------|--|--|-----------------|--|
| Year 7 | Who am I? | Apprenticeship session | Introduction to unifrog | | Unifrog – your dream job | | National careers week | Careers Fair | | | Activities week | |
| Year 8 | looking at careers | Apprenticeship session | Introduction to unifrog intro to website design for clients | Leadership in primary schools | | Unifrog - transferable skills | National careers week | Careers Fair | | | Activities week | |
| Year 9 | unifrog intro to options | Apprenticeship / T levels / Post-16 options talk | personality & options PD | subject talks year 9 options | unifrog subject's library treasure hunt | options choices and progress evenings | National careers week | Careers Fair | | | Activities week | |
| Year 10 | Leadership opportunities | Unifrog – introduction to work placements | how to write letter & CV – what to include PD | Visit to Exeter University or Plymouth uni /Exeter College | Visit Construction /Agricultural careers at Bicton | | National careers week – sport science trip to Bath uni | Careers Fair | unifrog how to behave in the workplace | work experience week Careers Guidance | Activities week | Results for English Lit future smart careers |
| Year 11 | Leadership opportunities Post -16 options – assemblies | Career Guidance + | Open events | | NHS Talk | changes to LMI | National careers week | Careers Fair | | | | results - futuresmart careers |

GATSBY BENCHMARKS

| | | | |
|---|--|--|--|
| 1 A stable Careers Programme | 2 Learning from career and labour market information | 3 Addressing the needs of the young person | 4 Linking curriculum learning to careers |
| 5 Encounters with Employees and Employers | 6 Experiences of Workplaces | 7 Encounters with Further and Higher Education | 8 Personal Guidance |

The Eight Gatsby Benchmarks of Good Career Guidance

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

The Careers Tracker allows all activities from Year 7 – 11 to be recorded as well as ensuring we are meeting the Gatsby Benchmarks.

Absolute Education (AE) is used as our online platform for tracking Enrichment activities across years 7-11.

[Display Enrichments](#) | [Absolute Education \(absolute-education.co.uk\)](https://absolute-education.co.uk) It allows recording of all careers focused trips/visits and allows tracking the percentage of students who have taken part in a career focused activity in the current academic year. This can be presented as a percentage into DS, SEND, PP, FSM to direct intervention and boost numbers of engagement.

Professional Partnerships

Professional partnerships are continued to be developed with a range of employers and educational institutions. Links are developed by the Careers Fair and the establishing of Business Breakfasts. We have a broad and growing network of employer, Higher and Further Education and other training providers that engage with our students and careers curriculum.

Careers Education, Information, Advice and Guidance (CEIAG)

All students have at least one CEIAG individual meeting by the age of 16 and the opportunity for a further meeting by the age of 18. Our CEIAG appointments are completed with all of year 10 during the Summer Term with an external careers company, Future Smart Careers (FSC) with a qualified careers advisor. Students are also given the opportunity for another meeting in Year 11 if required.

We prioritise students who are at risk of NEET and year 9 students who are presenting with high profile behaviour concerns or are lacking motivation/direction. A log is kept of all appointments via an online shared platform and this log is shared with students via college Email. Our FSC advisor also keeps a log of potential destinations which identifies any potential NEET students.

NEET

Three review points are on the strategic calendar throughout the academic year where the careers leads and Head of Year 11 review and action any potential NEET students using the shared log from the FSC CEIAG appointments.

Work experience

Year 10

Year 10 Work Experience takes place during the summer term and lasts for five days. The College uses Unifrog to record students' work placements, and students are expected to secure a placement with support from the College. Unifrog provides access to a database of potential employers and completes all required placement checks. Support sessions are offered to all students both within personal development lessons and drop-in sessions. Where face to face work experience is not available or appropriate, an online platform is used and students are supervised in college for the week completing the programme.

Students from Year 10 or 11 wishing to complete their work placement outside of the published dates will be considered on an individual basis by the Head of Year and Career Leads.

Careers in the curriculum Booklets

The common curriculum booklets at KS3 provide opportunities for careers to be considered and discussed across a range of subject areas through the use of the career's icon (see below) as well as the careers focused independent learning lessons (see below). All years 7-11 will have Personal Development lessons as part of their timetable.

Careers and next steps are a core theme running throughout the cycles of work (see below).



(Careers Icon used across common curriculum)


(Example of a careers focussed independent learning lesson from year 7 cycle 1 – biomes, Geography)

Week 11 – Independent Study



How can I use this cycle to improve my understanding of my career options?





Do Now: Research:

What does an Ecologist do? _____

What does a Zoologist do? _____

What skills would be useful to undertake these job roles? _____







What knowledge/ skills have I learnt within this cycle of work which would support a career in Ecology/Zoology? _____



Task: Go back through your booklet, choose 3 of your lessons to focus on where we looked at a specific skill. Explain how this lesson helped you build on this skill. Use www.skillsbuilder.org for support.





e.g. Listening- Lesson 3. In this lesson it was important for me to... this helped me build on this skill because....

- _____
- _____
- _____



Go back through your booklet to find the Careers Icon, use Careers Pilot to create a Career Fact File in your Challenge Space for a job linking to this cycle topic.

Compass Plus and linked Governors

Compass Plus reviews are held 3 times per year in conjunction with the colleges appointed Devon, Plymouth and Torbay Careers Hub Careers Enterprise Coordinator. The reviews are shared with the Principal and the rest of the Senior Leadership Team as well as the Governing Body. They also feed into The Ted Wragg Trust Careers review.

The College has an appointed Careers link governor who meets with the careers leads 3 times per year.

Gatsby benchmarks

The College regularly ensures compliance with the Gatsby benchmarks via the Compass Plus reviews. Any non-compliance is actioned by the careers leads.

Devon Plymouth and Torbay Careers Hub.

The College is a member of the Devon, Plymouth and Torbay Careers Hub with the careers leads from the college regularly attending network meetings and the annual conference.