

Annual Careers Plan 2020 – 2021

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Section 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)	LAM	Tutor time Project Wk School Staff SLT Employers Enterprise Advisers CEC CSW Governors	Summer 2021	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 Confirm plan developments with careers link on the board of governors and agree annual reporting to governors. (GATSBY 1)	LAM SLT	Governors Sarah Alexander – Careers Link	Dec 2020	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. Publish information on work experience for students, parents and employers on the website.	LAM	EBP Year 10 Tutors Year 10 HoY	July 2021	100% participation Work Experience Log-Books Reflective Journal Student feedback Employer visits by staff and feedback

(GATSBY 2, 5, 6)		Year 10 LSM SLT		Employer feedback
<p>3. Careers Lead to interview all Year 11 individually or in sector specific groups with a focus on Y11 transition support and vulnerable groups.</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’.</p> <p>(GATSBY 3, 8)</p>	LAM	Compass Area Interview rooms CSW, Early Help Hub, TYS YPC, CAMHS Post 16 providers	<p>April 2021</p> <p>June 2021</p> <p>June 2021</p>	<p>100% applications to college / employers</p> <p>100% acceptance rate for Y11’s based on appropriate IAG</p> <p>NEETS Destination Data</p> <p>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)</p> <p>(GATSBY 3,8)</p>	LM	SESCO JAP/CD CSW HW LSM’s HoY’s	June 2021	<p>Successful interviews and confirmed offers</p> <p>Successful transition after Y11</p> <p>Links with college staff for on-going support</p> <p>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.</p> <p>(GATSBY 4, 5)</p>	LM	PD Future First Naomi Barker	July 2021	<p>Alumni database</p> <p>Student & teacher feedback</p> <p>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>	LAM	<p>Careers Enterprise Co-Ord; Ruth Bennetts, Jobcentre Louise Allen, EA – John Challenger & Graham Smith, ASK, STEM, EBP Employers, GoConstruct AFCO</p>	July 2021	<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>	LAM	<p>SLT (LH, LW) Faculty Heads Teachers</p>	July 2021	
<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>	LAM	<p>Careers Hub CDI CEC EC -Ruth Bennetts Careers professionals</p>	Dec 2020	<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 6th 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. To develop interactions using on-line forums and virtual access where Covid-19 has prevented direct access. (GATSBY 7)</p>	LAM	<p>Links with FE Contacts Emma Kelly at Penwith, Karen Fox at Cornwall College, Exe Uni/Fal contact, 6th Forms</p>	July 2021	<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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Section 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"> • Introduction to careers exploration • Development of aspirations, self-awareness and personal development through a varied and inspiring programme of project week activities • Introduction to STEM Careers (STEM Ambassador activities) 	<ul style="list-style-type: none"> • Access to 1:1 Careers Adviser or personal support in Compass through referral by staff, parents, HoY or tutors. • Access to employer visits and careers club lunch times or after school • External providers delivering STEM sessions
Year 8	<ul style="list-style-type: none"> • Year 8 Careers lessons (intro to careers provision, decision making/informed choice, gender stereotyping) • Introduction to Kudos for Careers exploration • Access to employers and FE providers • Year 8 Option Choices • Project Week activities • Introduction to STEM Careers linked with project week activities and themes 	<ul style="list-style-type: none"> • 1:1 support for SEN and PP students to support Option Choices. • 1:1 support following referrals by HoY, LSM or tutors • Careers Adviser support at Options Evening and Assembly • Access to employer visits and careers club lunch times or after school. • External providers delivering STEM sessions



