

## Annual Careers Plan 2019 – 2020

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## Sheet 1 – Development priorities

GOALS (What your main goals are)	LED BY?	RESOURCE S	BY WHEN?	SUCCESS CRITERIA (How will you know that you have been successful?)
1. To provide careers education and guidance from Year 7 – 11 that inspires and enables students to learn and develop in their career development and that comply with Gatsby Benchmarks. Young people should be supported to learn about their strengths, weaknesses, and how to develop realistic careers aspirations and decision making skills, as well as being provided with information about career pathways from external sources combined with independent guidance. This to include industry and alumni links to ensure breadth of opportunity and real life experience. (Gatsby 1-8)	LM	Tutor time Project Wk School Staff SLT Employers Enterprise Adviser CEC CSW Governors	Summer 2019	Compass Assessment Feedback from students, parents, teachers, employers and LEP Faculty Feedback Curriculum Assessment
2 To develop a stable careers programme Update school careers policy and have this approved by SLT and board of governors. Publish careers policy, student entitlements and links to careers, apprenticeships, FE and HE websites for students and parents on school website Recruit a new link careers governor and agree annual reporting to governors. (GATSBY 1)	LM SLT		October 2019	Policies published on website Feedback from students /parents/teachers/SLT/ Governors and CEC
2. To co-ordinate and promote work experience in Year 10 with a target of 100% attendance. Enable students to reflect on their experience and develop self-awareness of their strengths, skills and areas for improvement.	LM	EBP Year 10 Tutors Year 10 HoY	July 2020	100% participation Work Experience Log- Books Reflective Journal Student feedback

<p>Publish information on work experience for students, parents and employers on the website. (GATSBY 2, 5, 6)</p>		<p>Year 10 LSM SLT</p>		<p>Employer visits by staff and feedback Employer feedback</p>
<p>3. Careers Lead to interview all Year 11 individually or in sector specific groups with a focus on Y11 transition support.</p> <p>Careers Lead to advocate referrals to appropriate agencies for SEN and vulnerable YP for targeted support where appropriate to enable YP to achieve their potential.</p> <p>To provide careers advice and guidance for years 7 – 11 as required on KS3 choices, future aspirations, barriers to achieving one’s potential, raising aspirations and challenging gender stereotyping, prioritising those with EHCP, PP or those identified as ‘at risk’. (GATSBY 3, 8)</p>	<p>LM</p>	<p>Compass Area Interview rooms CSW, Early Help Hub, TYS Head-Start, YPC, Ambitions providers</p>	<p>April 2019</p> <p>June 2020</p> <p>June 2020</p>	<p>100% applications to college / employers 100% acceptance rate for Y11’s based on appropriate IAG NEETS Destination Data Student and parents feedback</p>
<p>4. Careers Lead to facilitate transition support for students with an EHCP, Educated otherwise or CiC in conjunction with CSW Group for Y11’s under the LA Transitions Contract and to identify and facilitate additional support for students from CSW Group aged 15-16 under the ESF Funded Ambitions project (Funded till 2020) (GATSBY 3,8)</p>	<p>LM</p>	<p>SENCO JAP/CD CSW LS CSW KB LSM HoY</p>	<p>June 2020</p>	<p>Successful interviews and confirmed offers Successful transition after Y11 Links with college staff for on-going support Destination Data – NEET statistics</p>
<p>5. To continue the on-going development of an effective alumni. To encourage alumni to support current students by raising aspirations, raising awareness of LMI, direct contact with employers, develop links with curriculum subjects and mentoring support. To develop a database of speakers. (GATSBY 4, 5)</p>	<p>LM</p>	<p>PD Future First Lucy Woolridge</p>	<p>July 2020</p>	<p>Alumni database Student &amp; teacher feedback Regular contact and a varied programme of activities such as assemblies, lessons, mentoring.</p>

