



A review of careers activities, events and promotion at the Priory Learning Trust, July 2020.

James Wilmot- Director of Careers Education, Advice and Guidance.

Next review and publish date – July 2021.

This review includes all schools within TPLT. The trust primary schools are involved in light activities however the majority of careers related events and activities are run within the trust secondary schools.

Full details of each TPLT secondary school's career calendar and school specific careers information can be seen via each website-

<https://pcsa.org.uk/careers-3>

<https://worle-school.org.uk/careers-parents>

<https://www.tkasa.org.uk/careers>

Priority groups-

All students are welcome and encouraged to engage with The Careers Team; specific groups of students are considered a priority:

RONI (Risk of NEET) – Year 11 Risk of NEET students are met early in the year for 121 meetings. A clear vision of the student's career awareness is obtained (family situation, parents in employment, own career aspirations, etc). Information is passed to Tutors and further actions agreed.

Progression plans – Year 11. All Year 11 students are met and tracked through their final year to ensure that post 16 applications are complete and the student has a clear vision of their progression route and the appropriate level. A report is sent to local Council annually to track progress and ensure that full support is provided beyond school.

Children Looked After – All Year Groups. Additional 121 appointments are in place to support with work experience, college applications and general careers support.

Pupil premium – All Year Groups. Additional time is allocated to engage with pupil premium students to ensure that they have additional support with activities in the potential absence of support at home (packed lunches for trips, help with transport for work experience, early October progression appointments for year 11s etc).

Special Educational Needs – All Year groups. The team works closely with the SEN Team to provide additional support for students during their time in school, participation in careers events and to facilitate transition to post 16 study. Students needing additional support with college transition are given additional support with applications, interviews and exclusive taster days.

Students with academic promise – Year 10 & 11. Curriculum staff identify students showing academic promise. The Careers Team meet these students to explore preferred pathways and facilitate University visits including Oxford, employer guidance, Apprenticeship information etc.



Does it work? Yes! Historically, RONI and PP students were hard to engage with, but are now strong supporters of the careers offer. Our NEET figure for last academic year (2020) was 1.5% compared to national average of 11.5%. Staff capacity allows for further focus and support for these priority groups, specifically CLA, PP students and students with SEN.

121 interventions-

- All students are welcome to meet the careers team at any time.
- All priority group students have 121s.
- All year 10 students have 121s on a weekly basis during the work experience planning period until their placement is confirmed.
- All Year 11 students have progression 121s on their own or with their family until progression plans have been agreed.
- All year 7 students have a 121 as part of their interview challenge.

Does it work? Yes! The careers offices have great footfall. Work experience participation is at 100%. Student progression is 100% robust and all students have an offer of post 16 destination(s). A central spreadsheet of IAG interactions is kept to give an accurate picture of the service provided. All PP year 11 students were seen in term 1 to assist with focus and drive in the lead up to exams. Information from these has been passed to year heads to ensure a collaborative approach. Case study: Amelia was seen for an initial 121. Throughout year 10 and term 1 of year 11 she had taken part in two taster days, work experience and continued with extended work experience. All of these experiences have assisted in her ambitions to own her own hair salon and she now has a clear idea on the progression route needed to achieve this.

Referrals-

- The Careers Team welcomes referrals from **anyone** within the school including Tutors, Teachers, Leadership Team, Student Services, parents and self-referral from students.
- The Careers Team can request attendance from students at any point during the day and teaching staff will agree to students leaving class. Assessment weeks are avoided!

Does it work? Yes! Student attendance for 121 appointments is very high. Staff are happy to allow students to visit the careers office during teaching time as they are confident that it is time well spent.

Venue-

- The Careers Team is fortunate to have dedicated meeting spaces full of resources, inspirational quotes, free of clutter and an open door policy. Students must never knock!
- The careers offices are largely paperless and an events and activities calendar is kept up to date allowing plenty of time for prior planning to achieve successful outcomes.
- TPLT schools are also one of the few trusts in the region who have employed dedicated careers staff to provide the best possible service to its students. The



Careers Team shares resources and best practice across The Priory Learning Trust and with other schools in the region.

