



HANLEY CASTLE HIGH SCHOOL & SIXTH FORM CENTRE

School Careers Strategy & Action Plan

September 2023
To be reviewed September 2024



Hanley Castle High School Values and Vision

Our aspiration is that:

Every Hanley student feels part of a happy, safe school community where they develop self-belief, are listened to, and valued.

Each individual develops their unique gifts, talents and abilities, maximising learning opportunities both within and outside the curriculum.

All young people leaving our care move confidently onto further study or employment having enjoyed our long-standing traditions, achieved their full potential and developed the skills and personal qualities that will ensure future success in an ever-changing international society.

We shall achieve this through:

- A stimulating learning environment, supported by consistent expectations
- Care, support and intervention that place the individual at the centre of everything that we do
- Celebration of all forms of success and reward of positive attitude and effort
- Close partnership between parents, school and the student to support progress
- A curriculum that promotes understanding and appropriately challenges every student
- Opportunities outside the curriculum that develop a broader personal development
- A clear understanding of rights and responsibilities in a global community



Hanley Castle High School is an active member of the Worcestershire Careers Hub and supports the development of Worcestershire's Future Workforce through the Worcestershire Enterprise Adviser Network.

Hanley Castle High School

CAREERS STRATEGY

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INTRODUCTION

The vision of our careers programme is to enable our students to make aspirational, realistic and informed choices for their future – helping every young person to find their best next step.

Through our Careers Related Learning Programme, all students will be supported to develop the skills, abilities and behaviours to achieve their personal best and are well prepared for post 16/18 pathways and the world of work. They will be given opportunity to participate in a range of meaningful careers activities, introducing them to a wide range of careers, meeting with employers and having experience of the workplace.

An effective careers guidance programme has never been more important. Education, training and employment opportunities can be complex to navigate and are more challenging than ever before. The Hanley Castle Careers Programme provides our students with the knowledge, inspiration and ability to manage their personal career plans in order for them to succeed in their chosen pathway.

At each transition stage students will receive additional support and guidance from their tutors, our Careers Leader and the relevant Key Stage Teams. They are supported in making choices and decisions by giving access to impartial information and guidance as to the range of options available (including academic, vocational/technical and apprenticeships).

The main aims of careers provision at Hanley Castle High School are to:

- Prepare students for life after Hanley Castle
- To support students in choosing the most appropriate pathway for them at various stages of their education including Y8 Options, post 16 next steps and post 18 next steps
- Develop an understanding of different career paths and challenge stereotypes
- Develop an understanding of the differences between school and work
- Inspire students to chase and achieve their dreams
- Help students to access information on the full range of post-16 and post-18 education and training opportunities
- Offer targeted support for vulnerable and disadvantaged young people
- Instil a healthy attitude towards work



Hanley Castle High School Careers Strategy

Purpose and aims

Hanley Castle High School is fully committed to ensuring that all of our students acquire the skills, knowledge and attitudes to manage their learning and career progression.

We have already established a range of effective careers guidance activities which we hope will guide support our students to achieve positive destinations such as A 'levels, Higher Education, Apprenticeships, Technical routes or Employment.

This careers strategy sets out Hanley Castle High School's key approaches internally and externally to enhance the current careers guidance activities and participation opportunities already available to our students. The aim is to ensure that students are fully prepared for and informed effectively about their next steps and can therefore aspire to achieve their full potential. We want to ensure that our students have both the aptitude and interpersonal skills to effectively communicate and add value within the workplace.

The school will collaborate throughout this strategy with a range of external agencies to help us ensure we will meet all of the mandatory requirements contained within the Department for Education's careers strategy (last updated January 2023). These partnerships will include working alongside The Careers and Enterprise Company (CEC), The Worcestershire Local Enterprise Partnership (WLEP), Worcestershire County Council (WCC), Further Education (FE) and Higher Education (HE) providers, Worcestershire Apprenticeships (WA) and a wide range of local employers.