<p>6. To establish and engage employer and training provider links. Raising awareness of STEM opportunities through employer contacts and activities in Project weeks. Promoting our Enterprise Adviser within school. Develop a bank of sector focused employer contacts for project week activities to develop employment skills eg: I Love My Job. Facilitating access in Y10 and 11 with training providers, ASK and Jobcentre staff. All students in Y7-11 to have contact with employers and training providers via project week activities, lunch time workshops and bespoke careers events. To develop sector focused articles for newsletter. (GATSBY 2, 5)</p>	LM	<p>Careers Enterprise Co-Ord; Dave Pollard, Jobcentre Louise Allen, EA – Peter Matthew &amp; Graham Smith, ASK, STEM, Employers, GoConstruct AFCCO</p>	July 2020	<p>Careers Fair Student feedback Employer feedback SLT /staff feedback EA appointed and established within the school Volume of employer contacts iwth students.</p>
<p>6. Linking curriculum learning to careers. To promote awareness of curriculum links with subjects at KS3 Option choices using KUDOS, Career Pilot, alumni activities and Option choice booklets. Careers Leader to ensure staff are promoting careers in their teaching and extra curricular activities by raising awareness with Faculty heads, CPD and through regular audits. (GATSBY 4)</p>	LM	<p>SLT (LH, LW) Faculty Heads Teachers</p>	July 2019	
<p>6. To develop role of Careers Leader and engage with appropriate training for this role as recommended by CEC. To contribute to the development of a Careers Hub and maintain membership of CDI to update careers knowledge, share good practice and increase opportunities to share resources and careers activities. (GATSBY 1, 8)</p>	LM	<p>West Cornwall Schools CDI CEC Dave Pollard</p>	Dec 2019	<p>CPD development 25 hours CPD recorded on CDI register Sharing good practice Completion of Careers Leader training</p>

<p>7. To continue strong partnerships working with education providers, and universities. Careers Lead to arrange FE visits for Y10, and Y11 trips to colleges and universities. To ensure a broad assembly programme from 6<sup>th</sup> Forms, FE colleges, and universities in Years 9, 10 and 11 to support choices at KS3 and 4. To enable access for students in Year 8-11 with FE and HE providers at Careers Fair(s) and project week activities. (GATSBY 7)</p>	LM	<p>Links with FE Contacts Emma Kelly at Penwith, Cornwall College, Exe Uni/Fal contact, 6th Forms</p>	July 2020	<p>Careers Fair College visits University visits and HE contacts with all years focusing on Y9-11 Apprenticeship sessions and workshops Compass assessment</p>
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## Sheet 2 - Summary of provision

Summary of provision		
Target group	Careers and work-related education activities including financial capability, enterprise and employability	Careers information, advice and guidance
Year 7	<ul style="list-style-type: none"> <li>• Introduction to careers exploration</li> <li>• Development of aspirations, self-awareness and personal development through a varied and inspiring programme of project week activities</li> <li>• Introduction to STEM Careers (STEM Ambassador activities)</li> </ul>	<ul style="list-style-type: none"> <li>• Access to 1:1 Careers Adviser or personal support in Compass through referral by staff, parents, HoY or tutors.</li> <li>• Access to employer visits and careers club lunch times or after school</li> <li>• External providers delivering STEM sessions</li> </ul>
Year 8	<ul style="list-style-type: none"> <li>• Year 8 Careers lessons (intro to careers provision, decision making/informed choice, gender stereotyping)</li> <li>• Kudos</li> <li>• Careers Fair</li> <li>• Year 8 Option Choices</li> <li>• Project Week activities</li> <li>• Introduction to STEM Careers linked with project week activities and themes</li> </ul>	<ul style="list-style-type: none"> <li>• 1:1 support for SEN and PP students to support Option Choices.</li> <li>• 1:1 support following referrals by HoY, LSM or tutors</li> <li>• Careers Adviser support at Options Evening and Assembly</li> <li>• Access to employer visits and careers club lunch times or after school</li> </ul>