Does it work? Yes! The careers offices are popular venues for students, with some using them as a safe space to spend breaks occasionally and many have commented on the positive environment. The paperless systems that have been implemented reduces waste, supports data protection and the risk of mislaying information. Dedicated staff can focus on student engagement, activities and events and deliver successful outcomes without distraction or split responsibilities.

Student engagement-

- The majority of student engagement is on a 121 basis. The Careers Team also passes on important information and can field enquiries in assemblies, Tutor Groups, via social media, schools website, a monthly careers bulletin, as well as parent text and emails. Out of hours appointments with parents are also available.

Does it work? Yes! Students feel comfortable engaging with The Careers Team. Tutors also appreciate our short and snappy interventions in assemblies and tutor time. Out of hours appointments are gratefully received by parents who work longer hours than traditional school opening times and would like to meet with The Careers Team directly. Parents also access the service for their own career development.

Early intervention-

- As part of our commitment to engage with students as early as possible to help them make the most from school, we run a very successful year 5 interview challenge for students. From Year 7, students are encouraged to participate in both on and off site careers events and activities.
- Year 7 students also participate in the annual 'Interview Challenge' where they produce their first CV, practice interview skills and apply for their dream job. A member of the Careers Team interviews each student, helping them explore their existing skills, identifying skills to develop and reinforcing the message of kindness, bravery and curiosity as winning attributes for life. Each student is also presented with a certificate and poster of themselves and their dream job.

Does it work? Yes! Attendance at careers events are very high and feedback is very positive. The interview challenge was a great success and the students thoroughly enjoyed the experience. Parent feedback was outstanding. It will be very interesting to see how these aspirations change (or not) over the students' time at school. Case Study: Tomas (year 7) approached the Director of Careers to say that he would not be attending his mock interview. He was assured it was a light hearted activity, engaged through humour and taken through the interview step by step. He later attended his interview and will receive a poster and certificate to remind him of his accomplishment!



Employer engagement-

- The Careers Team are very connected and proactive with creating and growing a team of employers covering as many industry sectors as possible to provide our students with a real insight into working life in the real world.
- Recruitment of employers includes Careers Team attendance at networking events, utilising the school's Enterprise Advisor, FutureFirst Alumni and LinkedIn marketing.
- Employer participation with students includes employer visits to school and their own premises, engagement with subject area classes, tutor time drop-ins, work experience opportunities, assemblies and support with mock interviews.

Does it work? Yes! Employer engagement is at an all-time high. 300 employers supported the Year 10 WEX programme in 2019. All Year 10 students have at least 1 week of WEX. 100 employers supported the Year 10 mock interview day. In 2019 all Year 10 students participated. 30 employers visited school this academic year. Students from all year groups met at least 3 employers in 2018/19 through assemblies during National Careers Week. Alumni also visit the students to explore their own education and career choices. 30 alumni visited TPLT schools in 2019 to meet students in assemblies, subject specific classes or Tutor Time drop-ins. Feedback from students, staff and parents is extremely positive regarding the contributions that our local employers make.

Further Education-

- We now have a completely impartial relationship with the local colleges, 6th forms and other FE providers with no favour or obligation.
- Local Colleges, 6th Forms and training providers are welcome to attend Year 10 & 11 parents evening and our careers conventions.
- All Year 10 & 11 students attend college taster days.
- All students receive at least one FE focussed assembly per year promoting A levels, Diplomas and Apprenticeships. A parent information evening is also held covering these topics and any changes in qualifications to be aware of.
- College summer school and half term activities are promoted to students and their families through various means.
- College and 6th Form open evenings are promoted to students and their families through various means.
- We communicate with colleges on a regular basis to review and develop the range of activities and events.

