



Hillcrest School Cramlington



Careers Information and Guidance Policy

Date established by Governing Body:	Sept 2019
Date for Full Implementation:	Sept 2019
Policy Ref No:	SP - Careers
Approved by:	Chair of Governors
Date:	Sept 2019
Review Frequency:	Bi Annually
Last Reviewed Date:	22/11/2022
Next Review due by:	22/11/2024

Social Communication, Emotional Health and Wellbeing, Academic Achievement, Functionality and Aspirational futures are at the heart of everything that is important at Hillcrest.

Introduction

When preparing to leave school, young people are faced with many choices about their future (work, training etc). This is a big decision for young people to make and can be confusing. Hillcrest School aim to provide Information, Advice and Guidance (IAG) to all students to help them make these decisions about their future by:

- Empowering students to plan their future
- Providing appropriate information and advice on opportunities
 - Further training
 - Apprenticeships
 - Employment

By providing students with choices we believe that this will provide further opportunities for each student and inspire each and everyone one of them to work towards achievable goals.

Aims

By providing IAG to students this will enable them to:

- Be ambitious in their future aspirations
- Prepare for the next stage of their post school life be it in training, education, apprenticeships
- Promote equality of opportunity and challenge stereotypes
- Provide effective labour market information to assist decision making
- Challenge expectations with dynamic opportunities and challenges

Objectives

Hillcrest will:

- Assist students and parents/carers to understand opportunities available after leaving school
- Make students and parents/carers aware of the changes in the world of work
- Assist students and parents/carers to develop skills in looking for opportunities
- Prepare students to ensure they have the skills, knowledge, attitudes and relevant experience (where possible) to transition into their chosen pathway
- Encourage continuous learning to further assist their future opportunities
- Utilise specialist careers support
- Provide opportunities for students to talk to colleges and employers to further aid their decision making

Relationship to other policies

This policy links with policies and procedures for teaching and learning, student visits, curriculum, behaviour, special educational needs, equality, assessment and recording and reporting.

Roles and Responsibilities

Careers Lead

The careers leader will be responsible for the delivery of the Hillcrest school careers IAG programme. This will include:

- Liaison with external careers advice service, FE colleges, employers and any other associated services/employers
- Ensuring that all guidance aligns with the Gatsby Benchmarks
- Students have access to a careers week including:
 - Access to employers from business to further aid their understanding of the world of work
 - Access to FE providers to provide information on career options, courses and qualifications that are available and what this would entail
- Students follow accredited courses where applicable to align with their aspirations
- Students have access to personalised impartial careers advice and interviews to assist them with their decision making

Careers Lead in school is Alison Miller, who can be contacted on 01670 713 632 or email admin@hillcrest.northumberland.sch.uk

Independent careers information and guidance for school is Gill Burridge, who can be contacted on 01670 622 799 or email gill.burridge@northumberland.gov.uk

Staff Team

The staff team will support the Careers Lead in delivering the careers programme to their students. This will be through:

- Linking the curriculum learning to the careers programme
- Highlighting to all students the importance of achievement in English and Maths and also other qualifications including Duke of Edinburgh, ASDAN
- Provide first point of contact to students when offering IAG
- Develop student's transferable skills

Senior Leadership Team

The senior leadership team will ensure that:

- All statutory elements of the curriculum are met
- Teaching time is adequate to support the IAG policy
- The governing body are informed on the opportunities provided through the curriculum and IAG policy
- A positive learning culture is maintained with all staff and students to allow students to have self-belief in their ability to succeed
- School provide high standards of teaching and learning
- The policy is reviewed, monitored and updated and reported to the governing body
- The school is compliant with all legislation which allows an annual evaluation of careers through retention and progression tracking

Monitoring and Evaluation

Evaluation is essential to ensure that Hillcrest meets the needs of its students and also that the IAG programme is meeting its requirements. Hillcrest use the Gatsby method of evaluating and this evaluation is ongoing and regularly reviewed to enable future updates to provide the best available service to our students. This will include external input from FE colleges, employers, careers advisers, students, parents/carers. The success of this policy will be demonstrated through the retention and progression tracking.

Links

To support Hillcrest in delivering this policy, we continuously build networks of outside agencies etc including:

- Azure Garden Centre
- TyneMet College
- Newcastle College
- Northumberland College / Kirkley Hall
- Northumberland County Council Learning and Skills
- Northumberland Fire Brigade
- Northumbria Police
- Smile Through Sport

Document History

Item	Nature of Change	Date of Update	Document Version
Careers Advisor	Updated document to new Careers Advisor allocated to Hillcrest Document history added	22/11/2022	SP - Careers