		<ul style="list-style-type: none"> <li>External providers delivering STEM sessions</li> </ul>
Year 9	<ul style="list-style-type: none"> <li>Project Week Careers lessons - GCSE options                             <ul style="list-style-type: none"> <li>Career Pilot, personal interests, careers quiz, decision making skills, Step-into the NHS</li> </ul> </li> <li>1:1 CIAG appointments for selected students</li> <li>Year 9 Options Evening</li> <li>1:1 CIAG appointments for students with an EHCP</li> <li>Annual Review with transition focus</li> <li>Careers Fair and access to employer visits</li> <li>Project Week Careers Activities</li> <li>Introduction to HE and benefits of university</li> </ul>	<ul style="list-style-type: none"> <li>Full time Careers Adviser in school</li> <li>Individual careers information, advice and guidance for students.</li> <li>Focused Kudos session with follow up support</li> <li>Careers quiz; myths and facts</li> <li>Whole school support</li> <li>Careers adviser leading project week Careers Plan</li> <li>HoY. LSM's, SENCO, support staff, Parents/carers, other agencies</li> <li>Exeter University Student Ambassadors</li> <li>Alumni talks and workshops on option choices</li> </ul>
Year 10	<ul style="list-style-type: none"> <li>Work Experience Preparation– introductory assembly, job-search skills, support in securing placements.</li> <li>Supporting Employers Activity in Nov Project Week with Parents Evening.</li> <li>World of Work Day in May Project Week – transferrable skills, interview skills</li> <li>Health &amp; Safety in the Workplace, expectations in the work place, setting targets.</li> <li>Work Experience placement 6<sup>th</sup> July week</li> <li>1:1 CIAG appointments for selected students</li> <li>College Taster days</li> <li>Kudos</li> <li>Careers Fair</li> <li>EHCP, PP and vulnerable transition support</li> </ul>	<ul style="list-style-type: none"> <li>Tutor support lessons in preparation for work experience</li> <li>Work experience support for vulnerable or disadvantaged students with school Careers Adviser</li> <li>G&amp;T support with students SJ (Scholar Programme)</li> <li>Individual careers information, advice and guidance for students with school Careers Leader.</li> <li>Support from HoY. LSM's, SENCO, support staff,</li> <li>Alumni talks and workshops in prep for employment</li> <li>Jobcentre session</li> <li>Employer engagement through project week activities facilitated and monitored by Careers Leader</li> </ul>



	<ul style="list-style-type: none"> <li>• Careers talk from Jobcentre plus</li> <li>• Introduction to Apprenticeships</li> <li>• Introduction to Armed Forces Careers</li> </ul>	
Year 11	<ul style="list-style-type: none"> <li>• Careers interviews for all Year 11 students</li> <li>• Post 16 small-group sessions</li> <li>• Assemblies from local FE, 6<sup>th</sup> Form and Apprenticeship providers – Post 16 Transition</li> <li>• Apprenticeship group work and support</li> <li>• Careers Fair</li> <li>• Student and Parent College information evening</li> <li>• Transition support for selected students with an EHCP, PP and ‘at risk’ including college visits/tasters</li> <li>• 16+ Application process</li> <li>• Mock Interviews</li> <li>• National Citizen Service events</li> <li>• Higher Education Awareness – visits and assemblies</li> <li>• Alumni assembly</li> <li>• Careers talks from Employers – LMI, STEM</li> <li>• Enterprise adviser engagement</li> </ul>	<ul style="list-style-type: none"> <li>• Individual careers information, advice and guidance for all Y11 students by CA in school</li> <li>• Transition support and guidance for students with SEND, PP and other vulnerable groups from Careers Adviser, Learner Support Mentors and Head of Year and external agencies as managed by school.</li> <li>• Guidance and support with 16+ Applications by Tutors and Careers Adviser</li> <li>• Interview preparation in project week</li> <li>• Interview support</li> <li>• Alumni events</li> </ul>

