



**Carnforth**  
High School

# Careers Plan Policy



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**Governors' Committee:** Student Welfare  
**Next Review Date:** July 2024

**Confidence    Purpose    Respect**

## **Statement of Purpose**

Carnforth High School recognises and values Careers guidance for all our students. We are committed to empower our students to make well-informed and aspirational choices about their future.

Each student will receive high quality, impartial careers advice and guidance, structured throughout their time at CHS. This will be in line with The Gatsby Benchmark guidelines (<https://www.goodcareerguidance.org.uk/>), guidance from The Career Development Institute (<https://www.the CDI.net/>) and The Careers and Enterprise Company (<https://www.careersandenterprise.co.uk/>).

The importance of our Careers programme is reflected in the fact that the first statement of our school vision is that all students will have “plans in place for their future.”

Regular information around local opportunities (such as training opportunities, apprenticeships, open events, etc.) is provided on our school website Careers page (<https://www.carnforthhigh.co.uk/school-life/careers/>), as well as in our school newsletter to parents/carers and emailed directly to parents/carers.

## **The Careers Team Leaders**

**All staff** in school are responsible for the delivery of Careers education to our students. Leading this delivery are:

- Mr E McGauran – Assistant Headteacher and Careers Leader
- Ms A Parr – Careers Advisor (part time)

Ms Parr is a level 7 Careers Advisor who works part-time, and is available to both parents and students for advice and guidance, including information on:

- Career planning
- GCSE choices
- 6<sup>th</sup> Form or college courses
- Apprenticeships and degree choices
- Work Experience placements

Students will have at least one interview before while they are in KS4 and will have direct experience of the world of work, through employer engagement, work placements and careers fairs. Ms Parr also runs virtual careers planning events for parents and these will be listed in the newsletter (within our regular ‘Plans in Place’ newsletter feature).

Training for staff around Careers is delivered through CPD and a regular staff briefing update.

## **Unifrog Online Career Planning Website**

All students will have access to our Unifrog software. The school provides access to this excellent career planning tool which allows students to research the world of work, aid in making options and post-16 choices, and understand the skills they will need for their future career plans. There is a wide range of Careers information on the platform, including apprenticeship information, a CV building tool, guidance on interview skills, job profiles and videos, etc. Many of these elements are also available to parents/carers without the need for logins.

All students will receive introductions and training around the use of Unifrog. Regular usage of the platform will continue throughout the year, incorporated into Life Skills lessons, form time activities and Enrichment Days and events to ensure the best impact of the platform. Data around usage of the platform by students and staff is tracked and reviewed.

Below is an example of the way in which Unifrog tracks an individual student's Careers interactions against the Gatsby Benchmarks and other focusses we set as a school:

