



# Careers Education, Information, Advice and Guidance and Work Placement Policy

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**Approved by Local Governing Body: TBA**

**Date to be reviewed: TBA**

## Rationale

We put careers in medicine, healthcare and related industries at the heart of what we do and give all the young people who come to Scott Medical and Healthcare College a comprehensive, thorough and embedded careers programme. We do this by providing opportunities to be successful in gaining employment, university places and apprenticeships.

## Introduction

Scott Medical and Healthcare College offers high quality careers education information advice and guidance, to support our aspirational and focussed students. The advice and guidance is developed throughout the student's time at Scott College with the primary aim of making them highly attractive to medical, healthcare, social care or other undergraduate students, employees or apprentices. This is achieved by a programme of activities that span every year group from Year 9 to Year 13 and engages with many external organisations to meet the 8 Gatsby Benchmarks for Good Career Guidance. The external organisations will include our partners:

- [University of Plymouth Faculty of Health; Medicine, Dentistry and Human Sciences](#)
- [University Hospital Plymouth NHS Trust](#)
- [Livewell South West](#)
- [Specsavers](#)



Our comprehensive [Careers Programme](#) is shown on our website under careers and shows how we link our activities/events to the Gatsby benchmarks.

### **Statutory requirements and recommendations**

This policy summarises the statutory guidance and recommendations. It outlines the provision of careers education, work experience and work placement.

Our careers programme follows local, regional and national frameworks for good practice and other relevant guidance, such as: Section 19 Education Act (2011), The Technical and Further Education Act (January 2017), Careers strategy: making the most of everyone's skills and talents (December 2017), Careers guidance and access for education and training providers: Statutory guidance for governing bodies, school leaders and school staff (January 2018); the Career Development Institute and the Gatsby benchmarks for good career guidance.

Scott College in line with all academies will give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. Further information relating to this is set out in our [Provider Access policy](#) on our website.

Schools have a statutory duty to provide careers education in Years 7-11 (1997 Education Act, 2003 Education Regulations) and to give students access to careers information and impartial guidance (1997 Education Act, 2008 Education and Skills Bill). The latest Statutory Guidance: Careers guidance and access for education, and training providers (October 2018) is the long term plan to build "a World class careers system that will help young people and adults choose the career that is right for them". Its aims are as follows;

- All young people in secondary school get a programme of advice and guidance that is stable, structured and delivered by individuals with the right skills and experience.
- Every school and academy providing secondary education should use the Gatsby Charitable Foundation's Benchmarks to develop and improve their careers provision.

All schools and colleges are to achieve the 8 Gatsby Benchmarks:

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. Experiences of workplaces
7. Encounters with further and higher education
8. Personal Guidance

## **Aims and objectives**

We will prepare students for the transition to life beyond Scott College as successful young adults who contribute to the economy. Destinations will include Higher Education, Further Education, Apprenticeships and the workplace.

Students are supported in making informed decisions which are appropriate and meet their individual career plans. Through our curriculum we inspire and motivate students to develop their aspirations and introduce them to a range of career opportunities that they might otherwise not be aware of. How careers are embedded into the curriculum varies depending on the subject being taught. In the sciences, for example, the teachers will highlight how certain skills/topics will be relevant in specific jobs/careers. In Health and Social Care reference to careers is explicit throughout the syllabus, whilst in Maths and English reference to careers is more implicit.

- To contribute to strategies for raising achievement, especially through motivation
- To support inclusion, challenge stereotyping and promote equality of opportunity
- To encourage participation in continued learning including higher education and further education
- To develop enterprise and employment skills
- To reduce Not Employed in Education or Training (NEET) figures and drop-out from courses in education and training
- To contribute to economic prosperity of individuals and communities
- To meet the needs of all our students through appropriate differentiation
- To raise awareness of the Local Market Information and skills gaps
- To focus students on their future aspirations
- To involve parents and carers in key decisions concerning careers and progression

## **Roles and Responsibilities**

The Careers Leader at Scott College is also the Assistant Headteacher. Alongside this we have two

members of staff who work on careers, work placements and outreach activities in the form of Next Steps South West project (NSSW) part of the National Collaborative Outreach Project to raise aspirations and awareness of Higher Education.

Richard Blackmore - Governor

Mat Smith - Assistant Headteacher and Careers Leader

Louise Humpherson - Careers and Work Placement and Coordinator

Vacant - NSSW In Schools Coordinator

Impartial Careers Advice is currently provided by our Careers and Work Placement Coordinator, this takes the form of interviews with a careers action plan for the student.