Does it work? Yes! Student attendance at offsite college events is higher than our neighbouring schools. TPLT attendance at the 2018 World of Work event held at Weston College was 150 students. 18 Colleges, 6th Forms and Training Providers attended the 2017 Careers Convention which was greatly attended by TPLT students.

Higher Education-

- University outreach has a strong presence at our annual careers convention. 17 universities attended in 2019.



- All students receive at least one university focussed assembly per year hosted by a member of HE staff.
- Guest speakers from Russell Group Universities visit the school every year. Attendance is optional for students. Talks are held in the early evening to encourage parent attendance.
- Visits to a local University are encouraged for all students and their families. Open days and events are promoted in the monthly careers bulletin.
- Student visits to universities are also arranged for specific students in specific faculties.

Does it work? Yes! During a recent visit to a leading University, 2 of 14 students voiced an intention to apply. On the return trip all 14 had raised their aspirations sufficiently to want to apply. We are fortunate to also have a number of local Universities who are happy to engage with our students and promote degree level education not just from 18 years but later in life too. At least 3 ex TPLT students were accepted to Oxford University in 2018. This year 74% of students who enrolled on level 3 courses at college went on to apply for university.

Not just 'jobs, jobs, jobs...'

- A happy and healthy life is not solely down to career choice and education pathway. The Careers Team offers a wide range of activities and opportunities to students to participate in to build confidence, self-esteem and friendships.
- Big Worle are a community careers hub with a variety of monthly activities for students and their families. Their offer is included in every monthly school career bulletin.
- Students are encouraged to engage with local youth councils and local charity organisations such as The Weston Eagles which is run by previous students.
- The Youth Employment Service make themselves available to provide further support to students at risk of NEET.
- The National Careers Service provides free and confidential web, phone and face to face advice and guidance. Their offer is also included in the monthly bulletin.
- Additional support includes exam stress and anxiety support with a Solution Focussed Hypnotherapist at no charge.
- Students with social anxiety and at risk of bullying are welcome to spend time in the careers office as a safe space.
- Termly hero awards and prizes in conjunction with Hutton Moor and The Grand Pier are awarded to students for acts of kindness at school, home and the community. Parents are invited to an evening event showcasing their child's kindness. PP students automatically qualify for a prize.
- The National Citizenship Service engage with Year 11 students with a focus on PP students.
- Hutton Moor recruits TPLT school leavers. Year 11 students are invited to apply for free Lifeguard training worth £300 and paid part time work throughout the summer and their subsequent studies.



Does it work? Yes! Our students have a strong reputation in the town for their community mindedness. The Careers Offices are a frequent space for students to visit for quiet time. The hero awards run termly with great nominations. The majority of the local leisure centre's part time staff are now previous TPLT students; Hutton Moor praised the students and the scheme. Last year 5 ex TPLT students have been employed.

Curriculum-

- Embedded daily classroom based activities have an additional focus on 'soft skills'.
- Daily brief to all staff includes a careers page with daily updates for all staff to pass on to students during the school day (inspirational quotes, topics in the news etc).
- 'Jobs of the week' are promoted across the school to highlight the importance of study and soft skills and explored during Tutor time.
- A careers activity work book for tutor time was rolled out in 2020. Students in all year groups will complete careers focussed activities once a week.
- Financial awareness and money management is also built into curriculum with a full day of activities allocated annually for Year 10 students.
- Curriculum careers posters present in all departments
- Central Leaders have access to a suite of careers in curriculum resources created by the Careers Team

Does it work? Yes! We have great participation in tutor group activities and set homework tasks with a careers focus.

Employability-

- Mock interviews by employers are held for Year 10 students annually. Year 5 & 7 students are also mock interviewed by the careers team.
- Full day CV and interview skills workshops are held for Year 10 students annually.
- 1 week block work experience for Year 10 students is held annually.
- Student Priority Groups are given additional time and support to prepare for these key activities.

