

## **Careers Education, Information, Advice and Guidance**

### **Careers and Enterprise**

The TWGGS careers department provides access to impartial careers education, information, advice and guidance (CEIAG) to all TWGGS pupils from Year 7 to Upper Sixth Form. Pupils are supported to make informed choices and decisions about their future, develop skills, knowledge and experience to enable them to enter and be successful in the world of work and their future lives. The school co-ordinates work-related learning opportunities including work experience and employer links, to ensure pupils receive current, up to date information and experiences of work. Careers work is underpinned by the school's ongoing policies for teaching and learning, assessment, recording and reporting achievement, PSHE, equal opportunities, health and safety, and special needs, linking with the whole school development plan. TWGGS is currently in the process of being assessed for the Quality in Careers Standard licensed by Investor in Careers.

### **Pupil Entitlement**

Pupils must continue with some form of accredited studying or learning while in education, training or employment until they are 18 years old. The Careers programme is designed to meet the needs of all pupils at TWGGS regardless of race, gender, disability, sexual orientation and religion. Pupils are entitled to CEIAG that is impartial. We aim to prepare each pupil to aspire to and fulfil their career aspirations, supported by:

- Clear and impartial information, advice and guidance;
- Clear impartial advice and information about all the options available so that informed choices and decisions can be made;
- Qualified people to help with decision making on the most appropriate further education, higher education, apprenticeships, training or employment;
- Appropriate and relevant advice and guidance to help make choices and seek to develop a career plan for the future;
- A programme of careers education to help identify and develop skills and qualities to support the transition from school into the world of work and/or further learning; there is the opportunity to be involved in decision making, learn about the world of work, experience the world of work, and develop independent learning skills

### **Careers Education**

- includes self-development, career exploration and career management enabling pupils to make informed choices and decisions about their future and gives information and advice on further and clear decisions about higher education, apprenticeships and employment
- is delivered through PSHE lessons, advisory sessions, group and one-to-one sessions, and careers events, and support for option choices and work experience.
- The lunchtime talk programme and other employer visits support the careers education programme

### **Careers Information**

The careers room contains regularly updated materials for researching different career information including books, leaflets, magazines, college prospectuses, university open days, job vacancies and careers software packages.

### **Impartial Careers Advice and Guidance**

One-to-one interviews offer the opportunity to discuss ideas, find out more information and develop an action plan to help make informed decisions about career pathways. All pupils in Year 11 are offered a one to one interview with the independent Careers Adviser. The information from the interviews is passed to Lower Sixth tutors to enhance their one to one interviews with the pupils when they arrive in the Sixth Form.

## **Work Experience**

Pupils attend formal work experience in Year 11 after GCSE examinations.

Sixth Formers are expected to arrange their own work experience, but can call upon the help of the Careers Co-ordinator, and other staff members.

## **Employer Links**

The school is proactive in developing employer and community links. The Lower Sixth pupils take part in the Young Enterprise Scheme, and Y10 pupils have Enterprise Days run in-house.

## **Implementation**

Careers lessons form part of the school's Personal Social Health Education (PSHE) programme. Other focused events are also provided eg. the annual Sixth Form Options Evening, and the biennial Careers Evenings run in collaboration with The Skinners' School and Tunbridge Wells Grammar School for Boys.

### **Curriculum:**

Careers education is delivered as an integral part of the curriculum, across a wide variety of subjects. The following identifies stand-alone careers education.

#### **Year 7 and Year 8**

- Pupils have a PSHE session with the Independent Careers Adviser where they are encouraged to identify personal traits, strengths and skills and develop confidence and high expectations, and are introduced to the 'world-of-work'.

#### **Year 9**

- Pupils are introduced more formally to careers resources and taught how to use them during a PSHE lesson with the Independent Careers Adviser, using the Fast Tomato software
- Pupils have optional access to the Independent Careers Adviser via drop-in sessions

#### **Year 10**

- Pupils begin to explore post-16 options
- Pupils begin CV and personal statement writing
- Economic awareness is developed during tutor time and assemblies
- All pupils take part in an Enterprise Day working in small teams to solve business challenges as part of their Enterprise Education. Pupils work with representatives from local and national businesses who set challenges and tasks designed to encourage investigation and decision making
- All pupils are offered the opportunity to undertake a personal profiling assessment (Morrisby Online) to help them identify their strengths and weaknesses for the future and to explore appropriate career choices.
- Pupils are encouraged to make the most of all opportunities offered to them eg taster sessions, lunchtime talks, specific events eg Oxbridge prep, applying for medicine, creative careers days