High quality careers guidance is a crucial part of improving social mobility. Young people make choices based on what they know and what they think is available to them. If our young people are made fully aware of the career pathways and opportunities available to them, they will be more able to make informed choices about which qualifications and career pathways will enable them to achieve their goals.

This strategy outlines our whole school approach to delivering careers guidance to all of our students throughout their journey through education. Careers activity will therefore take place across years 7 through to year 13 as part of the mandatory requirements set by the Department for Education and contained within the Gatsby Benchmarks.



Strategic Careers Leader

As set out within the Department for Education's Careers Strategy Hanley Castle High School is required to have a designated member of our Senior Leadership Team named as our schools Strategic Careers Lead.

The Strategic Careers Lead will have the responsibility to make sure that we as a school meet our mandatory requirements and continue to work towards achieving all eight of the Gatsby Benchmark.

Mrs Louise Price (Careers Leader and Head of Work-Related Learning) has agreed to undertake this role, supported by Mr Sam Cook (Assistant Headteacher, Post-16 Studies).

Louise Price will provide both the headteacher and the board of governors with regular updates on our progress and will work closely with the Worcestershire LEP delivery team, our assigned enterprise advisers and local employers to ensure we deliver this strategy.



Our Enterprise Advisers

Through the Worcestershire LEPs Enterprise Adviser Network Hanley Castle High School are delighted to have been assigned our own designated enterprise advisers.

Tracey Mirrelson and Melissa Wilkes will be supporting our careers team to assist us to facilitate careers related activity which will help us achieve Gatsby Benchmarks 5 and 6.

May we introduce our assigned Enterprise Advisers...

Tracey Mirrelson



Tracey is a Senior Software Engineer with over 25 years of experience. She is currently a team leader for 12 software engineers at QinetiQ and has been at QinetiQ for the last 15 years. Prior to this Tracey had her own company whilst she was self-employed as a computer contractor. Tracey is a registered STEM ambassador and regularly volunteers, actively encouraging students to get involved in coding. Tracey has been the EA for Hanley Castle High School since 2016.

Melissa Wilkes



As a dedicated volunteer within the high school's careers department, I am passionate about guiding young minds towards a world of endless possibilities of future career paths. I am a qualified solicitor who has embarked on a journey that led me to run several successful businesses, both in product and service-based industries.

My commitment to the next generation's success is unwavering and I closely collaborate with Hanley Castle careers department to enrich the students' career curriculum. Through mentorship and sharing my own career journey, I aim to inspire and empower students to explore, dream, and achieve their full potential.



Current position at Hanley Castle High School

Our careers programme is pivotal in supporting all of our students to progress to their chosen destination through providing Careers, Education, Information, Advice and Guidance (CEIAG). We have high aspirations for our learners and deliver career programmes, events and opportunities that help develop learner's knowledge and skills. Our curriculum is also aligned to the Gatsby Benchmarks (see next section) and the CDI's Career Development Framework.

The Career Development Institute further developed a Career Development Framework to outline the skills, knowledge and attitudes that individuals need to have a positive career. A 'positive' career will mean something different to everyone, but it will typically include being happy with the way you spend your time, being able to make a contribution to your community and being able to have a decent standard of living. [More information can be found here.](#)



Students are currently receiving the following careers related support or are participating within the activities listed below during their journey through school:

Year 7

- Careers education and lessons within the PSD carousel
- Assemblies and tutor-based discussions supporting future choices and opportunities
- Curriculum lessons linking subjects to career opportunities
- STEM clubs and STEM activities organised by STEM Co-ordinator
- External open events, activities, workshops and opportunities shared with students through our fortnightly careers bulletin
- Activities Week – skills building
- Apprenticeships 'Treasure Hunt' as part of National Apprenticeships Week
- Personal reflection and evaluation of careers related learning and activities
- Celebration and participation in National Apprenticeships Week and National Careers Week



