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THE CAREERS &  
ENTERPRISE  
COMPANY

**Cockermouth School**

**Careers Plan 2018/19**

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## 1. Careers education information and guidance in schools.

- Since 2012 schools have had a statutory duty to secure independent and impartial careers guidance for their students in years 8 through to 13.
- Careers Education Information and Guidance (CEIAG) plays an increasingly important role in education and there have been a number of informative publications, which provide a framework for the provision of careers education and guidance.
- The Gatsby Foundation Good Career Guidance (2014) highlights eight good practice benchmarks, which schools need to meet by 2020.  
<http://www.gatsby.org.uk/education/focus-areas/good-career-guidance>
- The Careers guidance and access for education and training providers (2018) from the Department for Education also gives clear information about schools' roles and statutory duties regarding their careers provision.  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/672418/Careers\\_guidance\\_and\\_access\\_for\\_education\\_and\\_training\\_providers.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672418/Careers_guidance_and_access_for_education_and_training_providers.pdf)
- These two publications form the basis of our careers plan.
- From September 2018 schools should also publish details of their careers programme so that it is known and understood by students, parents/carers, teachers, governors and employers. The school should invite feedback on the plan from these groups as part of a regular evaluation of the careers programme. The plan should demonstrate how the school is responding to meeting the 8 Gatsby benchmarks.

## 2. Our vision.

- At Cockermouth School we are determined to ensure that an extensive programme of careers education is provided to all students throughout their time with us and we have as a focus that all students are provided with access to high quality, impartial and unbiased careers information and equal opportunities for careers education from Year 7 onwards.
- Effective delivery of CEIAG, which includes provision for self-development, employability skills and career exploration will enable students to have a greater understanding of the requirements for their own particular career interests.
- The recent changes to the GCSE and A-Level courses alongside the extensive range of qualifications and pathways that exist post-16 mean that it is crucial we continue to provide students with high quality advice and guidance to ensure that they are well-informed to make aspirational and positive choices about their futures.
- We intend to develop our relationship with our Carers and Enterprise adviser and Inspira, alongside local and national employers and education providers to secure world-class advice and experiences for our students. Cumbria was recently successful in its application to become one of the local careers hubs and this offers us a great resource to tap into.
- The ever-changing labour markets and the uncertain political and economic situation in the UK and beyond mean that we recognise that our role here in school has become even more important moving forward in giving the best quality support and guidance.

### **3. Years 7-11.**

- The school's PD (Personal Development) programme, delivered by a specialist team of teachers incorporates many careers based activities throughout Years 7-11, although all subject areas also have a key role to play in this process. All Heads of Department are encouraged to provide opportunities for students within lesson time to show direct links to employment opportunities from within their own subject area.
- Other careers based activities and events are co-ordinated by our pastoral teams and delivered by our Heads of Year and form tutors. We also invite a range of outside speakers and providers into school to provide up to date information on a range of careers and pathways.
- The transitions between key stages are particularly crucial and students and parents are provided with clear advice and guidance, especially during the preferences processes in both Years 9 and 11.
- Students use the Start careers software from Key Stage 3 to explore and develop their knowledge of a range of careers.
- Information on apprenticeships, job opportunities, technical education qualifications and the current labour market are shared with students through form tutor bulletins, on Firefly and displayed on year group notice boards.
- In November we hold an information evening for students and parents, giving up to date information on changes to qualifications and advice and guidance on post 16 options.
- All students in Year 10 complete a week long work experience programme in July.

#### **4. Years 12 and 13.**

- The sixth form team organise their own futures programme, which runs in Year 12 and incorporates futures assemblies and trips to a variety of universities and access to a range of employers and apprenticeship providers.
- In addition, they run a successful employability skills day and throughout the year the pastoral programme ensures tutors continually coach their tutees on a range of activities linked to futures.
- The introduction of unifrog (careers software) to track and map students' progress from Key Stage 4 onwards will continue to engage students, tutors and parents too.
- In June the team run a futures evening for Year 12 parents giving clear information about university courses, apprenticeships and future career pathways.
- The team also have a dedicated support worker who provides high quality, up to date careers advice and guidance for students.
- All sixth form students will also complete a week long work experience programme.

## 5. Overview of the careers programme.

### Year 7 – 11 Overview.

Careers Education taught through Personal Development lessons with some content delivered by form tutors.