## CEIAG Careers Plan 2019-20

In addition to Project Week themed activities across all years

<b>Year 7 CEIAG Activity</b>	<b>Date</b>	<b>Providers</b>	<b>CDI Framework and Gatsby Benchmarks</b>
<b>I love my Job</b> – 10 Different Employment Sectors – Students deliver own presentation	18 <sup>th</sup> Nov 19 Project Week	Employers from a range of occupations Careers & Enterprise Co-Ordinator	CDI:2,3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 14, Gatsby: 1, 2, 3, 4, 5, 6,
<b>Gender Stereotyping</b> – employer presentation followed up by student activity	Feb Project Week	STEM employer representing diversity in employer sector providing presentation	CDI: 1, 4, 5, 6, 7, 8, 11, Gatsby: 2, 3, 5, 6
<b>Big Bang Careers Fair</b> – interactive student activities	14 <sup>th</sup> July 2020	STEM Employers from a range of occupations	CDI: 2,3 4, 5, 6, 7, 8,9, 10, 11, 14, 17 Gatsby: 2, 3, 4, 5, 7,
<b>1-1 Careers Guidance for all students</b> – students referred for CEIAG	All Year	MBA Careers Adviser	CDI: 1, 2, 3, 4, 10, 11, 14, 15, 17 Gatsby: 3, 4, 8
<b>Year 8 CEIAG Activity</b>	<b>Date</b>	<b>Providers</b>	<b>CDI Framework and Gatsby Benchmarks</b>
<b>Kudos Careers Exploration</b> Students explore likes, dislikes and develop self-awareness.	Nov / April Project Week	Kudos Licence renewed annually	CDI: 1, 3, 4, 5, 6, 10,14, Gatsby: 1, 2, 3, 4,
<b>Zero Hunger – Insight into Food Manufacturing</b> and impact of Environmental issues. Presentation and student quiz.	Nov and April Project Week	Provenance Brands, Warrens Bakery Seasalt Cornwall deliver presentation/workshop	CDI: 4, 5, 6, 7, 8,9, Gatsby: 2,3, 4, 5, 6,





<b>Hospitality Careers</b> – presentation and careers focused activities.	Nov and April Project Week	Hospitality Table or Springboard / Future Chef Eden Project The Old Coastguard	CDI: 4, 5, 6, 7, 8, 9, Gatsby: 2,3, 4, 5, 7
<b>Insight into Agriculture and Environmental Careers</b> – presentation and careers focused student activities	Nov / April Project Week	Patrick Fletcher National Farmers Union / Emma Parkyn Royal Cornwall Agricultural Association	CDI: 1,2,3, 4, 5, 6, 7, 8,9, 11, 14, Gatsby: 2, 3, 4, 5,
<b>Big Bang Careers Fair</b>	14 <sup>th</sup> July	STEM Employers from a range of occupations	CDI: 2, 3, 4, 5, 6, 7, 8,9, 10, 11, 14, 17 Gatsby: 1, 2, 3, 4, 5, 7 8,
<b>John Muir Award</b>	Nov PW / April PW	MBA Outdoor Education Dept	CDI: 1, 2,3, 11, 12 Gatsby: 3
<b>Year 9 CEIAG Activity</b>	<b>Date</b>	<b>Providers</b>	<b>CDI Framework and Gatsby Benchmarks</b>
<b>Step into the NHS</b> with NHS staff supporting	19 <sup>th</sup> Nov 2019	NHS Ambassadors – Kate Teagle Get In Cornwall StepintotheNHS Resources	CDI: 3, 4, 5, 6, 7, 8, 9, 10, 12,14 Gatsby: 1, 2, 3, 4, 5,
<b>Making Informed Decisions sessions</b>	10 <sup>th</sup> Feb 2020	MBA Alumni supporting MBA teaching staff	CDI: 1, 4, 5, 6, 7, 8, 9, 10, 11 14, 15, 17 Gatsby: 1, 2, 3, 4, 5, 7,
<b>Career Pilot and Insight into Higher Education</b>	10 <sup>th</sup> Feb 2020	Next Steps Career Pilot	CDI:1, 3, 4, 5, 6, 7, 8, 10, 11, 13 14, 15, 17 Gatsby: 1, 2, 3, 4, 7,
<b>Careers Insight into Town Planning and STEM</b>	10 <sup>th</sup> Feb 2020	RTPI resources University of Plymouth presentation	CDI: 4, 5, 6, 7, 8, 9, 10, 11, Gatsby: 2, 3, 4, 5, 7
<b>Big Bang Careers Fair</b>	14 <sup>th</sup> July	STEM Employers from a range of occupations	CDI: 2, 3, 4, 5, 6, 7, 8,9, 10, 11, 14, 17 Gatsby: 2, 3, 4, 5, 7,
<b>Extending Y9 Scholar Programme new cohort Targeted at 15 students who meet eligibility criteria</b>	19 <sup>th</sup> March 21 <sup>st</sup> May	Hannah Goodfellow, Melissa Ruddock University of Exeter Outreach Team	CDI: 1, 2, 3, 4, 7, 8, 10, 11, 12, 13, 14 15, 17 Gatsby: 2, 4, 7, 8



