



## Hetton School: Careers Programme 2020-2021 Throughout Covid 19 situation

### Aim:

At Hetton School we are committed to providing all our students in Years 7-11 with a comprehensive programme of careers, education, information, advice and guidance (CEIAG) and work related learning (WRL). Every school and college should have an embedded programme of career education and guidance that is known and understood by students, their parents, teachers, governors and employers. Every student and parent should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed advisor to make best use of available information.

We have a duty to secure independent careers guidance for all Year 7-11 students (the education act of 2011 – provide guidance and access for education and training providers). Our overall aim is to provide quality and comprehensive information, advice and guidance to all of our students to help them make informed and realistic career decisions. 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 that students need to navigate is more complex and challenging than that faced by previous generations.

**We have set out this plan during the Covid 19 Pandemic with the emphasis on providing as many opportunities that is possible in this situation. Many events which would have taken place outside of school will be delivered in school by organisations either Face to Face or Virtually. Some events have been planned for later in 2021 but could be subject to change.**

<b>1. A stable careers programme</b>	Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.	<ul style="list-style-type: none"> <li>• Every school should have a stable, structured careers programme that has the explicit backing of the senior management team, and has an identified and appropriately trained person responsible for it.</li> <li>• The careers programme should be published on the school’s website in a way that enables pupils, parents, teachers and employers to access and understand it.</li> <li>• The programme should be regularly evaluated with feedback from pupils, parents, teachers and employers as part of the evaluation process.</li> </ul>
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<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 best use of available information.	<ul style="list-style-type: none"> <li>• By the age of 14, all pupils should have accessed and used information about career paths and the labour market to inform their own decisions on study options.</li> <li>• Parents should be encouraged to access and use information about labour markets and future study options to inform their support to their children.</li> </ul>
<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.	<ul style="list-style-type: none"> <li>• A school's careers programme should actively seek to challenge stereotypical thinking and raise aspirations.</li> <li>• Schools should keep systematic records of the individual advice given to each pupil, and subsequent agreed decisions.</li> <li>• All pupils should have access to these records to support their career development.</li> <li>• Schools should collect and maintain accurate data for each pupil on their education, training or employment destinations for at least three years after they leave the school.</li> </ul>
<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.	<ul style="list-style-type: none"> <li>• By the age of 14, every pupil should have had the opportunity to learn how the different STEM subjects help people to gain entry to, and be more effective workers within, a wide range of careers.</li> </ul>
<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.	<ul style="list-style-type: none"> <li>• Every year, from the age of 11, pupils should participate in at least one meaningful encounter* with an employer. In the current climate these encounters will be carried out virtually in the first half of the year and reviewed January 2021</li> </ul> <p>*A 'meaningful encounter' is one in which the student has an opportunity to learn about what work is like or what it takes to be successful in the workplace.</p>
<b>6.Experiences of workplaces</b>	Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience	<ul style="list-style-type: none"> <li>• By the age of 16, every pupil should have had at least one experience of a workplace, additional to any part-time jobs they may have.</li> </ul>

	to help their exploration of career opportunities, and expand their networks.	Work Experience is likely to be a Virtual programme due to the Covid 19 situation. <ul style="list-style-type: none"> <li>• By the age of 18, every pupil should have had one further such experience, additional to any part-time jobs they may have.</li> </ul>
<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.	<ul style="list-style-type: none"> <li>• By the age of 16, every pupil should have had a meaningful encounter* with providers of the full range of learning opportunities, including Sixth Forms, colleges, universities and apprenticeship providers. This should include the opportunity to meet both staff and pupils.</li> </ul> <p>Colleges are providing Virtual visits or pre-recorded videos showing what the colleges offer and students will be encouraged to apply online rather than application forms.</p> <p>Taster Days will hopefully happen for Year 10 in June 2021</p> <ul style="list-style-type: none"> <li>• By the age of 18, all pupils who are considering applying for University should have had at least two visits to universities to meet staff and pupils.</li> </ul> <p>*A 'meaningful encounter' is one in which the student has an opportunity to explore what it is like to learn in that environment.</p>
<b>8.Personal guidance</b>	Every student should have opportunities for guidance interviews with a career 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.	<ul style="list-style-type: none"> <li>• Every pupil should have at least one such interview by the age of 16, and the opportunity for a further interview by the age of 18.</li> </ul> <p>Year 11 students will have a face to face Careers Interview with a Level 6 Adviser the interview will take place socially distanced with a number of students at greater need.</p> <p>Together for Children Careers Advisers will carry out face to face interviews with SEND and Vulnerable students.</p>

We are actively engaging with the nationally respected Gatsby benchmarks – <http://www.gatsby.org.uk/calculation/focus-areas/good-career-guidance> and make progress towards the different benchmarks as our careers advice and guidance goes. We work closely with North East Local Enterprise Partnership <https://www.nelep.co.uk/>. We welcome interaction with local businesses and technical education and apprenticeship providers. Any employer or education establishment should contact the school and speak with Mrs Julie Chalk (Careers Leader) or Mrs Jane McKeown (Senior Leader).