## **Implementation**

Scott College support students in developing their understanding of a range of different subjects to increase their employability. A programme of talks, master classes and guest speakers occur on a regular basis throughout the academic year as part of our Futures Programme.

Students will visit a university at least once per year as appropriate. They will have an opportunity to experience Operating Theatre Live in Year 10 and Year 12.

Inspirational talks, seminars and demonstrations are offered to all students and take place in assemblies, project based learning and in classes across a range of medical and healthcare careers to inspire and motivate young people with their own career planning.

All students have access to the careers information via the Google Classroom for their year group and external opportunities are also advertised to students through Google Classroom. Students record their careers, employment and work placement activity on their 'Ethics and Careers workbook'.

## **Students with Special Educational Needs or Disabilities (SEND)**

Transition from key stage 4 to 5 and on to further and higher education is part of our plan for a student with SEND. Personalised support from the SENCO, careers advisor and external bodies is used where appropriate.

Students entitled to Pupil Premium funding will receive personalised support from their tutors

and pastoral team and will be given the additional support they need. The SENCO liaises with a careers advisor from Careers South West Group who will work closely with these students to provide a bespoke and individualised plan to meet the students needs.

## **Careers in the Curriculum - The Futures Programme**

The Futures Programme offers students varied opportunities as shown below;

### **At Key Stage 4**

#### **In Year 9**

- One-to-one careers discussions with tutors, subject teachers or the careers advisor will help to inform individual careers plans for each student.
- Students have the opportunity to experience real medical environment in Operating Theatre Live
- Students will meet and hear from a minimum of 10 speakers across a range of health care professions, including details of entry to the profession, pay and workforce demand
- Students will visit at least one university
- Students will research employment marketplace as part of the step into the NHS competition
- Students will lead primary age students and introduce them to healthcare careers through the widening horizons project.

#### **In Year 10**

- One-to-one careers discussions with tutors, subject teachers or the careers advisor will help to inform individual careers plans for each student.
- Students have the opportunity to experience real medical environment in Operating Theatre Live
- Students will meet and hear from a range of speakers across a range of healthcare professions, including details of entry to the profession, pay and workforce demand
- Students will prepare for work placement with a series of workshops to include writing CVs and letters of application, whilst also looking at suitable work experience opportunities and how to contact them.
- Students will undertake work experience for one week at the start of July. This is a compulsory part of the curriculum
- Students are actively encouraged to find their own work experience to increase their confidence and independence
- Students will explore labour market awareness through the Futures Programme.

## **In Year 11**

- All students are given impartial advice and guidance on post-16 education, employment and training and apprenticeship options.
- Students will meet and hear from a range of speakers across a range of healthcare professions, including details of entry to the profession, pay and workforce demand.
- Students continue to explore labour market information for the wider health sector through the Futures Programme and Unifrog Career Platform.
- Students will have the opportunity to attend a Careers Fair where all Post 16 providers will be invited, this will include 6th Forms, FE colleges, Training Providers as well as Apprenticeships.

## **Key Stage 5**

There is a range of support for university applicants through:

- Higher Education support is offered through the tutor programme in a variety of ways it includes, inviting current undergraduates in to run sessions on Student Life, UCAS applications, Personal Statements and Student Finance.
- Students are encouraged to visit university open days, masterclasses, taster courses and summer schools at a variety of universities.
- Dedicated staff support students with the UCAS process. Students have support tailored to their individual needs from their form tutor and the sixth form team, including careers staff.
- Students applying to study Medicine will have the opportunity to attend a Mini Mock Interview workshop run by an external training company. Students are given extensive feedback.
- Preparation for aptitude and pre-admissions test including UKCAT and BMAT is offered to potential Medical and Dental students.
- Sixth Form students undertake work placement for one day a week to support their university, employment and apprenticeship applications. Students are supported in their applications through our Work placement Coordinator.
- Students take part in the DofE Award Scheme.
- Financial management and preparation for working life is offered as a range of workshops.
- Students who require BMAT (admissions test for applicants to Medicine, Biomedical Sciences and Dentistry) and UKCAT (admissions testing for UK health professionals) have access to these professionally taught courses and regular practice sessions.

## **Extra Curricular Activities**

Students will be given the opportunity to take part in the Duke of Edinburgh Scheme. Extra-curricular clubs and trips support students in developing their understanding of a range of healthcare, we offer

the following clubs; Running, Fencing, Triathlon, Basketball, Netball, Rugby and Swimming.

## **Alumni**

Alumni are invited to return as guest speakers and share their profession, career path and education with current students. Alumni are represented at KS4 and KS5 Open Evenings and celebration assemblies.