7	8	9	10	11
<ul style="list-style-type: none"> <li>• Personal qualities</li> <li>• Skills identification (Talents)</li> <li>• Active Citizens</li> <li>• Careers in our community</li> </ul>	<ul style="list-style-type: none"> <li>• Achievements in and out of school</li> <li>• Introduction to the world of work</li> <li>• Job families</li> <li>• My Career</li> </ul>	<ul style="list-style-type: none"> <li>• Skills Identification</li> <li>• Making choices</li> <li>• KS4 options</li> <li>• Resilience</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction – looking forward looking back</li> <li>• Work – What is it? Why do it? Job sectors</li> <li>• Moral and immoral occupations</li> <li>• Job research</li> <li>• Work experience preparation</li> <li>• Work experience Follow up</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction – next steps – post 16 Options</li> <li>• Skills Identification</li> <li>• CVs</li> <li>• Application forms</li> <li>• Letters of Application</li> <li>• Preparing for Interviews – tips and tricks</li> <li>• Could you be your own boss? Enterprise</li> <li>• Unemployment</li> </ul>

## Sixth form programme overview.

Week Beginning	Important Dates	Activity	Additional Notes	Assembly	Extra	Wednesday
03/09/18	INSET ( Mon )	Team Building Activity	Build a Giraffe		6th Form Study Skills Session	Who do you think you are - Northumbria
10/09/18	Year 12 FT meeting	Study Skills 1	Newcastle	King Kong Adventure		Who do you think you are - Northumbria
17/09/18	Borrowdale visit	VESPA		Dream Placement		Borrowdale
24/09/18	Intro to Year 12 PE	Study Skills 2		Year 13s talk		Unifrog
01/10/18	ENRICHMENT STARTS	Settling In Mentoring	Questionnaire	Ex student talk		Enrichment
08/10/18		Settling In Mentoring				
15/10/18		Settling In Mentoring				
22/10/18	HALF TERM					
29/10/18		VESPA				
05/11/18		Charity	Outline			
12/11/18		Charity	Preparation			
19/11/18		Charity	Delivery			
26/11/18	Reports Out (Tues)	VESPA 2/ Mentoring 2				
03/12/18	Parents` evening	Mentoring 2				
10/12/18	WORK EXPERIENCE					
17/12/18		Mentoring 2				
24/12/18	CHRISTMAS					
31/12/18	CHRISTMAS					
07/01/19	INSET (Monday )	Fire Service				
14/01/19		Vespa 3				
21/01/19		What next research	Questionnaire and Unifrog			
28/01/19		University (applying to university and writing a personal statement)	Newcastle			
04/02/19		Apprenticeship	Outside Providers (Sam French)			
11/02/19		Revision tips and hints/ First Aid/ Adolescent Health				

18/02/19	HALF TERM					
25/02/19		Revision tips and hints/ First Aid/ Adolescent Health				
04/03/19	Reports Out (Thursday)	Revision tips and hints/ First Aid/ Adolescent Health				
11/03/19		Stress management and Revision/Mentoring 3	Northumbria			
18/03/19		Mentoring 3				
25/03/19		Mentoring 3				
01/04/19	EASTER					
08/04/19	EASTER					
15/04/19		Mentoring 3/Revision				
22/04/19	BANK HOLIDAY MONDAY	YEAR 12 EXAMS				
29/04/19		Dundee University	Dundee			
06/05/19	BANK HOLIDAY MONDAY Exam Grades out (Tuesday)	CVs/ Mentoring 4				
13/05/19		Mentoring 4				
20/05/19		Mentoring 4				
27/05/19	HALF TERM					
03/06/19		Employability day preparation		Ex students in to talk		
10/06/19		Choosing right course and University (Newcastle)	Newcastle			Choose course/ Choose Uni and I'm the one you want (Northumbria)
17/06/19		Futures Planning				
24/06/19	Reports out (Tues )	Mentoring 5/ Futures Planning				
01/07/19		Mentoring 4/ Futures Planning				
08/07/19		Mentoring 4/ Futures Planning				

## 6. Activities and events in school.

The table below shows some of the other key events and activities taking place this year. The school calendar on Firefly, letters home to parents and messages via Firefly will provide more information about when and where these events will take place. We will update this list during the year as other events are added.