The Gatsby Benchmarks provide the structure to our growing careers programme which aims to give all our pupils the advice and guidance they need to make informed decisions at each of their school career crossroad points. In 2018-19 some of the activities or support we have provided in school are listed below:

- All Year 7 pupils had/have a **visit to a local College**
  - All Year 8 pupils had/have a **visit to a local University**
  - Some Year 10 & 11 pupils took part in **'Discover Health Careers' with Sunderland Royal Hospital and Sunderland University**
  - All Year 11 pupils **have virtual talks by the local Colleges**
  - All Year 11 pupils / had have a one-to-one impartial careers interview with a qualified careers adviser. Follow-up interviews have also taken place for some pupils.
  - The School now have a global bridge profile <https://www.globalbridge.org.uk/> to help connect with potential employers and College/University destinations.
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- Some Year 8 pupils will take part in the **Science & Technology Lego League Tournament**
  - Some Year 8 pupils will take part in the **Faraday Challenge at Hetton School**
  - Some Year 8 students will take part in the **Science Festival at Durham University**
  - Some Year 9 & 10 pupils will take part in the **NextGen Digital Industry Day at Sunderland College**
  - Some Year 9 & 10 pupils will take part in **Men into Healthcare at New College Durham**
  - Some Year 9 & 10 students will take part in **Girls into Engineering at New College Durham**
  - Some Years 9, 10 & 11 will take part in the **Oxford and Cambridge University Road Show**
  - All of Year 10 pupils will take part in **Taster Days at the Local Colleges.**
  - Some Year 10 students will take part in a **Residential at Newcastle, Oxford & Cambridge Universities**
  - All of Year 10 students will take part in **STEM activities with New College Durham**
  - All Year 11 pupils **will have impartial careers interview with a qualified careers adviser. Follow-up interviews will also take place for some pupils.**

## **Careers Programme Structure:**

### **Year 7:**

- What career options are available?
- What are my goals and personal achievements?
- What skills are needed for particular jobs?
- Public speaking
- Dealing with constructive feedback
- Dealing with Finances

### **Year 8:**

- Investigate Careers options
- What are Post 16 pathways?
- What is Further Education?
- What is Higher Education?
- Finances when studying

### **Year 9:**

- Work/life balance
- Modern day slavery
- Workplace rights
- Personal finances
- Jobs and finances
- The world of work
- Setting targets
- Career paths

- Business enterprise
- Financial capability

#### **Year 10:**

- Think Future – Who chooses your career?
- Achieve your Career Goals.
- Your Personalised Action Plan.
- Is there another way?
- A holistic approach to Careers.
- Roles in business.
- You're hired!
- Working Abroad.
- Managing your online identity.
- What is the function of a CV?
- Write your own CV.
- What is a Covering Letter?
- Write a Covering Letter.
- Year 10 Work Experience preparation.
- Mock Interview preparation.

#### **Year 11:**

- College Options - A levels Vs BTECs Vs Apprenticeships.
- Research your local colleges.
- Future Plans – internet research.
- Revision plans
- College interview preparation.
- 1-2-1 Guidance.

**Programme Overview:**

<b>Career related activity</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>	<b>Year 11</b>
Assembly	√	√	√	√	√
Tutorial programme	√	√	√	√	√
Careers lessons in PSHE	√	√	√	√	√
Drop down days	√	√	√		
Visits from employers (Virtual )	√	√	√	√	√
Visits to employer (Virtual)	√	√	√	√	√
Work experience				√*	
FE taster days Summer 2021	√	√	√	√	
HE taster sessions Summer 2021	√	√	√	√	
Visits from FE / HE (Virtual)	√	√	√	√	√
Future Me (NECOP) (Virtual)			√	√	√
Enterprise Activities	√	√	√	√	
Interview Preparation (Virtual)	√*	√*	√*	√*	
Careers Talks	√*	√*	√*	√	√
External careers events (Virtual )					
One to one guidance interviews	On request	On request	On request	√*	√
National Citizenship Service					√
ONE Vision Programme				√	

√\* - this activity does not include the whole cohort.