Year 8

- Careers education and lessons within the PSD carousel to include the Business & Enterprise Programme with Grant Thornton LLP
- Fortnightly tutor time careers session/activity
- Options process – meetings with pastoral and careers staff, tutor support, information and guidance for parents, targeted area on website and display boards
- Careers drop-in sessions to support the options process
- Visit to the Three Counties Careers Fair, accompanied by tutors
- Futures Fortnight event
- Introduction to Unifrog careers platform
- Assemblies, subject talks/workshops and tutor-based discussions supporting future choices and opportunities
- Apprenticeship presentation
- Curriculum lessons linking subjects to career opportunities
- STEM clubs and STEM activities organised by STEM Co-ordinator
- External open events, activities, workshops and opportunities shared with students through our fortnightly careers bulletin
- Activities Week – skills building
- Personal reflection and evaluation of careers related learning and activities
- Celebration and participation in National Apprenticeships Week and National Careers Week
- Future Skills Questionnaire

Year 9

- Careers education and lessons within the PSD carousel
- Access to Unifrog careers platform
- Futures Fortnight event – including employer engagement activities
- Assemblies and tutor-based discussions supporting future choices and opportunities
- Apprenticeship presentation
- Curriculum lessons linking subjects to career opportunities
- STEM clubs and STEM activities organised by STEM Co-ordinator
- Careers drop in sessions
- Activities Week – skills building
- External open events, activities, workshops and opportunities shared with students through our fortnightly careers bulletin
- Personal reflection and evaluation of careers related learning and activities
- Celebration and participation in National Apprenticeships Week and National Careers Week
- Future Skills Questionnaire

Year 10

- Careers education and lessons within the PSD carousel
- Fortnightly tutor time careers session/activity
- Access to Unifrog careers platform
- Work Experience Information Evening combined with Parents' Information Evening
- Y10 Assembly – including introduction of work experience
- Whole year group visit to the Worcestershire Skills Show



- University experience days
- FE College Taster Days
- Work Experience
- STEM clubs and STEM activities organised by STEM Co-ordinator
- External open events, activities, workshops and opportunities shared with students through our fortnightly careers bulletin
- Assemblies and tutor-based discussions supporting future choices and opportunities; school staff, apprenticeships, employers, training providers
- Apprenticeships presentation – Worcestershire Apprenticeships
- Curriculum lessons linking subjects to career opportunities
- Careers drop-in sessions/work experience support
- Personal reflection and evaluation of careers related learning and activities
- Celebration and participation in National Apprenticeships Week and National Careers Week
- Future Skills Questionnaire

Year 11

- Careers education and lessons within the PSD carousel
- Access to Unifrog careers platform
- Parents’ Information Evening
- Pathway Assembly
- HE/FE/Training Provider – talks/presentations
- 1:1 interview with Careers Adviser
- Sixth Form Open Evening and Sixth Form taster sessions
- Opportunity to participate in the National Citizenship Programme – series of assemblies
- Employer led CV session
- Workshops with Careers Adviser – CV support, apprenticeships
- STEM activities, workshops, work place visits
- Assemblies and tutor-based discussions supporting future choices and opportunities; school staff, apprenticeships, employers, training providers
- Apprenticeships presentation and workshop – Worcestershire Apprenticeships
- STEM clubs and STEM activities organised by STEM Co-ordinator
- External open events, activities, workshops and opportunities shared with students through our fortnightly careers bulletin
- Personal reflection and evaluation of careers related learning and activities
- Celebration and participation in National Apprenticeships Week and National Careers Week
- Future Skills Questionnaire

Sixth Form

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|--|-----------------------------|
| <ul style="list-style-type: none"> • Timetabled IAG sessions – fortnightly, to include <ul style="list-style-type: none"> ○ Life skills/personal well-being ○ Career research and Careers Pathways Sessions ○ UCAS ○ Apprenticeships | <p>Y12 & Y13</p> |
| <ul style="list-style-type: none"> • Dedicated IAG programme – supported by the KS5 Team and tutors | <p>Y12 & Y13</p> |