#### **Year 11**

- Pupils are encouraged to consider all their options including further study in Sixth Form, FE colleges, apprenticeships/traineeships, and helped with post-16 choices and applications
- Pupils are assisted and encouraged to have a completed CV and personal statement
- Pupils have a one to one interview with the Independent Careers Adviser offering the opportunity to discuss ideas, find out more information, and develop an action plan
- Pupils are kept up to date with post-16 deadlines, and are encouraged to use careers resources to find out about specific course and careers
- Pupils are encouraged to make the most of all opportunities offered to them eg taster sessions, lunchtime talks, specific events eg Oxbridge prep, applying for medicine, creative careers days

#### **Sixth Form**

- Pupils are encouraged to make the most of all opportunities offered to them eg PSHE lessons, taster sessions, lunchtime careers talks, specific events eg Oxbridge prep, applying for medicine, creative careers days and encouraged to use careers resources available in the school library and careers room and informed where to find out more about specific courses/careers.

- Pupils are kept up to date with post-18 deadlines, and are encouraged to use careers resources to find out about specific course and careers
- Pupils are encouraged to attend university open days, mock interviews, careers interviews and meet potential employers to discuss future options.
- Pupils are supported in doing voluntary work and in arranging appropriate work experience
- Pupils should start to understand how world of work is changing and how to use labour market information
- Pupils are supported in writing their personal statement
- Pupils are supported closely through their applications to university whether that be through the UCAS system, or by direct application
- They are encouraged and supported through their applications for apprenticeships, specifically by PathwayCTM, and helped to plan a gap year where applicable
- Pupils have optional access to independent and impartial adviser via drop-in session

### **Management:**

Mrs Linda Wybar, Headteacher, has overall responsibility for the CEIAG programme within the school, which is delegated to Mrs Gill Field, Assistant Headteacher, Head of Sixth Form. From September 2019, this will be delegated to Miss Jane Parkinson, Deputy Headteacher.

### **Staffing:**

Mrs Naomi Vallely, Careers Coordinator, coordinates the careers programme and is responsible for any administrative work for CEIAG within the school, including keeping the resources in the careers room updated.

Miss Jane Parkinson, Deputy Headteacher, is the UCAS Coordinator and oversees the Apply process for Upper Sixth pupils. She also organises information and support meetings for those pupils who are applying for Oxbridge and/or to study Medicine, Dentistry, or Veterinary Medicine/ Science.

All teaching staff members contribute to careers education and guidance through their roles as tutors and subject teachers.

Mrs Bridget Elinson, the independent Careers Adviser, visits the school for a day each week during the Autumn and Spring terms and provides external independent advice and guidance

Specialist sessions are delivered by external agencies, and by the independent Careers Adviser, organised by the careers coordinator.

Mrs Emma Sanderson, Librarian and Work Experience Coordinator, plans and organises Work Experience placements for Year 11 pupils

Mr Adrian Conroy is the link governor for Careers and fulfils a supporting and monitoring role for the careers work in school

## Appendix 1: Careers Education, Information, Advice and Guidance Plan 2018-19

There has never been a time when careers guidance has been as important for young people as it is today. The landscape of education, training and employment opportunities to be navigated is more complex and more challenging than that faced by previous generations. The raising of the age for participating in learning means that young people face a wider range of choices of courses and places to study. TWGGS is committed to providing a planned programme of careers education, information, advice and guidance (CEIAG) for all pupils in Years 7 to 13. CEIAG is an integrated part of all subject areas. This includes skills for life such as self-awareness, decision-making, problem-solving, opportunity awareness and transition skills. The school is also committed to developing employability skills and ensuring pupils are well-equipped for the current and future labour market. All staff at TWGGS play an active role in preparing pupils for their next steps and future employment through mentor time, subject lessons and a structured careers programme.

Careers education does not just mean informing pupils about their options after school but also how their school career will affect their futures. It is our statutory duty to ensure that all pupils receive independent, impartial advice and guidance regarding all options within the school, how those options might affect their choices on leaving school, and which career pathways will become available to them. By helping pupils with decisions at crucial stages, informing them of all their options, and introducing them to the world of work, we aim to prepare them for life after school, on whichever path they choose. The TWGGS CEIAG Plan sets out how the school intends to provide a structured careers programme with the available resources, which will provide our pupils with the knowledge, inspiration and ability to take ownership of their own career action plans and enable them to enter, and be successful in, the world of work and their future lives.

*The school CEIAG Plan is based on the Department for Education documents:*

1. "Careers Strategy: Making the Most of Everyone's Skills and Talents" - December 2017

2. "Careers Guidance and Access for Education and Training Providers" - January 2018

*The CEIAG Plan links to the Personal, Social, Cultural and Economic Education (PSHE) Policy*

### **Gatsby Benchmarks**

The Gatsby framework provides guidance for schools in improving their careers provision. The eight Gatsby Benchmarks of Good Career Guidance are:

<b>1. A stable careers programme</b>	Every school and college should have an embedded programme of careers education and guidance that is known and understood by students, parents, teachers, governors and employers.
<b>2. Learning from career and labour market information</b>	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 the best use of available information.
<b>3. Addressing the needs of each student</b>	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.
<b>4. Linking curriculum learning to careers</b>	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.
<b>5. Encounters with employers and employees</b>	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.
<b>6. Experience of workplaces</b>	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 expand their networks.
<b>7. Encounters with further and higher education</b>	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.
<b>8. Personal guidance</b>	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.