**Activities Overview:**

<u>Date:</u>	<u>Time:</u>	<u>Year group:</u>	<u>No of Pupils:</u>	<u>Delivered By:</u>	<u>Venue:</u>	<u>Activity:</u>
10-9-20	8.45am – 9.15am	Y11	All	East Durham College	In School Virtually	Introduction to East Durham College and courses on offer.
15-09-20	9.00am – 12.30pm	Y10	All	<del>North East Skills Event</del> This was cancelled due to Covid 19	Metro Arena	<del>Large Careers Event with Colleges, Universities, Training Colleges and Businesses in attendance.</del>
Ongoing Sept 2020 – July 2021		Y10	30	One Vision Careers Mentoring	In School virtually	Careers Advisers have meetings with students to prepare them for Post 16
Ongoing Sept 2020 – July 2021		Y10	All	One Vision Programme	In School / virtual	A number of events with Employers, Universities & Colleges to show students opportunities available to them Post 16.
18-09-20	8.45am – 9.15am	Y11	All	Durham 6 <sup>th</sup> form	In School virtually	Introduction to Durham 6 <sup>th</sup> form Centre and courses on offer.

2-10-20	8.45am – 9.15am	Y11	All	Newcastle College	In School virtually	Introduction to Newcastle College and courses on offer.
9-10-20	8.45am – 9.15am	Y11	All	ASK Apprenticeships	In School virtually	Students are made aware of Apprenticeships Post 16, Post 18 and types of Apprenticeship.
16-10-20	8.45 – 9.15am	Y11	All	New College Durham	In School Virtually	Introduction to New College Durham and courses on offer.
October ongoing	Various times	Y11	Targeted students	Together for Children Careers Adviser	In School	Extra support for SEND students and other vulnerable groups.
18-11-20	8.45am – 9.15am	Y11	All	Sunderland College	In School Virtually	This fun and engaging assembly to education and the college.
19/11/20 26/11/20 10/12/20	9.10am-3.20pm	Y11	20 Targeted	NCD CEIAG	In School Virtual	1 to 1 interviews with students to give advice and guidance on careers and support with college and apprenticeship applications.
W/C 04-01-2021	TBC	Y10 & 11	60	Oxford University	In school	Undergraduates & Tutors will talk about Oxford University and other Russell Group universities are encouraging students from state schools to apply.
08/1/2021	8.45am – 9.10 am	Y11	All	SETA Apprenticeships	In school	Students will be given an insight to Apprenticeships, Labour Market information and what is involved in applying for an apprenticeships and qualifications gained.

TBC	9.10am-1.00pm	Y 7,8,9,10,11	10	State of the City Debate	Sunderland Civic Centre Virtual	Students will represent Hetton School in a debate on issues which affect young people from protecting their environment, knife crime and lack of funding in schools.
W/C: 11-01-2021	9.10am-11.00am	Y9 & 10	60	Cambridge University	In School Session delivery TBC	Road Show Graduates will speak to selected students in an interactive workshop about studying in a Russell Group University.
TBC	12.00pm - 3.00pm	Y10	15	Sunderland Royal Hospital	Sunderland University	The annual day will be followed by occupational area specific events including Discover Healthcare Science, Discover Nursing, and Discover Medicine.
TBC	9.00am-3.00pm	Y10	15	Sunderland College	Sunderland College	NEXTGEN - Digital Sector Activities include animation, computer gaming, simulation visualisation.
TBC	9am-3pm	Y8	10	Faraday Team	In school	Science & Technology Lego League Tournament.
TBC	8.50am - 9:20am	Y9 / Y10	All	Sunderland College	In school	Talks delivered during morning tutor time, including current Sunderland College students.
2-03-2021	9.00am - 10.00am	Y9 & 10	All	FutureMe Buzz Personality Workshop	In School	Students discover their personality strengths in a fun and engaging way.
TBC	PM	Y10	15	Sunderland College	Sunderland College	Meeting organisations and Businesses who offer Apprenticeships

TBC	All day	Y9	25	Teesside University	Teesside University	Choose Your Future Programme
TBC	9.00am - 2.00pm	Y9 / Y10		New College Durham	New College Durham	Men into Healthcare and Early Years.
TBC	All Day	Y 8&9	20	Newcastle University	Newcastle University	MAD Day Medicine & Dentistry Day
TBC	9.00am - 3.00pm	Y7		Newcastle University	Newcastle University	Univenture Students will take part in a range of fun interactive and educational sessions assisted by current university students.
TBC	1 hour	Years 7,8,9,10	490	BBC Bitesize Tour	School	Focus on Careers in the Media & Arts
TBC	9am-12.30pm	Year 10 &11	20	Health Science Day	Sunderland University	Careers in Health Science
TBC	9.30am - 3.00pm	Y9 / Y10	12	New College Durham	New College Durham	Women into Engineering.
TBC	9.00am - 3.00pm	Y8		Durham University	Durham University	Science Festival.
TBC	9-3	Year 10	10	Enterprise Event NECOP	Stadium of Light	NECOP students taken as part of the FutureMe Mentoring Programme
TBC	9.00am - 3.00pm	Y9	8	Sunderland University	Sunderland University	Faraday Science & Technology Challenge.