<b>14 Nov 2022</b> at 09:00	<b>Post-16 Pathways Assembly</b> Added by Mr Emmet McGauran on 8 December 2022, 14:44
Tagged students	660 students (add/remove?)
Types	Lesson / Workshop / Lecture
Focuses	Options: Choosing what to study post 14 and Options: Choosing what to study post 16
Benchmarks	1. A stable careers programme
Notes for students	An assembly for students in all year groups (altered on delivery to best suit the year group's nearest Careers goals) discussing the importance of having 'Plans in Place' (one of our school vision statements), and considering a brief overview of college and 6th Form settings and academic or vocational routes.
<b>23 Nov 2022</b>	<b>Enrichment Day 1: Unifrog Session (Post-16)</b> Added by Mr Emmet McGauran on 8 December 2022, 15:06
Tagged students	127 students (add/remove?)
Types	Lesson / Workshop / Lecture
Focuses	Curriculum: Extracurricular and World of work: Skills
Benchmarks	1. A stable careers programme
Notes for students	A lesson introducing Unifrog to year 11 students for the first time. This also utilised the Unifrog lesson 'Post-16: Choices, Choices!'
<b>23 Nov 2022</b> at 13:30	<b>Enrichment Day 1: Careers Fair</b> Added by Mr Emmet McGauran on 7 December 2022, 11:12
Tagged students	127 students (add/remove?)
Types	Visit (student(s) being visited)
Focuses	Curriculum: Extracurricular and Higher Ed: Meeting and Vocational: Meeting and Vocational: Applying and World of work: Meeting
Benchmarks	1. A stable careers programme and 2. Learning from career and labour market info and 5. Encounters with employers and employees and 7. Encounters with Vocational and Higher Ed
Employer name(s)	EDF Energy, Lancashire Police, RAF, Army, DWP, Burch Tree Vets, Kendal College, Lancaster University, Myerscough College, Lancaster & Morecambe College, JTL Training, Ripley St Thomas Sixth Form, LGGS Sixth Form, Morecambe Bay Academy Sixth
Notes for students	A range of employers and post-16 providers visited school for our annual Careers Fair on 23rd November 2022.
<b>2 Dec 2022</b>	<b>Lancaster &amp; Morecambe Small Group Work Session</b> Added by Mr Emmet McGauran on 2 December 2022, 13:51
Tagged students	19 students (add/remove?)
Types	Visit (student(s) being visited) and Lesson / Workshop / Lecture
Focuses	Vocational: Meeting and Vocational: Applying and Options: Choosing what to study post 16
Benchmarks	2. Learning from career and labour market info and 3. Addressing the needs of each pupil and 7. Encounters with Vocational and Higher Ed
Notes for students	Visit and presentation from Ashley Robinson, Schools liaison at Lancaster & Morecambe College/ Ms Parr, Careers Advisor. Discussion / presentation of courses / options available and college life/study - small groups 5 each session.

**LEVEL 1:**  
Interactions aimed at whole school

**LEVEL 2:**  
Interactions aimed at whole year group

**LEVEL 3:**  
Interactions aimed at small groups and individuals

## The Gatsby Benchmarks

In 2013, Gatsby commissioned Sir John Holman to set out what career guidance in England would be like if it were good by international standards, resulting in the Good Career Guidance report. The eight benchmarks set out in the report serve as a framework for improvement in careers provision and have been adopted as part of the Government's Careers Strategy and statutory guidance for schools and colleges. In addition, The Careers & Enterprise Company now supports the implementation of the benchmarks in schools and colleges with a national network of support, resources and targeted funding. Further information around Gatsby can be found here:

<https://www.goodcareerguidance.org.uk/>.

### **The 8 Gatsby Benchmarks**

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

At Carnforth High School we ensure that these benchmarks are met for all students. Tracking against this can be found on our Unifrog platform (which can be seen by all students and staff) and on our Compass Plus system (which can be accessed by the Careers Leader and Advisor and is quality assured by Lancashire County Council).

### Provider Access (The 'Baker Clause')

Introduced in 2018 (and updated in 2023), the Baker Clause was authored by the former education secretary, Lord Kenneth Baker. The guidance stipulates that schools must allow colleges and training providers to access every student in years 8-13 to discuss non-academic routes that are available to them.

Updated in January 2023, the government's Statutory guidance for schools and guidance for further education colleges and sixth form colleges sets out the following: "Schools and colleges have a responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need."

We meet this requirement at Carnforth High School by enabling a range of provider access. Our 'Provider Access Policy' is available via the school website and allows providers to see our obligations as a school. It also gives providers the contact details of the Careers Leader and Careers Advisor in order to arrange access.

Key events in which we give access to a range of providers include assemblies, visits to lessons by providers, visits to institutions by groups of students, Enrichment Day activities and our annual Careers Fair. Information about a wide range of providers can also be found on our Careers page of the school website, and students and their parents/carers have access to impartial advice and guidance through the Unifrog platform.

### Life Skills Lessons

All students at Carnforth High School receive one lesson a week of Life Skills. This is our lead delivery vehicle for key areas such as PSHE, RSHE and Citizenship. Within this there are age appropriate lessons with Careers-related themes in each year group. These are coordinated by the Subject Leader for Life Skills and the school's Careers Advisor.

## **The 3 Levels of Careers Planning at CHS**

To provide the best Careers offer to all our students we consider a '3 Level' overview at Carnforth High School. The three levels are an easy way to see how students all receive a strong and impactful Careers provision and how benchmarks 3 and 8 specifically are met through more targeted provision for those students who need it.