<p>Year 9</p>	<ul style="list-style-type: none"> • Project Week Careers lessons - GCSE options <ul style="list-style-type: none"> - Career Pilot, personal interests, careers quiz, decision making skills, Step-into the NHS • 1:1 CIAG appointments for selected students • Year 9 Options Evening • 1:1 CIAG appointments for students with an EHCP • Annual Review with transition focus • Access to employers, FE and HE providers • Project Week Careers Activities • Introduction to HE and benefits of university • Enterprise Adviser engagement 	<ul style="list-style-type: none"> • Full time Careers Adviser in school offering individual careers information, advice and guidance for students. • Focused Career Pilot session with follow up support • Careers quiz; myths and facts • Whole school support, Tutor support • Careers adviser leading project week Careers Plan • HoY. LSM's, SENCO, support staff, Parents/carers, other agencies • Exeter / Falmouth University Student Ambassadors • Alumni talks and workshops on option choices • Next Step Support
<p>Year 10</p>	<ul style="list-style-type: none"> • Work Experience Preparation– introductory assembly, job-search skills, support in securing placements. • Virtual Work Experience February project week 2021 • World of Work Day in May Project Week – transferrable skills, interview skills. Careers talk from Jobcentre plus • Health & Safety in the Workplace, expectations in the work place, setting targets. • Work Experience placement 12th July 2021 week • 1:1 CIAG appointments for students requiring support • College Taster days June and July 2021 • Access to Kudos & Careers Pilot for careers exploration • Access to employers, FE and HE providers • EHCP, PP and vulnerable transition support • Introduction to Apprenticeships • Introduction to Armed Forces Careers • Enterprise Adviser engagement 	<ul style="list-style-type: none"> • Tutor support lessons in preparation for work experience • Work experience support for vulnerable or disadvantaged students with school Careers Adviser • G&T support with students SJ (Scholar Programme) • Individual careers information, advice and guidance for students with school Careers Leader. • Support from HoY. LSM's, SENCO, support staff, • Alumni talks and workshops in prep for employment • Jobcentre session • Employer engagement through project week activities facilitated and monitored by Careers Leader • Access to additional support from Enterprise Advisers



<p>Year 11</p>	<ul style="list-style-type: none"> • Careers interviews for all Year 11 students • Assemblies from local FE, 6th Form and Apprenticeship providers – Post 16 Transition • Apprenticeship group work and support • Access to employers, FE and HE providers. • Student and Parent College information evening • Transition support for selected students with an EHCP, PP and ‘at risk’ including college visits/tasters • 16+ Application process • Mock Interviews • National Citizen Service events • Higher Education Awareness – visits and assemblies • Alumni assembly • Careers talks from Employers – LMI, STEM • Enterprise adviser engagement 	<ul style="list-style-type: none"> • Individual careers information, advice and guidance for all Y11 students by CA in school • 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. • Guidance and support with 16+ Applications by Tutors and Careers Adviser • Interview preparation in project week • Interview support • Alumni events • Access to additional support from Enterprise Advisers
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Section 3 - Calendar of main activities and events

Mounts Bay Academy



In partnership with Project Week themed activities across all years where students are tasked with a variety of activities to encourage self-awareness, self-development and self-improvement as a learner

Year 7 CEIAG Activity	Date	Providers	CDI Framework and Gatsby Benchmarks
I love my Job – Varied Employment Sectors – Students deliver own presentation and engage in Q&A	June 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,
Gender Stereotyping – employer presentations to challenge students perceptions	March	STEM employer representing diversity in employer sector providing presentation as part of National Careers Week	CDI: 1, 4, 5, 6, 7, 8, 11, Gatsby: 2, 3, 5, 6
Careers Talks – virtual and on-line presentations to engage and inspire as part of National Careers Week	March	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,
Year 8 CEIAG Activity	Date	Providers	CDI Framework and Gatsby Benchmarks
Kudos Careers Exploration Students explore likes, dislikes and develop self-awareness.	March June	Kudos Licence renewed annually Completed in Tutorials National Careers Week and June Project Week	CDI: 1, 2, 3, 4, 5, 6, 7, 10,14, Gatsby: 1, 2, 3, 4,
STEM Big Bang in Schools Day Event Inspiring and engaging activities to link with curriculum, future careers and personal development	25 th June	CSW Group – STEM Manager STEM Ambassadors Local and national employers	CDI: 3, 4, 5, 6, 8, 10, 11, 12, Gatsby: 2, 3, 4, 5, 8
Zero Hunger – Insight into Food Manufacturing and impact of Environmental issues. Presentation and student quiz.	June Project Week	Provenance Brands & Warrens Bakery deliver presentation/workshop	CDI: 4, 5, 6, 7, 8,9, Gatsby: 2,3, 4, 5, 6,
Hospitality Careers – presentation and careers focused activities.	June 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
Insight into Agriculture and Environmental Careers – presentation and careers focused student activities	June Project Week	Patrick Fletcher National Farmers Union / Royal Cornwall Agricultural Association / Duchy College	CDI: 1,2,3, 4, 5, 6, 7, 8,9, 11, 14, Gatsby: 2, 3, 4, 5,