<b>Year 9 University Visit – all students</b>	May project week	Funded by Next Steps Exeter Outreach Team	CDI: 4, 5, 7, 8, 9, 10, 11, 13, 14, 15, 16, 17 Gatsby: 2, 3, 4, 7,
<b>Year 10 CEIAG Activity</b>	<b>Date</b>	<b>Providers</b>	<b>CDI Framework and Gatsby Benchmarks</b>
<b>Careers in Engineering Insight into STEM and Girls in Engineering</b>	6 <sup>th</sup> Nov 2019	Enterprise Adviser John Challenger	CDI:4, 5, 6, 7, 8, 9, 10, 11, 14 Gatsby: 1, 2, 3, 4,
<b>Supported Work Experience Programme – promoting employment skills and preparation</b>	18 <sup>th</sup> Nov 2019	Cornwall Education Business P/Ship and 8-10 key employers	CDI: 2, 4, 5, 6, 7, 8, 9, 10 11, 12, 13, 14, 15, 16, 17 Gatsby: 1, 2, 3, 4, 5,
<b>Apprenticeship Introduction by ASK</b>	10 <sup>th</sup> Feb 2020	Careers South West – current provider of ASK contract Cornwall College, Truro College	CDI: 4, 5, 6, 7, 8, 9, 10, 14, 17 Gatsby: 1, 2, 3, 5, 8
<b>National Trust Gardens Careers Insight into Horticulture</b>	19 <sup>th</sup> Nov 2019	Head Gardener – Trengwainton Gardens	CDI: 1, 2, 3, 4, 5, 8, 9, 11, 12, Gatsby: 1, 2, 3, 4, 5, 6,
<b>Army Team Challenges</b>	18 <sup>th</sup> Nov	Army Careers Office	CDI:1, 2, 3, 4, 9, 10, 11, 12, Gatsby: 2, 3, 4, 5
<b>STEM World of Work Day</b>	30 <sup>th</sup> April	Enterprise CoOrdinator MBA Enterprise Adv 10 local employers	CDI: 1, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12,14, 15, 16, 17 Gatsby: 1, 2, 3, 4, 5,
<b>H&amp;S in Workplace – Preparation for Work Experience</b>	30 <sup>th</sup> April	Cornwall EBP Resources and lessons TES lesson plan – signs of safety	CDI: 5, 8, 9, 11, 12, 17 Gatsby: 1, 3, 5, 6
<b>Royal Navy Visibility Team</b>	w/c 10 <sup>th</sup> Feb or 14 <sup>th</sup> July	Royal Navy Careers Office	CDI: 1, 2, 3, 4, 9, 10, 11, 12 Gatsby: 2, 3, 4, 5
<b>Careers Insight into SW Water – STEM careers – linking with global goals</b>	13 <sup>th</sup> Feb 2020	South West Water Outreach Education Team – Pam Glover	CDI: 4, 5, 6, 7, 8, 9, 10, 14, Gatsby: 2, 3, 4, 5
<b>Big Bang Careers Fair</b>	14 <sup>th</sup> July 2020	STEM Employers from a range of occupations	CDI: 2, 3, 4, 5, 6, 7, 8,9, 10, 11, 14, 17 Gatsby: 2, 3, 4, 5, 7,
<b>Penwith College Experience Day</b>	30 <sup>th</sup> July	Emma Kelly, Sarah Alexander	CDI, 1, 2, 3, 4, 8, 9, 10, 12, 14, 15, 16, 17



