

Nottingham Free School Careers Policy



Introduction

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

Policy Statement

Nottingham Free School is committed to providing a planned programme of Careers, Employability and Enterprise for all students in years 8-13. We will also follow the Gatsby Benchmarks 2018 for KS3, KS4 and Post 16 as well as other relevant guidance from the DfE, QCA and Ofsted, People's Information, Advice and Guidance. Nottingham Free School is committed to meeting and exceeding our legal responsibility for securing access to independent and impartial guidance for all pupils in years 7 – 13. Young people will have the opportunity to develop their knowledge and skills so they make the right choice and effective transition to their preferred pathway.

At Nottingham Free School we believe that all young people and parents will need advice, guidance and support in working towards and planning for the future after leaving the academy. Parental involvement is as an integral part of careers, employability and enterprise education. Nottingham Free School is committed to keeping parents involved in their child's career skills development through parents' meetings, reports, access to their child's careers library and other appropriate means. Through our work with both students and parents Nottingham Free School will always provide a relevant and personalised Careers, Employability and Enterprise programme for students at the appropriate stage in their learning.

Pupil entitlement

All pupils in years 7-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Gatsby Benchmarks

To secure the best chances our young people have in gaining employment and at the same time addressing the skill needs of employers in our area, Nottingham Free School is committed to ensuring all Gatsby Benchmarks are met. These benchmarks provide the methodology by which we can significantly improve the employability and life skills of our young people regardless of their academic ability or which career pathway they choose to take. The table below shows each benchmark and the current related provision.

Benchmarks	Current Action
<p>1. A stable careers programme. 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.</p>	<ul style="list-style-type: none">• Half-termly active tutoring sessions and homework for year 7, 8, 9 – see scheme of work.• Careers activity days for years 9 and 10 - develop employability skills, provide employer interactions, provide interview practice and information on pathways, visit a university.
<p>2. Learning from career and labour market information. 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.</p>	<ul style="list-style-type: none">• Planned careers lessons in the PSHCE programme – year 9, year 10 and year 11 on labour market information.• Active tutoring for all.• Talks by outside providers on apprenticeships and vocational courses.• Apprenticeships fair – Nottingham College (tbc)

<p>3. Addressing the needs of each student. 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.</p>	<ul style="list-style-type: none"> • NEETs potentials mentored to ensure a good outcome at the end of year 11 – help with applications and research. • All year 9s have a one-to-one interview with their tutor prior to finalising options choices. • Visitors from a range of social and ethnic backgrounds invited into speak with students. • SEN students targeted for support in choosing options, finding work experience and selecting appropriate post-16 options.
<p>4. Linking curriculum learning to careers. 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.</p>	<p>All subject areas have identified how careers links will be embedded into their curriculum – the planned list of activities is available in the scheme of work. The school accesses various STEM careers events throughout the year, including visiting speakers, workshops and external visits.</p>
<p>5. Encounters with employers and employees. 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.</p>	<ul style="list-style-type: none"> • Some curriculum areas invite external providers as part of planned lessons to ensure each pupil has a minimum of one employer interaction within the curriculum. • Careers talks – volunteer speakers talk to students about their careers • Year 10 and 12 work experience • Activities days – a number of employers visit during these days to do mock interviews and to be questioned about their careers.
<p>6. Experiences of workplaces. 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.</p>	<p>All students participate in year 10 and year 12 work experience.</p>
<p>7. Encounters with further and higher education. 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.</p>	<ul style="list-style-type: none"> • Widening participation scheme with Nottingham and Nottingham Trent Universities. • Nottingham University talks with year 8, 9, 10, 11 • External providers talk about vocational courses and apprenticeships. • Apprenticeships Fair (Nottingham College) (tbc) • Local college open days – promoted to students • Futures careers event (tbc) • All students in year 10 visit a university in the summer term • Cambridge visit for the most able
<p>8. Personal guidance. 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</p>	<ul style="list-style-type: none"> • Careers guidance at key points – choosing options in year 9 and with a level 6 trained adviser in year 11. Guidance is offered to year 12 and 13 students and taken up according to need. • Subscription to Unifrog enables each student to record intentions and access a wide variety of personalised options. Unifrog is used extensively by years 12 and 13..