<b>Event</b>	<b>Year group</b>
WOW day (World of work day)	11
Employability day	12
Careers Week	All
Work experience week	10/12
NHS Blue Light Event	10/11/12/13
REACT event	8
£10 Challenge	8/9
Young enterprise	12
NCS scheme	11
Duke of Edinburgh Scheme	10
Dream Placement	12
Preferences process	9
IAG meetings	11
Futures information evening	11
Careers talks	7/8/9
Rotary Schools Technology Tournament	8/10/12
Assertive Mentoring	11
Ongoing work placements	11

## 7. Assemblies and external speakers.

Over the past two years we have invited a range of external speakers to come in to assemblies and talk to students throughout Key Stage 3 and in year 10. We intend to develop this programme in 2018/19 and want to include some small group sessions for those that are interested in exploring these careers in more depth. We are very grateful to the range of employers who have given up their time to come and speak to our students and would welcome offers from other employers interested in working with our young people during the current academic year.

<b>Name</b>	<b>Company</b>	<b>Assembly</b>	<b>Year Group</b>
Lynne Mallinson	Country Puddings	6th Feb 2017	7
Michael Walby	Burnetts	7th Feb 2017	8
Adrian Davis-Johnston	Innovus	8th Feb 2017	9
Sue Timson	CFM	6th Mar 2017	7
Andy Price	Senator Group	8th May 2017	7
Edward Robinson	NDA	9th May 2017	8
Stefan Mrugalski	Balfour Beaty	10th May 2017	9
Lee Butterworth	Extreme Fitness	13th June 2017	8
Deborah Farrell	Sealy	14th June 2017	9
Adrian Davis-Johnston	Innovus	16th Oct 2017	7
Emma Armstrong	Burnetts	17th Oct 2017	8
Sarah Glass	Centre for Leadership Performance	18th Oct 2017	9
Rachel Holliday	Coldwood House	6 <sup>th</sup> November	10
Adam Pearson	Adamedia	27th Nov 2017	7
Beth Nicholls	PPM	28th Nov 2017	8
Andrew Gibson	Cycliffe (EDF)	29th Nov 2017	9
Lee Griers	Responsive	21 <sup>st</sup> Jan 2018	10
Ed Robinson	NDA	30th Jan 2018	8
Ben Francis Smith	West Cumbria Mining	31st Jan 2018	9
Geoff Blacklock	Balfour Beaty	12th Mar 2018	7
Siobhan O'Donnell	Razmatazz	14th Mar 2018	9
Amanda McKay	Balfour Beaty	24 <sup>th</sup> April 2018	10
Rachel Suddart	Wordsmith	30th Apr 2018	7
Sam French	Gen 2	1st May 2018	8
Michelle McGibbon	West Cumbria Carers	2nd May 2018	9
Ross Cleeton	Amec PB	11th Jun 2018	7
Miranda Kirschel	Women In Nuclear	12th Jun 2018	8
Lee Butterworth	Fitness	13th Jun 2018	9

## 8. Development priorities.

Our priority and objective over the next two years is to fulfil each of the 8 Gatsby benchmarks.

### The eight Gatsby benchmarks of Good Career Guidance:

- A stable careers programme
- Learning from career and labour market information
- Addressing the needs of each pupil
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplace
- Encounters with further and higher education
- Personal guidance

Benchmark	Priorities
<p><b>Benchmark 1 – A stable careers programme</b></p>	<ul style="list-style-type: none"> <li>• A lead individual with strategic responsibility to oversee the programme has been appointed.</li> <li>• The Careers Lead has uploaded the careers programme on to the school website.</li> <li>• During this academic year we will gain feedback from students, teachers, employers and parents as regards the current offer through surveys and questionnaires.</li> <li>• Careers Lead to review the careers content with the Head of Personal Development, Heads of Year and the Director of Sixth Form.</li> <li>• Careers Lead to continue to develop the close relationships we have with our careers enterprise advisor and Inspira ensuring that positive careers meetings are held each term.</li> </ul>
<p><b>Benchmark 2 – Learning from career and labour market information</b></p>	<ul style="list-style-type: none"> <li>• Careers Lead to ensure that careers information is disseminated via Heads of Year and form tutors to students and provided to parents via bulletins and firefly.</li> </ul>