Careers Fair – virtual and on-line presentations to engage and inspire	12 th Feb	STEAM Employers from a range of occupations (postponed due to Covid)	CDI: 2, 3, 4, 5, 6, 7, 8,9, 10, 11, 14, 17 Gatsby: 1, 2, 3, 4, 5, 7, 8,
John Muir Award	Project Wk	MBA Outdoor Education Dept (postponed due to Covid)	CDI: 1, 2,3, 11, 12 Gatsby: 3
Year 9 CEIAG Activity	Date	Providers	CDI Framework and Gatsby Benchmarks
Making Informed Decisions sessions & Where will my Subjects Take Me	March May 2021	Delivered in Tutor Time as part of National Careers Week and within Options process	CDI: 1, 4, 5, 6, 7, 8, 9, 10, 11 14, 15, 17 Gatsby: 1, 2, 3, 4, 5, 7,
Career Pilot and Insight into Higher Education – researching career ideas	3 rd March 2021	Next Steps South West Career Pilot	CDI:1, 3, 4, 5, 6, 7, 8, 10, 11, 13 14, 15, 17 Gatsby: 1, 2, 3, 4, 7,
Careers Talks – virtual and on-line presentations to engage and inspire as part of National Careers Week	March 2021	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,
Step into the NHS with NHS staff supporting	June project week	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,
Y9 Articulatory Programme – prioritised at Next Step students and YP in vulnerable group – Confidence in Communicating	5 th – 9 th July 2021	Next Steps funded programme Katie Ellis and Natalie Batelle Communicate With Confidence - Articulatory	CDI: Gatsby:
Year 9 University Visit Insight into Higher Education and Student Life – open to all students	17 th and 24 th June 2021	Funded by Next Steps Exeter Outreach Team and/or Andrew Wallis Falmouth University Widening Participation	CDI: 4, 5, 7, 8, 9, 10, 11, 13, 14, 15, 16, 17 Gatsby: 2, 3, 4, 7,
Year 10 CEIAG Activity	Date	Providers	CDI Framework and Gatsby Benchmarks
Supported Virtual Work Experience Programme – promoting employment skills and preparation	8 – 11 th Feb 2021	Cornwall Education Business P/Ship and links with key employers	CDI: 2, 4, 5, 6, 7, 8, 9, 10 11, 12, 13, 14, 15, 16, 17 Gatsby: 1, 2, 3, 4, 5,
Careers Talks – virtual and on-line presentations to engage and inspire as part of National Careers Week	March 2021	Spaceport Cornwall, Vaccine Manufacturing Careers in Geology Interview Skills, Armed Forces	CDI: 2,3 4, 5, 6, 7, 8,9, 10, 11, 14, 17 Gatsby: 2, 3, 4, 5, 7,