Does it work? Yes! Many students leaving TPLT had identified year 10 mock interview day as the most important day of their school life. Employer numbers supporting the event have increased significantly over the last 3 years. Feedback from employers and students for interview day 2019 was outstanding. Year 7 mock interviews ensure early engagement with the careers team and buy in for later activities. 100% of year 10 students participated in work experience week in 2016, 2017, 2018 & 2019. The range of work experience placements has increased significantly and students fully understand it's importance. Many have progressed to part time work with the same employers and even Apprenticeships. Each year an award is given to the 'Work experience student of the year'.

Parents-

- A monthly careers activity bulletin is created, emailed to parents & tutors and uploaded onto the TPLT schools websites and Facebook pages. This bulletin



highlights relevant activities at school, local colleges and the community suitable for all.

- Following 121 appointments, action plans are created and agreed with students.
- Parent progression information evenings for Year 10 & 11 students annually. All progression routes are explained.
- Website resources are updated on a regular basis and a dedicated careers page has been created with links and useful information for students and their families.
- Social media is used professionally and is used to promote specific events, activities and successes.
- All parents evenings are attended by The Careers Team. Year 10 & 11 evenings are also attended by local colleges to promote their provision.
- Careers information is also passed to parents in regular newsletters and press releases. The careers offer is also open to parents to help develop their own career.

Does it work? Yes! Parental 'buy in' to the careers offer is at an all-time high and the feedback indicates that they value the information that is being sent home to them.

Feedback-

- Feedback is recorded and acted upon with improvements in place. Complaints are dealt with immediately.
- First and foremost, the students must enjoy engaging with The Careers Team and find our activities and events relevant, interesting and productive. Feedback is vital to help us achieve this.

Does it work? Yes! Student feedback has helped us provide a more relevant service to our students' needs. Employer and stakeholder feedback has helped us run more effective activities and events. Feedback helps the service move forward to make improvements and also positively re-inforce the existing activities which have been praised.

The Careers Team-

- The Careers Team is impartial at all times. A balanced relationship with local colleges is assured. They are non-disciplinary and encourage students to speak openly without fear of judgement.
- The Careers Team market themselves to students and their families as providers of opportunities and choices.
- The careers door office is always open and students should never knock...it is their space.
- Parents are always welcome to contact us with questions and this is promoted in the monthly bulletin.
- The Careers Team remain trained, qualified, expert, impartial, enthusiastic and participate in reflective practice.

Does it work? Yes! The quality and effectiveness of our career activities and events is of a higher level of quality than many of our neighbouring schools who do not have the same staff resources or level of experience. Feedback from students, staff and parents has been extremely positive. Employers and stakeholders also



value the fact that a central point of contact is always available without split responsibilities and the events that they participate in will be well organised, effective and a good use of their time.

Policy and best practice-

- Our activities are Gatsby compliant. We meet 100% of all 8 gatsby benchmarks of school careers compliance.
- Risk assessments are produced for activities on and offsite.
- Staff are suitably trained.
- Visiting staff are DBS checked or supervised by staff at all times.
- The Director of Careers liaises with The Careers and Enterprise Company on a regular basis to access policy updates.
- The provider policy access document is visible on all Priory Learning Trust websites.
- TPLT schools work closely with their allocated Enterprise Advisors.
- TPLT schools are considered to be centres of excellence and best practice is shared with visiting staff from other schools.
- TPLT schools are a key contributor to the North Somerset Careers Advisor Network to ensure activities and events are shared as appropriate.

TPLT Primary Schools-

- Careers events and activities at TPLT primary schools are designed to be fun and engaging. All year 5 students participate in an interview challenge which encourages them to research jobs and careers while producing a CV and attending a brief interview. Participating students receive a certificate and a personalised poster.
- Students are also invited to their nearest TPLT secondary school during National Careers Week to meet guest speakers from a range of careers.
- To promote the attributes of kindness, TPLT primary schools also run 'little hero' celebrations where students can be nominated for their acts of kindness and receive prizes from local leisure centres.