<ul style="list-style-type: none"> • All students have training and support in the use of Unifrog which helps them to find the best universities and apprenticeships linked to their own skills, preferences and aptitude. 	Y12 & Y13
<ul style="list-style-type: none"> • 1:1 interviews with Careers Advisor 	Y12 & Y13
<ul style="list-style-type: none"> • Careers Pathway Programme 	Y12
<ul style="list-style-type: none"> • Assemblies <ul style="list-style-type: none"> ○ Employers ○ Apprenticeships – Worcestershire Apprenticeships, Training Providers and ex-students ○ Work Experience ○ Universities 	Y12 & Y13
<ul style="list-style-type: none"> • Parents' Information Evenings and events 	Y12 & Y13
<ul style="list-style-type: none"> • University talks and presentations 	Y12 & Y13
<ul style="list-style-type: none"> • Volunteering programme (Hanley Honours) 	Y12 & Y13
<ul style="list-style-type: none"> • External open events, activities, workshops and opportunities shared with students through our fortnightly careers bulletin 	Y12 & Y13
<ul style="list-style-type: none"> • University visits/UCAS Fair 	Y12 & Y13
<ul style="list-style-type: none"> • HE+ Programme and EPQ 	Y12 & Y13
<ul style="list-style-type: none"> • Personal reflection and evaluation of careers related learning and activities 	Y12 & Y13
<ul style="list-style-type: none"> • Employer led CV/Interview session 	Y12
<ul style="list-style-type: none"> • Y12 Mock Interview Programme 	Y12
<ul style="list-style-type: none"> • Work Experience 	Y12
<ul style="list-style-type: none"> • 'LinkedIn' session with employer 	Y13
<ul style="list-style-type: none"> • Y12 Inspiration Day – supported by employers, Worcestershire Apprenticeships, Universities, Alumni 	Y12
<ul style="list-style-type: none"> • Future Skills Questionnaire 	Y12

Teaching staff contribute to the delivery of careers guidance through:

- Supporting the delivery of our careers programme and the related experiences and opportunities throughout the academic year
- Employer visits during classroom lessons
- Linking subject learning to careers
- Delivery and support of careers lessons within the PSD/IAG carousel
- Supporting students to access and take part in activities on our chosen careers platform - Unifrog
- Attending relevant training sessions
- Organising subject specific educational trips and visits
- Accompanying students to external careers activities
- Extra-curricular activities

Local Employers contribute to the delivery of careers guidance through:

- Workplace visits
- Work experience
- Assemblies/talks



- Workshops
- Careers Fairs
- Student mentoring
- Mock interviews

Parents contribute to the delivery of careers guidance through:

- Supporting the delivery of our careers programme and the related experiences and opportunities throughout the academic year
- Support to arrange work experience placements
- Parents employer participation – work experience, workshops, mock interviews
- Accompanying their child to open events and support with making applications
- Attendance at Parents' Information Evenings
- All parents are invited to create their own account on the Unifrog careers platform

Our Alumni contribute to the delivery of careers guidance through:

- Workplace visits
- Assemblies/talks (groups)
- 1:1 talks and supporting with university mock interviews
- Mock interviews

Partnership Arrangements and Employer Contacts

Hanley Castle High School has strong links with:

- Worcestershire Careers Hub.
- Worcestershire Local Enterprise Partnership
- Further Education providers
- The local business community
- Alumni and Parents



Objectives for 2023 to 2024

1. To continue to strive towards meeting the eight Gatsby Benchmarks for good career guidance as recommended by the Department of Education Careers Strategy 2017 and Statutory Careers guidance and access for education and training providers 2023.
2. To raise aspirations by ensuring all students have knowledge of routes into further education, higher education and apprenticeships (at all levels).
3. To introduce the Future Skills Questionnaire into our careers related learning programme. The FSQ (created by the Careers and Enterprise Company) gives student the opportunity to reflect on their career-related knowledge and skills. It measures the career readiness of students at points of transition across secondary education.