### ***Pupil Entitlement***

We aim to prepare each pupil to fulfil their career aspirations, supported by:

- Clear and impartial information, advice and guidance
- Clear impartial advice and information about all the options available so that informed choices and decisions can be made
- Qualified people to help with decision making on the most appropriate further education, higher education, training or employment
- Appropriate and relevant advice and guidance to help make choices and seek to develop a career plan for the future
- A programme of careers education to help identify and develop skills and qualities to support the transition from school into the world of work and/or further learning
- Personal support and information on progress

There is the opportunity to:

- Be involved in decision making
- Learn about the world of work
- Experience the world of work
- Develop independent learning skills

### **Year 7 and Year 8**

- Pupils have a PSHE session with the Independent Careers Adviser where they are encouraged to identify personal traits, strengths and skills and develop confidence and high expectations, and are introduced to the 'world-of-work'.

### **Year 9**

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- Pupils have optional access to the Independent Careers Adviser via drop-in sessions

### **Year 10**

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- Economic awareness is developed during tutor time and assemblies
- All pupils take part in an Enterprise Day working in small teams to solve business challenges as part of their Enterprise Education. Pupils work with representatives from local and national businesses who set challenges and tasks designed to encourage investigation and decision making
- All pupils are offered the opportunity to undertake a personal profiling assessment (Morrisby Online) to help them identify their strengths and weaknesses for the future and to explore appropriate career choices.
- Pupils are encouraged to make the most of all opportunities offered to them eg taster sessions, lunchtime talks, specific events eg Oxbridge prep, applying for medicine, creative careers days

### **Year 11**

- Pupils are encouraged to consider all their options including further study in Sixth Form, FE colleges, apprenticeships/traineeships, and helped with post-16 choices and applications
- Pupils are assisted and encouraged to have a completed CV and personal statement
- Pupils have a one to one interview with the Independent Careers Adviser offering the opportunity to discuss ideas, find out more information, and develop an action plan
- Pupils are kept up to date with post-16 deadlines, and are encouraged to use careers resources to find out about specific course and careers

- Pupils are encouraged to make the most of all opportunities offered to them eg taster sessions, lunchtime talks, specific events eg Oxbridge preparation, applying for medicine, creative careers days

### **Sixth Form**

- Pupils are encouraged to make the most of all opportunities offered to them eg PSHE lessons, taster sessions, lunchtime careers talks, specific events eg Oxbridge preparation, applying for medicine, creative careers days and encouraged to use careers resources available in the school library and careers room and informed where to find out more about specific courses/careers.
- Pupils are kept up to date with post-18 deadlines, and are encouraged to use careers resources to find out about specific course and careers
- Pupils are encouraged to attend university open days, mock interviews, careers interviews and meet potential employers to discuss future options.
- Pupils are supported in doing voluntary work and in arranging appropriate work experience
- Pupils learn how to manage a career in terms of progression, budgeting and planning for the future.
- Pupils should start to understand how world of work is changing and how to use labour market information
- Pupils are supported in writing their personal statement
- Pupils are supported closely through their applications to university whether that be through the UCAS system, or by direct application
- They are encouraged and supported through their applications for apprenticeships, and helped to plan a gap year where applicable
- Pupils have optional access to independent and impartial adviser via drop-in session

### **Impartial Careers Information**

The careers department is located in the Geography corridor in the main building and provides access to careers information for researching different career pathways. Pupils have access to information in the careers room in the form of books, leaflets and posters, magazines, college/university prospectuses and job vacancies. Pupils are also able to access career software packages and speak to the careers adviser for guidance and support.

Mrs Naomi Vallely – Careers Leader  
[careers@twggs.kent.sch.uk](mailto:careers@twggs.kent.sch.uk)  
 01892 559161 (direct line)

Mrs Bridget Elinson – Independent Careers Adviser  
[bridget.elinson@twggs.kent.sch.uk](mailto:bridget.elinson@twggs.kent.sch.uk)  
 (weekly)

### **Careers Education**

- Includes self-development, career exploration and career management, enabling pupils to make informed choices and decisions about their future and gives information and advice on further and higher education, apprenticeships, and employment.
- Is delivered through the curriculum, assemblies, group and one-to-one sessions, and specific events, and includes support for option choices and work experience.
- Employer talks and visits support the careers education programme.