TKASA 6th Form-

- Students are transported to a least one university for taster days. They also attend a regional UCAS conference to explore further university options. Students are offered support with their UCAS applications and admission interviews.
- The 6th Form is also a strong supporter of Apprenticeships and engage with a wide range of employers and training providers to support students with their applications.
- Work experience is a key component of the 'A' level programme and students are expected to participate.
- Career 121s are available for all students on Wednesdays.
- Online careers zooms are run on a weekly basis for students with a variety of employers.



Conclusion-

All Students leave TPLT with-

- Work experience
- A CV and interview practice
- A successful application for a relevant progression route.
- A clear vision of their career plan and the confidence to make good career choices.
- An awareness of soft skills and their importance in the world of work.
- A strong sense of self-worth and opportunity.
- A knowledge of where they can find further support and guidance beyond school.

Further plans & areas of improvement-

- We will continue to review events and activities and make ongoing improvements.
- We will continue to recruit a wider range of Employers to work in partnership with.
- We will continue to maintain stakeholder relationships.
- We will continue to reach out and engage with parents to ensure that the careers message is also promoted at home.
- We will continue to ensure that careers and curriculum are linked whenever possible to highlight the importance of school work and how it impacts in future studies and working life.
- We will continue to do everything we can to ensure that our students progress to relevant and appropriate further education options and minimise NEET figures.
- We will continue to increase student participation at on and offsite careers events and activities.
- We will continue to work with The Careers And Enterprise Company to ensure that our careers offer exceeds required standards and meets government policy.
- We will continue to provide TPLT Careers advisors with appropriate training and CPD to ensure that they deliver best practice.



Our pledge to students-

When you complete your time with a TPLT Primary School, you will have-

Created your first CV and attended your mock interview challenge with The Careers Team.

When you complete year 7, you will have-

Met your Careers Advisor, created a CV and attended your mock interview challenge with The Careers Team.

Attended an online assembly to learn about college, Apprenticeships and University.

Attended an online assembly to meet some employers and previous students.

Have the opportunity to visit college for an open evening virtually or in person.

Have the opportunity to visit a careers convention online or in person.

When you complete year 8, you will have-

Attended an online assembly to learn about college, Apprenticeships and University.

Attended an online assembly to meet some employers and previous students.

Have the opportunity to visit college for an open evening online or in person.

Have the opportunity to attend a local University for a taster day online or in person.

Have the opportunity to visit a careers convention online or in person.

When you complete year 9, you will have-

Attended an online assembly to learn about college, Apprenticeships and University.

Attended an online assembly to meet some employers and previous students.

Attended an employability session hosted by University Centre Weston.

Visited college for an open evening online or in person.

Have the opportunity to visit a careers convention online or in person.

When you complete year 10, you will have-

Attended at least 2 college or 6th Form open evenings online or in person.

Attended an online assembly to learn about college, Apprenticeships and University.

Attended an online assembly to meet some employers and previous students.

Had the opportunity to complete a week of work experience.

Finished your CV and attended mock interview day.

Have the opportunity to visit a careers convention online or in person.



When you complete year 11, you will have-

- Attended at least 2 College or 6th Form open evenings online or in person.
- Attended an online assembly to learn about college, Apprenticeships and University.
- Attended an online assembly to meet some employers and previous students.
- Visited the careers office for a progression meeting and handed in applications for your next step beyond school.
- Attended application interviews at Colleges and/or 6th Forms with places offered.
- Have a general plan of your career pathway.
- Have the opportunity to visit a careers convention online or in person.
- Have the opportunity to visit a University online or face to face.

When you complete year 13, you will have-

- Completed a week of work experience.
- Attended a university taster day.
- Visited the UCAS convention.
- Have had support with your university or apprenticeship applications.
- Have had the opportunity to practice your university or apprenticeship interview skills with a member of TPLT Careers Team.