	2020	Penwith College	Gatsby: 1, 2, 3, 4, 7
<b>Cornwall College Experience Day</b>	1 <sup>st</sup> July 2020	Karen Fox – Cornwall College	CDI, 1, 2, 3, 4, 8, 9, 10, 12, 14, 15, 16, 17 Gatsby: 1, 2, 3, 4, 7
<b>Year 10 Exeter Scholar Programme (Cont from Year 9)</b>	7 <sup>th</sup> Feb 28 <sup>th</sup> Feb 15 <sup>th</sup> April 8 <sup>th</sup> May 26 <sup>th</sup> June 2020	Hannah Goodfellow, Melissa Ruddock Siobhan Harper, University of Exeter Outreach Team	CDI: 1, 2, 3, 4, 7, 8, 10, 11, 12, 13, 14, 15, 17 Gatsby: 2, 4, 7, 8
<b>Year 10 Scholars Programme</b>	Spring Term	Simon Jack – Assistant Principal The Brilliant Club. Phd Tutor. Oxford and Exeter University outreach teams.	CDI: 1, 2, 3, 4, 8, 10, 11, 12, 13, 14, 15, 16, 17 Gatsby: 1, 2, 4, 7, 8
<b>Year 11 CEIAG Activity</b>	<b>Date</b>	<b>Providers</b>	<b>CDI Framework and Gatsby Benchmarks</b>
<b>Skills Cornwall Show Careers Event</b> Royal Cornwall Show	8 <sup>th</sup> Oct 2019	Career Hub Enterprise Adviser	CDI: 4, 5, 6, 7, 8, 9, 10, 11, 14, 15, 16, 17 Gatsby: 2, 3, 4, 5, 6, 7, 8
<b>Careers in Engineering</b> Insight into STEM and promoting Girls in STEM	6 <sup>th</sup> Nov	Enterprise Adviser John Challenger	CDI: 4, 5, 6, 7, 8, 9, 10, 11, 14 Gatsby: 1, 2, 3, 4,
<b>Keynote Speakers PW1</b> <b>Insight into Law</b> <b>Insight into Finance</b>	20 <sup>th</sup> Nov	Judge Simon Carr Enterprise Adviser Graham Smith	CDI: 4, 5, 6, 7, 8, 9, 10, 11, 14 Gatsby: 2, 3, 4, 5
<b>CV's and Job Applications</b> <b>In Preparation for a Mock Interview</b>	20 <sup>th</sup> Nov	MBA Teaching staff	CDI: 1, 2, 3, 4, 7, 11, 12, 14, 15, 16, 17 Gatsby: 1, 2, 3, 4,