TBC Summer Term 2021	3 days	Year 10	30	Newcastle University	Newcastle University	Residential visit to the University
TBC Summer Term 2021	9.30- 2.30	Year 10	110	Taster Days	Sunderland College	Insight to Post 16 courses
TBC Summer Term 2021	9.00am - 2.00pm	Y7 / Y8/9	All	Sunderland College	In school	Year 8 & 9 will spend half of the day at college, boys doing “girls” careers and girls doing “boys” careers activities, then spend half of the day at school, college will look at brining STEM activity into the school, as well as running raising aspiration student talk.
TBC Summer Term 2021	Residential	Y10	10	Cambridge University	Cambridge University	An insight to University life taking part in workshops and lectures. Staying overnight in Halls of Residence.
TBC Summer Term 2021	9.30am- 2.30pm	Y10	All	East Durham College Durham	East Durham College Durham	Further Education Taster Day.
TBC Summer Term 2021	9.00am - 2.30pm	Y10	TBC	New College Durham	New College	STEM Day – Raising Aspirations in Science with embedded English (including Careers session).
TBC Summer Term 2021	9.30am- 2.30pm	Y10	All	Sunderland College	Sunderland College	Further Education Taster Day.

TBC Summer Term 2021	9.00am – 2.30pm	Y9	24	Sunderland University	Sunderland University	NECOP Mentoring Celebration Day.
TBC Summer Term 2021	5 days	Year 10	All	Work Experience		All Students involved in Work Experience
TBC Summer Term 2021	1 day	Year 10	60	Durham 6 <sup>th</sup> Form Centre	Durham 6 <sup>th</sup> Form Centre	Taster Day

### How is the careers provision assessed at Hetton School?

The school is developing a multi-level approach to assessing careers provision.

- Termly review of the school's achievement of the Gatsby Benchmarks, with Careers Lead and SLT link. Evidence is recorded in a living document, tracking progress against the benchmarks and is used to inform priority planning for the following academic year.
- Employers and External providers that deliver sessions to pupils and students are sent feedback request forms which are used to inform the planning of future, re-occurring events.
- The Careers leader and SLT link meet fortnightly to discuss the day-to-day logistics of the school's career program – making adjustments to improve the quality of current provision and plan for future provision to be increasingly effective.
- From Autumn Term 2018, Careers learning walks will take place to track, monitor and evaluate the impact of curriculum links with careers. Feedback will then be shared with SLT to inform future curriculum planning decisions.

### Other Useful Careers Links:

#### Careers Advice

- The National Careers Service (including a free chatline) - [Click Here](#)
- Tyne and Wear Connexions service (local advice) - [Click Here](#)

- iCould (careers videos) - [Click Here](#)
- Job Centre Plus (job hunting and applying) - [Click Here](#)
- Apprenticeships (apprenticeships and traineeships) - [Click Here](#)
- Labour Market Northeast (shifts and trends) - [Click Here](#)

#### **Applying for Post-16 Study**

- Durham Johnston - [Click Here](#)
- New College Durham - [Click Here](#)
- East Durham College - [Click Here](#)
- Durham 6<sup>th</sup> Form Centre - [Click Here](#)
- Sunderland College - [Click Here](#)

#### **Applying for University**

- UCAS (university applications) - [Click Here](#)

#### **Grants to help with studying**

- HE Student Finance (University grants) - [Click Here](#)
- 16-19 Bursary Fund (grants for studying in Year 12/13) - [Click Here](#)

#### **Websites**

[www.careersbox.co.uk](http://www.careersbox.co.uk) – careers films on the web

[www.nationalcareersservice.direct.gov.uk](http://www.nationalcareersservice.direct.gov.uk) – provides information and advice to help you make decisions on learning and training for work

[www.whatuni.com](http://www.whatuni.com) – helps students find universities and courses that suits them best

[www.icloud.com](http://www.icloud.com) – provides careers inspiration and information for young people

[www.careersworld.co.uk](http://www.careersworld.co.uk) –to find the best training and career opportunities in England

[www.gov.uk/apply-apprenticeship/](http://www.gov.uk/apply-apprenticeship/) - apply for apprenticeships and get email and text alerts

[www.successatschool.org.uk](http://www.successatschool.org.uk) – for young people to explore careers and look for the latest jobs

[www.ucas.com](http://www.ucas.com) – higher education information system

[www.prospectusfinder.co.uk](http://www.prospectusfinder.co.uk) – easily find the website to any university or college

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