	<ul style="list-style-type: none"> <li>• Parents will also be given updates on the local and national labour markets on a half-termly basis in a user-friendly format.</li> <li>• Careers Lead to arrange for a careers notice board to be set up to display up to date careers information.</li> </ul>
<p><b>Benchmark 3 – Addressing the needs of each pupil</b></p>	<ul style="list-style-type: none"> <li>• Careers Lead and Director of Sixth Form to ensure that staff and students at Key Stage 4/5 are suitably trained to use the unifrog and Start software to track students and ensure that systematic and accurate records are kept on students’ career and enterprise experiences using this software.</li> <li>• Suitability of work experience placements in Year 10 reviewed by the Head of Year to ensure that they are all aspirational and match their career interests.</li> </ul>
<p><b>Benchmark 4 – Linking curriculum learning to careers</b></p>	<ul style="list-style-type: none"> <li>• Careers Lead to liaise with all departments (especially in English and maths) to ensure that links to careers and the workplace are included within curriculum subjects. Record of activities to be logged on careers audit form on the school network and added to the careers plan. Teachers to deliver lessons linking their subject area to careers.</li> <li>• Careers Lead to investigate links with employers able to show relevant career links to subject areas and invite them in to deliver lessons.</li> </ul>
<p><b>Benchmark 5 – Encounters with employers and employees</b></p>	<ul style="list-style-type: none"> <li>• Careers Lead to ensure that all students have a number of meaningful encounters with employers each year.</li> <li>• Careers Lead to organise for regular careers talks to take place across Key</li> </ul>

	<p>Stage 3 assemblies (and at Key Stage 4 where appropriate)</p> <ul style="list-style-type: none"> <li>• Careers Lead to organise the WOW (World of Work) day in year 11 with Inspira and to ensure that a wide range of employers attend.</li> <li>• Careers Lead to use the enterprise advisor linked to the school to build new and develop existing relationships with local employers and further and higher education providers.</li> <li>• Director of Sixth Form to organise an employability day for Year 12 and ensure that a wide range of employers attend.</li> <li>• Suitability of work experience placements in year 10 reviewed by the Head of Year to ensure that they are all aspirational and match their career interests.</li> </ul>
<p><b>Benchmark 6 – Experiences of workplaces</b></p>	<ul style="list-style-type: none"> <li>• Head of Year 10 to ensure that all students undertake a week of work experience during July.</li> <li>• Suitability of work experience placements in year 10 reviewed by Head of Year to ensure that they are all aspirational and match their career interests.</li> <li>• Director of Sixth Form and Head of Year 12 to track the voluntary and work placements undertaken during Year 12 and ensure that all students have a meaningful experience of at least one week in length.</li> </ul>
<p><b>Benchmark 7 – Encounters with further and higher education</b></p>	<ul style="list-style-type: none"> <li>• Careers Lead to promote and organise a greater range of university and further education encounters for students in Years 8-11, including a university visit.</li> <li>• Director of Sixth Form to ensure that Year 12 students continue to see a range of further and higher education</li> </ul>

	<p>establishments and to oversee the choices made post 18 to ensure that all students make aspirational and positive decisions about their future.</p> <ul style="list-style-type: none"> <li>• Year 11 tutor team and sixth form tutor team to ensure that all students have been given clear information about the range of apprenticeships and courses available post 16 during tutor time.</li> <li>• Head of Year 11 to ensure that further education open days and careers events are publicised through tutor time and on the Year 11 noticeboard.</li> </ul>
<p><b>Benchmark 8 – Personal guidance</b></p>	<ul style="list-style-type: none"> <li>• Careers Lead to investigate training a member of staff to complete the Level 6 qualification in Career Guidance and Development to ensure that all careers advice can be delivered within school.</li> <li>• Careers Lead and Head of Year 11 to ensure that all SEN students and those at risk of being NEET (Not in education, employment or training) at the end of Year 11 are provided with a careers interview through Inspira.</li> </ul>

## **9. Measuring impact.**

- The Careers Lead will be responsible for monitoring, evaluating and overseeing the CEIAG provision in the following ways:
  - 1) Annual review of the careers plan by the Senior Leadership Team.
  - 2) Co-ordinate and support the delivery of CEIAG, working closely with the Head of Personal Development, Heads of Department, Director of Sixth Form and Heads of Year.
  - 3) Teacher, student, employer and parental responses to activities and events, including work experience placements.
  - 4) Analysis of the school's destination data and tracking of students' careers and enterprise experiences.
  - 5) Regular formal meetings with external agencies and employers, including Inspira and the Careers and Enterprise advisers.
  - 6) Lesson observations, where appropriate.
  - 7) Employer feedback following events and subject specific careers contributions within lessons.