Armed Forces Team Challenges with Army – delivered virtually	June 2021	Army Careers Office	CDI:1, 2, 3, 4, 9, 10, 11, 12, Gatsby: 2, 3, 4, 5
World of Work Day Intro to Apprenticeships	June 2021	Louise Allen – Jobcentre Plus CSW – Ask Contract Provider Cornwall College, Truro College	CDI: 4, 5, 6, 7, 8, 9, 10, 14, 17 Gatsby: 1, 2, 3, 5, 8
Health & Safety in the Workplace – Preparation for Work Experience	June 2021 July 2021	Cornwall EBP Resources and lessons TES lesson plan – signs of safety Preparation Assembly	CDI: 5, 8, 9, 11, 12, 17 Gatsby: 1, 3, 5, 6
Penwith College Experience Day – opportunity to visit and try out post 16 courses	2 nd July 2021	Emma Kelly, Lucy Maggs Penwith College	CDI, 1, 2, 3, 4, 8, 9, 10, 12, 14, 15, 16, 17 Gatsby: 1, 2, 3, 4, 7
Cornwall College Experience Day – opportunity to visit and try out post 16 courses	28 th June 2021	Karen Fox – Cornwall College	CDI, 1, 2, 3, 4, 8, 9, 10, 12, 14, 15, 16, 17 Gatsby: 1, 2, 3, 4, 7
Year 10 Exeter Scholar Programme Online event – Insight into HE and	9 th Dec 2020	University of Exeter Outreach Team	CDI: 1, 2, 3, 4, 7, 8, 10, 11, 12, 13, 14 15, 17 Gatsby: 2, 4, 7, 8
Year 10 Scholars Programme The Brilliant Club-supporting G&T students to aim for leading universities	Summer Term	The Brilliant Club.Ph.d 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
Work Experience Week – all students are expected to take part in a weeks placement wth an employer	12-16 July	Education Business Partnership Local and national employers	CDI: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 14, 16, 17 Gatsby: 1, 2, 3, 4, 5, 6,
On-going Virtual Work Experience Placements	All year	Medic Mentor Allied Healthcare Mentor Speakers4Schools	Gatsby: 2, 3, 4, 5, 6, CDI: 3, 4, 5, 6, 7, 8, 9, 10, 11, 14,
Year 11 CEIAG Activity	Date	Providers	CDI Framework and Gatsby Benchmarks
1-1 Careers Guidance on Post 16 Options for all Y11 students – with further support for YP with add’n needs.	All Year	MBA Careers Adviser CSW Adviser	CDI: 1, 2, 3, 4, 10, 11, 14, 15, 17 Gatsby: 1, 2, 3, 4, 8



Presentations from FE Colleges, 6th Form Providers and Apprenticeship Providers	Sept – Dec	Penwith & Truro College Cornwall College Camborne School of Maths and Science Helston CC	CDI: 4, 5, 8, 9, 10, 14, 15, 16, 17 Gatsby: 1, 3, 4, 7,
Keynote Speakers in Project Weeks Or National Careers Week	March 2021	Spaceport Cornwall, Vaccine Manufacturing Careers in Geology Interview Skills Armed Forces	CDI: 4, 5, 6, 7, 8, 9, 10, 11, 14 Gatsby: 2, 3, 4, 5
Apprenticeship Workshop – Support with finding work, CV’s, applications	Feb 2021	CSW Adviser MBA Adviser	CDI: 1, 2, 3, 4, 5, 6, 7, 11, 12, 15, 16, 17 Gatsby: 1, 2, 3, 5,
National Citizen Service presentation on Summer programme 2021	From Jan 2021 onwards	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
Year 11 Exeter Scholars Programme– Insight into HE and Post 16 options (online)	18 th / 19 th Nov	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
Insight into University – visit or online insight into university	Oct 2020 May 2021	Downing College Cambridge Exeter outreach Team / Next Steps Falmouth University	CDI: 4, 5, 7, 8, 9, 10, 11, 13, 14, 15, 16, 17 Gatsby: 2, 3, 4, 7,
On-going Virtual Work Experience Placements	All year	Medic Mentor Allied Healthcare Mentor Speakers4Schools Inspiring the Future	Gatsby: 2, 3, 4, 5, 6, CDI: 3, 4, 5, 6, 7, 8, 9, 10, 11, 14,

Section 4 - Agreements with providers

Agreements with providers				
Name of provider	Contact information	Services to be provided	Financial agreement	Notes
Careers South West	Hayley Wood hayley.wood@cswwgroup.co.uk	Destination Report Draft – Dec 2020, Final Feb 2021 1-1 Support for EHCP, SEN, vulnerable students in care, educated otherwise in Y11, and Y9-10 with EHCP.	Local Authority funded work with Y9 – Y11's EHCP, vulnerable, educated otherwise.	
Careers Hub CIOS Enterprise	Carrie Holmes – Enterprise Adviser Ruth Bennetts – Enterprise Co-Ordinator Ruth.Bennetts@cornwall.gov.uk Mobile: 07483 134987 Careers Hub CIOS, Level 5 Zone A, Pydar House, Pydar Street, Truro, TR1 1XU	Compass Assessment Engagement with EA Support with Compass Plus Support with meeting GATSBY benchmarks	No cost	
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 Libenum – Independent Financial Brokers Graham.Smith@liberum.com	Supporting employer engagement, inspirational talks, curriculum links.	No cost	Links with Maths, Business & Enterprise, Finance
Next Steps South West	Natalie Battelle N.Battelle@exeter.ac.uk	Working with targeted students Raising awareness of HE	No cost for targeted student	