### **Level 1 – Our Universal Offer for all Students in School**

All students in all years will receive the following Careers Education, Information, Advice and Guidance:

- At least one Careers focused assembly each half term (6 a year)
- At least one form time activity each half term (6 a year)
- Careers related activities on each Enrichment Day (2 a year plus additional Enrichment Events)
- Dedicated Careers content within Life Skills lessons
- Access to, and regular opportunities to use, the Unifrog software programme
- Careers focus within the overall School Development Plan and School Vision
- Careers advice available directly from our Level 7 Careers Advisor
- Careers displays in all departments about career paths in that subject area
- All visitors to school asked to discuss their career pathway to that point before any presentation
- Regular student voice feedback from students (The Future Skills Questionnaire)
- Regular updates on local Labour Market Information (LMI) given to students
- Regular advertising of local Careers/post-16 events through website, newsletter and via email

## Level 2 – Our Universal Offer for all Students in a Year Group

All students in these year groups will receive the following, age specific, Careers Education, Information, Advice and Guidance:

### Year 7: Starting a Journey

**The focus of this year** is on helping students to see that they have been developing skills throughout KS1 and KS2 and are now beginning a 5 year journey with us at CHS, building towards making the best post-16 choices to support their futures.

#### Assemblies and Form Times

- Assembly and form time activity with form tutor on *Aspirations* in half term 1
- Assembly and form time activity with form tutor on *Post-16 Pathways* in half term 2
- Assembly and form time activity with form tutor on *Apprenticeships* in half term 3
- Assembly and form time activity with form tutor on *T-Levels* in half term 4
- Assembly and form time activity with form tutor on *A-Levels* in half term 5
- Assembly and form time activity with form tutor on *Academic and Vocational Settings* in half term 6

#### Enrichment Events

- *The Careers Journey* workshop in half term 2
- *Introduction to Unifrog* workshop in half term 3
- *Unifrog – Interests Quiz* workshop in half term 3

#### Life Skills Lessons

- *What Are Your Skills?* lesson in half term 1
- *How Do I Manage My Money?* lesson in half term 1
- One starter and plenary each half term related to Careers linked to the lesson theme (e.g. a lesson on the prison system which looks at a career in probation)

## Year 8: Thinking Ahead

**The focus of this year** is on helping students understand how their interests, personality and skills can help them to consider what career path may be of most appealing to them, as well as starting to think ahead about which option choices will open these doors to them next year.

### Assemblies and Form Times

- Assembly and form time activity with form tutor on *Aspirations* in half term 1
- Assembly and form time activity with form tutor on *Post-16 Pathways* in half term 2
- Assembly and form time activity with form tutor on *Apprenticeships* in half term 3
- Assembly and form time activity with form tutor on *T-Levels* in half term 4
- Assembly and form time activity with form tutor on *A-Levels* in half term 5
- Assembly and form time activity with form tutor on *Academic and Vocational Settings* in half term 6

### Enrichment Events

- *The Careers Journey* workshop in half term 2
- *Introduction to Unifrog* workshop in half term 3
- *Unifrog – Interests Quiz* workshop in half term 3

### Life Skills Lessons

- *Different Careers* lesson in half term 5
- *My Career Ladder* lesson in half term 6
- *What's It Worth?* lesson in half term 6
- *Budgeting* lesson in half term 6
- One starter and plenary each half term related to Careers linked to the lesson theme (e.g. a lesson on the prison system which looks at a career in probation)

## Year 9: The Best Options

**The focus of this year** is on students making the most informed choices in February around their options choices for GCSE and BTEC courses, with a view to being able to identify why the options they wish to take are best supporting their future Careers goals.