## 10. Useful websites and links for students and parents.

Website	Description
<a href="http://www.yeuk.org.uk">www.yeuk.org.uk</a>	YEUK is the leading campaigning and membership organisation dedicated to tackling youth unemployment in the UK.
<a href="https://nationalcareersservice.direct.gov.uk/">https://nationalcareersservice.direct.gov.uk/</a>	Provide information, advice and guidance to help you make decisions on learning, training and work.
<a href="http://www.icould.com">www.icould.com</a>	Features films of real people talking about their careers and the route they took.
<a href="http://www.careersbox.co.uk">www.careersbox.co.uk</a>	Free online library of careers related films, news and information.
<a href="http://www.ucas.co.uk">www.ucas.co.uk</a>	Information about university courses and applications.
<a href="http://ncfe.org.uk">http://ncfe.org.uk</a>	Information about careers and qualifications you need.
<a href="http://www.successatschool.org">www.successatschool.org</a>	Lots of information about careers sectors, information and advice.
<a href="http://www.plotr.co.uk">www.plotr.co.uk</a>	For 11-25 year olds with articles and expert advice, plus employer profiles.
<a href="http://www.ratemyapprenticeship.co.uk">www.ratemyapprenticeship.co.uk</a>	Over 7000 reviews by school leavers on apprenticeships and lots of advice and opportunities.
<a href="http://www.getingofar.gov.uk">www.getingofar.gov.uk</a>	Information about apprenticeships with video clips and opportunities.
<a href="http://www.healthcareers.nhs.uk">www.healthcareers.nhs.uk</a>	Lots of information, advice and guidance on careers in the NHS.
<a href="http://www.notgoingtouni.co.uk">www.notgoingtouni.co.uk</a>	Aims to help young people make informed decisions showing opportunities outside of traditional university.
<a href="http://www.parentalguidance.org.uk">www.parentalguidance.org.uk</a>	Careers information and advice for parents and carers.
<a href="http://www.goconstruct.org">www.goconstruct.org</a>	Information about careers in the construction industry.
<a href="https://nationalcareersservice.direct.gov.uk">https://nationalcareersservice.direct.gov.uk</a>	For young people aged 13-16. CV Builder, job profiles and lots more.
<a href="http://www.barclayslifeskills.com">www.barclayslifeskills.com</a>	To learn about life skills, interview skills, application and CV writing.

<a href="http://www.princes-trust.org.uk">www.princes-trust.org.uk</a>	Information to help young people make informed decisions about careers.
<a href="http://www.volunteering.org.uk">www.volunteering.org.uk</a>	Information about volunteering in different sectors.
<a href="http://www.bestcourse4me.com">www.bestcourse4me.com</a>	Independent and free information that shows links between what you study, what you can earn and what jobs are available.
<a href="http://www.applytouni.com">www.applytouni.com</a>	Information about applying to university.
<a href="http://unistats.direct.gov.uk">http://unistats.direct.gov.uk</a>	The official website for comparing universities.
<a href="http://www.how2become.com/resources/ultimate-guide-to-building-a-cv">www.how2become.com/resources/ultimate-guide-to-building-a-cv</a>	Information about how to write a winning CV.
<a href="http://www.cumbrialep.co.uk">http://www.cumbrialep.co.uk</a>	The Cumbria Local Enterprise Partnership providing information about the current labour market.
<a href="https://www.inspira.org.uk">https://www.inspira.org.uk</a>	Information about the Labour market in Cumbria, what support is available.
<a href="https://www.thestudentroom.co.uk">https://www.thestudentroom.co.uk</a>	The largest student community in the world, discussing universities, health, lifestyle, relationships and has free university application help.

More information about any aspect of the careers programme can be sought by contacting:

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The next review of this plan will be in July 2019.