Measuring and Assessment of the impact of our careers programme on students

Evaluation of our careers programme is designed to enable us to examine what we do; consider how we can continue to develop it and provide stakeholders with a summary of this. This will include gathering information from key stakeholders about how they feel about their experiences in relation to the careers programme. In addition, student progress in Careers lessons will be evaluated as part of our student monitoring process.

The effectiveness of our provision is inspected and audited by the Careers and Enterprise Company using the Compass Careers Benchmark Tool. This tool is used by schools to support the analysis and evaluation of careers activity against the eight benchmarks of best practice (known as the Gatsby Benchmarks).



The Eight Gatsby Benchmarks of Good Career Guidance are:

In line with the Department for Education's careers strategy, Hanley Castle High School aims to fulfil the eight expectations set out within the 'Gatsby Benchmarks' which provide a framework to ensure that the school has formed a careers programme which falls in line with legal requirements. The following eight benchmarks are at the core of good careers and enterprise provision:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of workplaces
7. Encounters with further education and higher education
8. Personal guidance

1. A Stable Careers Programme

- To ensure the careers programme is delivered by individuals with the right skills and experience. The school will, wherever possible, use qualified careers professionals to offer advice and guidance to all or the overwhelming majority of students.
- To enable students to have an understanding of the full range of opportunities available to them, the skills that are valued within the workplace and to have first-hand experience of a work environment.
- To develop and publish a careers programme that will raise the aspirations of all students regardless of academic ability and is tailored to meet their individual needs wherever possible.
- To ensure our Careers Strategy is fully supported by the Senior Leadership team within school and is approved by the board of governors
- To ensure there is a clear focus on the activities which support enterprise, employability skills, workplace experiences and qualifications which employers' value.
- To regularly evaluate our careers strategy to determine the impact of our careers related activity based on the feedback provided to us by students, teachers, employers and where appropriate parents.
- To maintain high quality careers provision endorsed by the Careers and Enterprise Company and to review the improvement of our programme by using the Compass evaluation and Compass Careers Dashboard tools.

2. Learning from Career and Labour Market Information

- To encourage and increase the use of online careers tools and packages across all year groups. Working with our own careers team, key partners, stakeholders, local and national professional bodies.



- To utilise and then support the development of labour market information to ensure staff and students are informed in their decisions and the advice being given. Work with the Worcestershire LEP and the Careers and Enterprise Company to help establish key priority areas which need to be developed.
- To promote the values of labour market information to parents /carers (where appropriate) to access and understand this information. To investigate careers and opportunities in learning, work and apprenticeships and how these meet the local and national priorities.

3. Addressing the Needs of the Student

- To develop mechanisms to report, track and monitor compliance in relation to the Careers Strategy objectives.
- To develop accurate tracking systems to ensure students are able to keep track of their own journey, record and access the advice they have received and monitor the agreed actions and next steps
- To ensure that a programme of activity takes place which raises the aspirations of all students and challenges stereotypical thinking in terms of equality and gender.
- To ensure that students with particular vulnerabilities and those who are at risk are appropriately supported and identified through close working relationships with the full range of educational and support agencies.
- To ensure that careers guidance for learners with special educational needs and disabilities (SEND) is differentiated, where appropriate, and based on high aspirations and a personalised approach. Careers guidance for learners with SEND should be based on the students own aspirations, abilities and needs.

4. Linking Curriculum Learning to Careers

- To ensure that subject teachers across the whole school support the delivery of careers education and guidance and are able to link the content of curriculum with careers, even in lessons which are not specifically occupation led. Subject specialist staff can be powerful role models to attract students towards their field and the careers that flow from it.
- To integrate national initiatives and project opportunities within the curriculum to enhance that range of careers related activity taking place within school. e.g. Young Enterprise and Code Clubs.
- To ensure that careers related activities are built in throughout the school year and not just towards the end of any given topic / subject being delivered.
- Specific focus will initially be placed on linking curriculum to careers in English, Maths, Sciences and PHSE lessons.