Management of provider access requests

Procedure

A provider wishing to request access should contact Mrs P Barrett Careers Coordinator,

Telephone: 0115 8964949 Email: contact@nottinghamfreeschool.co.uk

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. We have regular drop-in careers talks at lunchtimes by a variety of presenters. These come from a wide range of careers and involve parents and other members of our local community as well as volunteers from a wide range of employment sectors.

Career Curriculum

Our careers scheme of work includes a yearly focus on careers and the following table shows the themes covered and activities provided. In addition, individual departments highlight relevant careers as part of their ongoing curriculum.

Year	Theme	Aims (lessons/active tutoring)	Additional
7	The world is my oyster	Have knowledge of a range pathways + careers Identify my skills and strengths Identify my dreams Recognise and evaluate stereotypes of working life Understand employability skills	Aspire Group (Nott Uni) Careers lunchtime talks
8	My goals, my future	Have knowledge of a range of careers/ pathways Understand how to access LMI Recognise importance of STEM careers Recognise +evaluate careers stereotypes Recognise different ways of working Understand the importance of researching careers	Aspire Group (Nott Uni) Careers Friday lunchtime talks Nottingham University workshop
9	Exploring pathways	Understand yourself Recognise unconscious bias of self and others in relation to careers choice Know how to research jobs and LMI Understand post-16 options – pros + cons of vocational and academic pathways Write a CV	Aspire Group (Nott Uni) Careers Friday lunchtime talks One to one meeting with tutor to discuss options for GCSE Workshop by Nottingham University on careers and degrees Employability skills – half day with GF Tomlinson (30 students) Big Bang Fair(tbc)
10	Stand out from the crowd	Develop employability skills (CV writing, interviews) Prepare and complete work experience Be aware of your responsibilities and rights as a student, trainee or employee for staying healthy and following safe working practices Understand how our social media presence can affect our employability Evaluate post-16 options	All visit Nottingham University (tbc) Aspire Group (Nott Uni) Cambridge University trip (tbc) Careers Friday lunchtime talks Work experience Futures Careers event (tbc) Employer speed dating Mock interviews Finance workshop ASK apprenticeship workshop Big Bang Fair(tbc)
11	Life after GCSEs	Understand how to apply for college / post – 16 – write application forms Explore post-16 options using Unifrog and college websites Know how to analyse the labour market Consider degree courses requirement to ensure post-16 options are relevant	College open event – local colleges invited into school Apprenticeships trip (tbc) Future careers event (tbc) Aspire Group (Nott Uni) Personal Guidance interview with level 6 adviser Careers Friday lunchtime talks Work placements arranged for vulnerable students Work experience (2021/22 only)
12	Looking to life after A levels	Have knowledge of different pathways – employment, apprenticeship, university	Mock interviews with employers (end of year 12) Work experience Range of visiting speakers Personalised opportunities placed in Unifrog "locker" Careers lunchtime talks offered
13		Have the skills to make informed decisions about the future Know how to apply for university Understand personal finance	Careers interview with level 6 adviser - offered Input on advanced and intermediate apprenticeships Detailed guidance on university application process Personalised opportunities placed in Unifrog "locker" Mock interviews with head teacher

Enrichment Programme 2021-2022

Extra-curricular provision at Nottingham Free School develops highly desired employability skills and depth of character as well as supporting our students' well-being and mental health. All students are offered the opportunity to participate in an extensive range of opportunities from 3:30pm until 4:30pm.

We offer a broad programme free of charge which provides a variety of creative, sporting, music, social and academic opportunities throughout the school year, some of which lead to well-known qualifications such as the Duke of Edinburgh's Award.

Reviewed by: J Tomasevic /P Barrett /

Date of latest review: November 2021

Date of next review : September 2022