<b>Post 16 Pathways, A Levels, Vocational Courses, IB, Apprenticeships, Uni, Armed Forces</b>	20 <sup>th</sup> Nov	Post 16 Pathway Providers: Penwith, Truro, Cornwall College, ASK , Armed Forces, Software Cornwall	CDI: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 14, 15, 16, 17 Gatsby: 1, 2, 3, 4, 5, 7, 8
<b>Mock Interviews</b>	12 <sup>th</sup> Feb	Rotary Volunteers Louise Allen – Jobcentre Plus Employers including: AFCO, Dynamo, etc	CDI: 1, 2, 3, 4, 5, 6, 7, 11, 12, 15, 16, 17 Gatsby: 1, 2, 3, 5,
<b>National Citizen Service presentation on Summer programme</b>	13 <sup>th</sup> Jan 2020 And follow up dates in year	Alex Lamb NCS Delivery Co-Ordinator	CDI: 1, 2, 3, , 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17 Gatsby: 2, 3, 5, 6, 7, 8

## Sheet 4 - Agreements with providers

Agreements with providers				
Name of provider	Contact information	Services to be provided	Financial agreement	Notes
Careers South West	Louise Stillwell <a href="mailto:lstillwell@cswwgroup.co.uk">lstillwell@cswwgroup.co.uk</a> Katarina Berge <a href="mailto:kberge@cswwgroup.co.uk">kberge@cswwgroup.co.uk</a>	Destination Report Draft – Dec 2019, Final Feb 2020 EHCP Review support Support to vulnerable students in care, educated otherwise	Local Authority funded work with Y11's EHCP, vulnerable, educated otherwise Ambitions funding add'n 1:1 work with YP15+	
Careers Hub CIOS Enterprise	Carrie Holmes – Enterprise Adviser David Pollard – Enterprise Co-Ordinator	Compass Assessment Engagement with EA	No cost	



	<a href="mailto:david.pollard@cornwall.gov.uk">david.pollard@cornwall.gov.uk</a> Mobile: 07483 305528 Careers Hub CIOS, Level 5 Zone A, Pydar House, Pydar Street, Truro, TR1 1XU	Compass Plus to be developed 2019-20 Support with meeting GATSBY benchmarks		
Employer Enterprise Adviser	John Challenger Engineering Consultant jgchallenger@btinternet.com	Links with Institute of Chemical and Mechanical Engineers Supporting STEM activities and STEM focused workshops	No cost	Key link for subject areas: Science
Employer Enterprise Adviser	Graham Smith Head of Execution of Libernum – Independent Financial Brokers	Supporting employer engagement, inspirational talks, curriculum links.	No cost	Links with Maths, Business & Enterprise, Finance
Cascaid - Kudos	Zoe Russell Phone: (0)1509226868 ext. 430	Careers Software Programme for Y7 – 11	£500 approx	Renewed Nov 2019
Penwith College	Emma Kelly Sarah Alexander 01736 335000	Careers Fair, College visits Transition Support Publicity	No cost	Ongoing
Truro College	Cheryl Mewton Assistant Principal 01872 267000	Transition Support FE visits, Careers Fair, Marketing		Ongoing
Cornwall College	Karen Fox – Schools Partnership Co- Ordinator 01209 616261	Transition Support FE visits, Careers Fair Marketing,	No Cost	



		Parents Evenings		
Springboard	Jack Spicer Mob: 07585 952218 <a href="mailto:jacks@springboarduk.org.uk">jacks@springboarduk.org.uk</a>	Future Chef Programme Careers Fair Project week support	No cost	
National Citizen Service	Alex Lamb NCS Delivery Co-Ordinator Email: <a href="mailto:Alex.lamb@bfadventure.org">Alex.lamb@bfadventure.org</a> Mobile: 07495232682 Telephone: 01326 341818 / Web: <a href="http://www.bfadventure.org">www.bfadventure.org</a>	NCS programme Mock Interviews PSHE support	No cost	
Armed Forces Careers Office, Redruth	SGT Tony Hands – RN Corporal Jonathan Overend – Army Tel: 01209 215785	Careers visits Mock Interviews Support with Project week activities	No cost	
Targeted Youth Workers Cornwall Council Together for Families	Sian Smith 01872 326056 07483333932 Andrea Keast <a href="mailto:andrea.keast@cornwall.gov.uk">andrea.keast@cornwall.gov.uk</a>   Tel: 01209 615061 Mob: 07805813684	1:1 support Guidance Mentoring	No cost	
Jobcentre – Dept for Works and Pensions	Louise Allen – Schools Adviser 07824 351584	Mock interview Employability skills Careers Advice Links with employers	No cost	