5. Encounters with Employers and Employees

- To ensure that students receive at least ONE meaningful encounter with an employer during every year they are at school.
- To increase the number of activities which are conducted within school with the support of local employers.



- To ensure that students have the opportunity to improve employability skills and their understanding of and awareness of entrepreneurship
- To enable learners to gain the confidence to compete in the labour market by providing opportunities to gain the practical know-how and attributes that are relevant to gaining employment.
- To develop marketing materials for employers which will help them easily understand the impact of their involvement, the breadth of options available to them and the ways in which they can show they meet their corporate social responsibility.
- To create mechanisms where parents and alumni can express their interest to actively support employer related activity taking place within the school.
- The school will also encourage students and parents to attend careers events such as the Worcestershire Skills Show held annually in March and the Worcestershire Apprenticeship show held annually in October.

6. Experiences of the Workplace

- To ensure that students receive at least ONE meaningful experience of the workplace by the end of year 11.
- To ensure that students receive at least ONE further meaningful experience of the workplace during years 12 and 13.
- To increase the number of employer workplace visits which will take place to enable students to gain more of an understanding of the wide range of employment opportunities available within specific industry sectors based in Worcestershire.
- To strengthen our links with local employers and support our Enterprise Adviser to facilitate careers related activity within school

7. Encounters with Further and Higher Education

- To ensure all / overwhelming majority of students receives at least ONE meaningful encounter with Sixth Form Colleges and FE Colleges.
- To ensure all / overwhelming majority of students has been provided with information about the full range of apprenticeships including higher level apprenticeships through the Worcestershire Apprenticeships activity offer.
- To ensure all / overwhelming majority of students have experienced meaningful encounters with universities.

8. Personal Guidance

- Ensure all / overwhelming majority of students have had an interview with a professional and impartial careers adviser by the end of year 11
- Ensure all / overwhelming majority of students has had at least TWO interviews with a professional career's adviser by the end of year 13.



Promotion of careers related activities

Hanley Castle High School will encourage the promotion of ALL careers related activity which takes place within the school through the creation of case studies and will share this activity through our school twitter account @HanleyCastle and on our website.

This careers strategy document will be placed on the school's website. Any case studies that are created will also be shared with the Worcestershire LEP to be used to promote best practice across ALL careers hub member schools.

This promotion will enable us, and our partner organisations, to be able to capture the evidence we are required to provide to both OFSTED and the Careers and Enterprise Company (and demonstrate that the activity taking place within our school) meets the requirements set out within the Department of Education's Careers Strategy.

Action plan 2023/24

An in-depth timetable of the planned careers related activity for the academic year can be accessed from the careers section of the school website [Careers Education, Information, Advice and Guidance](#)



Useful links / Resources

The Careers Enterprise Company	https://www.careersandenterprise.co.uk/
The Careers and Enterprise Company Resource Directory	https://resources.careersandenterprise.co.uk/
Gatsby Foundation	http://www.gatsby.org.uk/education/focus-areas/good-career-guidance
Post 16 Skills Plan	https://www.gov.uk/government/publications/post-16-skills-plan-and-independent-report-on-technical-education
Department of Education Careers Strategy	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672418/Careers_guidance_and_access_for_education_and_training_providers.pdf
Skills For Worcestershire	http://www.skills4worcestershire.co.uk/
Government Careers Strategy December 2017	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf
Government Careers Guidance and Access for Education and Training Providers (Jan 2023 update)	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1127489/Careers_guidance_and_access_for_education_and_training_providers .pd
National Careers Service	https://nationalcareersservice.direct.gov.uk/
UCAS (Universities and Colleges Admissions Service)	https://www.ucas.com/
Worcestershire Local Enterprise Partnership	http://www.wlep.co.uk/
Worcestershire Apprenticeships	http://worsapprenticeships.org.uk/
HOW College	http://www.howcollege.ac.uk/
Kidderminster College	http://kidderminster.ac.uk/
Warwickshire College Group	https://wcg.ac.uk/page/1/home
Worcester University	https://www.worcester.ac.uk/