	Sharon Hosgood sharon.hosgood@plymouth.ac.uk	Articulacy Career Pilot Made Revision Workshops Access to HE student ambassadors	Termly re- imbursement of Next Step work incurred	
Cascaid - Kudos	Debbie Ward Phone: (0)1509226868 ext. 479 dward@cascaid.co.uk	Careers Software Programme for Y7 – 11	£500 approx	Renewed Nov 2020
Penwith College	Emma Kelly Lucy Maggs 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	No cost	Ongoing
Cornwall College	Karen Fox – Schools Partnership Co-Ordinator 01209 616261	Transition Support FE visits, Careers Fair Marketing, Parents Evenings	No Cost	
Springboard	Gemma Edmunds Mob: 07825 776819 GemmaE@springboarduk.org.uk	Future Chef Programme Careers Fair Project week support	No cost	Links with The Hive Eden Project
National Citizen Service	Alex Lamb NCS Delivery Co-Ordinator Email: Alex.lamb@bfadventure.org Mobile: 07495232682 Telephone: 01326 341818 / Web: www.bfadventure.org	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 andrea.keast@cornwall.gov.uk 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	
Falmouth University	Andrew Wallis Andrew.wallis@falmouth.ac.uk	University Visits, Workshops, activities and presentations	No cost	
Medic Mentors	Elizabeth Bailey Head of Careers and Widening Participation.01530 417 299	Access to free Virtual Work Experience	No cost	
Inspiring the Future	Lara Bracey-Senior Schools Engagement Coordinator- Inspiring the Future Work Mob : 0789271193	Access to free Virtual Employer Work Experience	No cost	
Speakers 4 Schools	Hayliegh Beckles - Head of South West 07917495281 speakersforschools.org	Access to free Virtual Work Experience Placements	No cost	

Section 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 8.15am - 4.30pm. Careers support also available as a lunch and after school MiXX activity.
Careers resources area of library/learning resources centr	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 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. Regular updates of careers events and key information with parents/carers using Parentmail IPADS used to access careers resources in tutor times and group lessons. Regular updates in newsletters
Noticeboards and displays	Alumni posters set up in reception area, heads office and Compass Noticeboard outside Compass.
CPOMS	Individual careers interventions now recorded on CPOMS to provide systematic record of careers support for every student. Action plans Emailed to every students.
Action Plans	All students are Emailed or given a copy of their Career Action plan and can have access to a copy of their Careers Action Plans. Parents also invited to have access to action plans.

Section 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. Employer feedback, Teacher visits Careers Leader completes annual Work Experience Evaluation report based on all feedback.	July 2021 – after work experience week 12 th July.
Employer visits / Trips	Student Evaluation Form or Google Doc Teacher feedback, Trip Pack	At time of visit
Students in Years 11 – end of year evaluation	Annual Evaluation of Careers Support of all aspects of careers support over the year Parental evaluation completed	May 2021 – to inform Careers Plan for next year



Guidance Interviews – all years	Student feedback, Teacher feedback, Parents feedback Positive Outcomes – behaviour, focus, etc	At time of interview Review dates as required
Performance Management 2020-21	Appraisal with Line Manager	Bi-Annually

Section 7 – Roles and responsibilities

Roles and responsibilities	
Roles	Responsibilities
Governors and SLT	Les Hall
Senior leader and Line Manager	Les Hall, Lisa Webb
Careers Link in Board of Governors	Anna George
SENCO, Deputy SENCO	Julie Payne, Claire Drew
Curriculum leader for Global Citizenship and PSHE	Simeon Royale, Nick Strong
Careers Leader	Lindsay Masters
Careers Information staff	Lindsay Masters, Tutors, Heads of Year, Learner Support Managers, Faculty Heads, Subject Teachers
Administrative and support staff	Sarah Eddy
Learner Support Mentors	Connie Keast, Hilary Gooding, Rachel Gwennap, Val Richards, Kate Morris,
Heads of Year	Danielle Walters, Amy Veal, Megan Westren, Nick Strong, Ian Raggett

Mounts Bay Academy