## Sheet 5 – Allocation and deployment of resources

Self-help information provision	
Type of provision	Details



Personal Careers Guidance.	Careers Adviser accessible to all students and parents/carers Monday – Friday 8.40 – 4.30pm Monday – Friday. Careers support available as at MiXX activity Monday after school and Friday lunch, although accessible for booked appointments at all times.
Careers resources area of library/learning resources centre	Careers library in Compass is accessible to all students for careers support. Regularly updated with current publications. Annual audit of resources. Information resources also being made available on MBA website.
Careers pages on website/VLE	Careers information now available on website. On-going development and improvement of this section. MBA Alumni also promoted on-line.
Digital media	Regular communication with students of information using school Email – college open days, apprenticeship vacancies and events, university tasters, etc. IPADS used to access resources in careers interviews and group lessons. Regular updates in newsletters Daily Bulletin used for promoting events and appointments
Noticeboards and displays	New alumni posters set up in reception area, heads office and Compass New noticeboard outside Compass.
CPOMS	Individual careers interventions now recorded on CPOMS to provide systematic record of careers support for every student.
Action Plans	All students have access to a copy of their Careers Action Plans for any significant career intervention.

## Sheet 6 – Evaluation schedule

Evaluation schedule		
Evaluation focus	Evaluation methods	When?
Project Week Activities	Students - google doc evaluation form to students on project week activities – across all years SLT and teacher feedback.	End of Project week
Work experience –	Students completing work experience Log-Book, Students completing Work Experience Report, Student Evaluation Form – Google Doc.	July 2020 –



	Employer feedback, Teacher visits Careers Leader completes annual Work Experience Evaluation report based on all feedback.	after work experience week 6 <sup>th</sup> July.
Employer visits / Trips	Student Evaluation Form or Google Doc Teacher feedback Trip Pack	At time of visit
Careers Fair	Students/parents / employers / teachers feedback	Summer Term 2020
Mock Interviews with Year 11's	Student Evaluation Interviewee Feedback	February 2020
Students in Years 11 – end of year evaluation	Annual Evaluation of Careers Support of all aspects of careers support over the year	May 2020 – to inform Careers Plan for next year
Guidance Interviews – all years	Student feedback Teacher feedback Positive Outcomes – behaviour, focus, etc	At time of interview Review dates as required
Performance Management 2019-20	Appraisal with Line Manager	Bi-Annually

## Sheet 8 – Roles and responsibilities

Roles and responsibilities	
Roles	Responsibilities
Governors and SLT	Les Hall
Senior leader with overall responsibility for careers provision	Les Hall, Ben Eddy
Careers Link in Board of Governors	Sarah Alexander
SENCO, Deputy SENCO	Julie Payne, Claire Drew



# Mounts Bay Academy



MOUNTS  
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Curriculum leader for Global Citizenship and PSHE	Simeone Royale, Helen Micciche
Careers Leader	Lindsay Masters
Careers information staff	Lindsay Masters, Tutors, Heads of Year, Learner Support Managers, Faculty Heads
Administrative and support staff	Sarah Harvey
Learner Support Managers	Val Richards, Kate Morris, Bryony Rylett, Hilary Gooding
Heads of Year	Amy Veal, Megan Westren, Nick Strong, Ian Raggett, Celeste Osborne & Darren Payne,

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