### Assemblies and Form Times

- Assembly and form time activity with form tutor on *Aspirations* in half term 1
- Assembly and form time activity with form tutor on *Post-16 Pathways* in half term 2
- Assembly and form time activity with form tutor on *Apprenticeships* in half term 3
- Assembly and form time activity with form tutor on *T-Levels* in half term 4
- Assembly and form time activity with form tutor on *A-Levels* in half term 5
- Assembly and form time activity with form tutor on *Academic and Vocational Settings* in half term 6

### Enrichment Events

- *Careers Fair* on Enrichment Day 1, featuring a wide range of employers and post-16 providers, in half term 1
- *Post-16 talks* on Enrichment Day 1, featuring information from four local post-16 providers (both from within and outside The Bay Learning Trust), in half term 1
- *Introduction to Unifrog* workshop in half term 2
- *Unifrog – Options* workshop in half term 2

### Life Skills Lessons

- *Financial Decisions* lesson in half term 3
- *Avoiding Debt* lesson in half term 3
- *Assertive Communication* lesson in half term 3
- *Succeeding at Work* lesson in half term 4
- *Job Adverts* lesson in half term 4
- *Careers Focus* lesson in half term 5
- One starter and plenary each half term related to Careers linked to the lesson theme (e.g. a lesson on the prison system which looks at a career in probation)



## Year 10: Meaningful Work Experience

**The focus of this year** is on students having a direct experience of the workplace through a one-week placement in the local area. Placements are arranged by the students themselves, which further develops their employability skills.

### Assemblies and Form Times

- Assembly and form time activity with form tutor on *Aspirations* in half term 1
- Assembly and form time activity with form tutor on *Post-16 Pathways* in half term 2
- Assembly and form time activity with form tutor on *Apprenticeships* in half term 3
- Assembly and form time activity with form tutor on *T-Levels* in half term 4
- Assembly and form time activity with form tutor on *A-Levels* in half term 5
- Assembly and form time activity with form tutor on *Academic and Vocational Settings* in half term 6

### Enrichment Events

- *Introduction to Unifrog* workshop in half term 2
- *Unifrog – Personality Quiz* workshop in half term 2
- *STEM Careers* workshop in half term 2
- A one-week *Work Experience* placement in half term 6

### Life Skills Lessons

- *Preparing for Work Experience* lesson in half term 5
- *Skills for Employment* lesson in half term 5
- *Careers – Qualifications and Pathways* lesson in half term 5
- *Understanding Behaviours for Work* lesson in half term 6
- *Careers – Workplace Relationships* lesson in half term 6
- One starter and plenary each half term related to Careers linked to the lesson theme (e.g. a lesson on the prison system which looks at a career in probation)

## Year 11: The Best Pathway

**The focus of this year** is on students making their post-16 choices in the most informed way and ensuring that they know how (and when) to successfully apply for courses that best suit their future Careers plans.

### Assemblies and Form Times

- Assembly and form time activity with form tutor on *Aspirations* in half term 1
- Assembly and form time activity with form tutor on *Post-16 Pathways* in half term 2
- Assembly and form time activity with form tutor on *Apprenticeships* in half term 3
- Assembly and form time activity with form tutor on *T-Levels* in half term 4
- Assembly and form time activity with form tutor on *A-Levels* in half term 5

### Enrichment Events

- *Careers Fair* on Enrichment Day 1, featuring a wide range of employers and post-16 providers, in half term 1
- *Post-16 talks* on Enrichment Day 1, featuring information from four local post-16 providers (both from within and outside The Bay Learning Trust), in half term 1
- *Introduction to Unifrog* workshop in half term 2
- *Unifrog – Post-16* workshop in half term 2

### Life Skills Lessons

- *Getting to Work* lesson in half term 1
- *Income and Tax* lesson in half term 1
- *Income and Pensions* lesson in half term 1
- *Just Until Payday* in half term 2
- *Somewhere to Live* in half term 2
- *Budgeting* in half term 2
- One starter and plenary each half term related to Careers linked to the lesson theme (e.g. a lesson on the prison system which looks at a career in probation)

### **Level 3 – Our Targeted Offer for Specific Students**

Students identified by a range of means, including through teacher referral, discussions with Year Leader or Careers Advisor, request from parent/carer, response to student voice feedback, etc. will receive the following targeted Careers Education, Information, Advice and Guidance:

- Additional one-to-one interviews with identified students in year 10 and 11
- Careers Advisor work with SEND students
- Special in-school events (e.g. Cyber Girls) for identified students
- Special out of school events (e.g. college, university and workplace visits) for identified students