## **Work Experience and Placements**

Students are encouraged to arrange their own work experience/placements. The Work Placement Coordinator advertises work experience opportunities to students through Google Classroom and uses an external database (Veryan) that students also have access to. Scott College has links with many major healthcare and care professions and organisations supported by our employment partners and governors.

Parents are informed and communicated with throughout the process. They receive a work experience agreement and a work experience and health declaration form which needs to be signed by the parent/carers of the student.

All students on placement are covered by the employers' insurance and places of work are risk assessed by CSW Group.

It is the students responsibility to keep the work placement coordinator informed of their progress/activities. Opportunities for work placements are promoted through the Google Classroom and at student assemblies and via database.

## **Staff**

All staff have a responsibility to contribute to careers education information advice and guidance at Scott College careers is embedded within the curriculum.

How staff implement careers in the curriculum:

- Tutors via Futures Programme in Years 9 & 10, Step into the NHS competition, Sugar Project in conjunction with University of Plymouth Dietetics team.
- Focussed assemblies on relevant topics delivered by profession external guest speakers from education and business sectors via Futures Programme



- Open events and careers fairs - staff attend to promote their subject and potential career opportunities
- Resources to inform careers i.e Unifrog
- Ongoing staff CPD is provided as appropriate

## **Resources**

There is a Budget of £4,000 for careers education, information, advice and guidance.

Resources to inform careers include: Careers and Enterprise Company, Next Step South West (National Collaborative Outreach Programme,) Unifrog, Step into the NHS, icould Buzz Quiz, NHS jobs, National Careers Service, ASK Apprenticeship Programme, Planit, Careers Leader networks.

## **Parents**

Parental involvement is actively encouraged from the initial enquiry / application process to results day in Year 13.

- Newsletters are sent home at the end of each term with any relevant and timely information regarding activities and events.
- Online resources specifically for parents/carers can be accessed through the links on our website this includes: links to NHS Careers, National Careers Service, Unifrog, Next Steps South West, Apprenticeships Careermag for parents , Data Plymouth.
- Parents are kept up to date with Careers related information via open evenings, parents evenings, emails/letters and through online resources.

## **Equality and Diversity**

Careers education is provided to all students and provision is made to allow them to follow career paths that suit their interests, personality skills and strengths. All students are provided with the same opportunities and diversity is celebrated.

## **Monitoring, Review and Evaluation**

Evaluation is carried out after each careers activity / event via a short google questionnaire and this will help inform planning of future activities.



# Scott Medical and Healthcare College Provider Access Statement

## Introduction

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

## Pupil entitlement

All pupils in years 8-13 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

## Management of provider access requests

### Procedure

A provider wishing to request access should contact Louise Humpherson, Careers Coordinator.  
Telephone: 01752 987010 Email: [lhumpherson@scottcollege.co.uk](mailto:lhumpherson@scottcollege.co.uk)

## Opportunities for access

A number of events, integrated into the school careers programme, will offer providers the opportunity to visit our school to speak to pupils and/or their parents/carers. We believe in a robust careers programme broadly accessible to all our year groups with key features for careers Engagement:

- Ivy League Lecture programme

- WP Health and Science London Visit (Year 12)
- Enrichment Days which incorporate careers curriculum at all key stages
- Post 16 Options event (Year 11)
- Work Experience in Year 12 & 13
- The Invest In internship and mentoring programme
- Medicine & Dentistry Peninsula Pathways programme through University of Plymouth
- Virtual Work Placement opportunities e.g. Medic Mentors
- Next Steps South West collaborative outreach programme; events, activities, workshops
- including; Personal Statement writing, Student Finance, CV Workshops, Intro to HE
- Speakers for Schools talks and work experience opportunities
- Post 16 Options events
- As well as a range of bespoke assemblies and careers presentations

We are particularly keen to provide the highest quality work experience and internship opportunities to our students and this is an area of great need. Please speak to our Careers Leader to identify the most suitable opportunity for you to support our school.

We have focused opportunities targeted at High Achieving and Disadvantaged students with bespoke programmes which you may also wish to consider supporting.

### **Premises and facilities**

We have suitable presentation facilities for a small specialist school as well as fully equipped classrooms (with interactive smartboard technology) which can be booked for suitable opportunities. Please feel free to contact us directly to discuss further your requirements for events, which you have in mind.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the school reception area which is regularly updated and is accessible to all students throughout the school day and for after school activities.

All students have email access and we are willing to send opportunities to targeted students.