### **Careers Advice and Guidance**

- All Year 11 pupils have a one-to-one interview with the Independent Careers Adviser offering the opportunity to discuss ideas, find out more information, and develop an action plan. In addition, all pupils are offered optional access to the Independent Careers Adviser via drop-in sessions
- All Sixth Form pupils have a one-to-one interview with the Director of Achievement Sixth Form in each year to discuss future plans and goals and to track progress. In addition, all pupils are offered optional access to the Independent Careers Adviser via drop-in sessions
- Teachers/tutors offer advice within their subject areas.

### **Work Experience**

Pupils attend a two week work placement in Year 11 which is, as far as possible, related to their career interests and aspirations. However, we recognise the value of work experience, even if it is not directly related to the pupil's career plan. Vital employability skills can be learnt on any placement. The placement supports pupils to explore career pathways to ensure they make informed decisions when deciding on their Post-18 options.

TWGGGS encourages Sixth Form pupils to engage in voluntary work, and to arrange work placements/Insight days, which support their academic studies.

Mrs Emma Sanderson – Y11 Work Experience Coordinator [library@twggs.kent.sch.uk](mailto:library@twggs.kent.sch.uk)

**Employer Links**

We are proactive in developing employer and community links, supported by the Careers & Enterprise Company, PathwayCTM, and our Enterprise Adviser, Zoe Clark from TrinityM. We have particularly strong links with local firms: AV Trinity, AXAPPP, AXA Global Healthcare, Cripps, and BussMertonLaw. Our Careers link-governor is Adrian Conroy. We run a TWGGS LinkedIn page and encourage strong links with our alumni <https://www.linkedin.com/school/tunbridgewellsgirls'grammarschool/about/>

**Evaluation**

Pupils and staff are asked to evaluate all CEIAG activities and provide feedback which is used to inform the planning of events for the next academic year

The Gatsby Benchmark Compass Tool is used to evaluate the success of the overarching Careers Plan. A full review of our CEIAG programme, using the Compass Tool, is completed at least annually

TWGGGS is working towards the Quality in Careers Standard with Investors in Careers, supported by TrustCareers

**Delivery Partners:**

	<p>Provide our mentor for the Investors in Careers award.</p>
	<p>Linking pupils to local employers and the workplace through tailored support from a trained Enterprise Coordinator.</p>
	<p>Provide support to Sixth Form pupils linking them to apprenticeship employer and insight training day to improve the employability, career prospects and lives of school leavers.</p>
	<p>Not our Enterprise Adviser, but the relationship with AV Trinity facilitates employer encounters with pupils at TWGGS in the shape of work place visits, inspirational talks, work placements, mock interviews, networking etc. Trinity AV employ a higher than usual number of women by the usual standards of the sector and are keen to inspire more women.</p>
<p>TrinityM Ltd Trinity Place, 14 Sovereign Way, Tonbridge</p>	<p>Zoe Clark, HR at TrinityM, is our Enterprise Coordinator, matched with us by the Careers &amp; Enterprise Company (above)</p>

## Appendix 2: Examples of lunchtime talks delivered 2016-18

### 2017-18

Cambridge University talk – L6th and U6th  
GP, 'Getting Into Medicine'  
Fashion Retail Academy workshop with Y11 Textiles pupils & lunchtime talk  
Film producer; (supported by dressmaker and tailor and a composer) – 'A Career in Film'  
Bird and Bird solicitors - 'A Career in Law';  
3 x Interns from Roche Diagnostics, 'A Career in Science'  
Laing O'Rourke - 'Careers in Construction and IT'  
Recent old girl – 'Applying to Oxbridge'  
JP Morgan - 'Careers in The City – Investment Banking'  
Recent old girl – 'Life at Cambridge'

### 2016-17

Recent old girl, 'Applying For Medicine'  
Recent old girl, 'Engineering at Cambridge'  
Recent old girl, 'Getting into Oxford'  
Cambridge University, Interview Workshop  
Head of Training at the BMJ – 'Registering and using Student BMJ Online'  
Head of Production at The Garden, and Old Girl, 'A Career in Broadcasting'  
Pennington PR. 'Marketing and PR'  
Sixth Form Economics Conference  
STEM ambassadors from DSTL – 'Careers in STEM – Explosives Detection'  
Head of Journalism at the University of Kent – 'My Journalistic Career'  
Recent old girl 'Professional Services & EY School Leavers' programme'  
Cambridge Roadshow  
**Creative Careers Day –**  
Actor – drop-in session;  
Student Recruitment & Outreach Officer, Goldsmiths, University of London - 'A Career in the Creative Industries'.  
Workshop in afternoon – 'Creating a Festival'  
West Kent College – 'Art Foundation courses, and Art as a Career'