

Wyre Forest School

SCHOOL CAREERS STRATEGY AND ACTION PLAN

2020-2021

**Wyre Forest 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**



The Careers and Enterprise Company was set up in 2015 to transform careers and enterprise provision in schools and colleges across England. The Careers and Enterprise Company had an initial remit to improve employer engagement, through the creation of the Enterprise Adviser Network and support schools to increase the delivery of activities which would help them build long lasting employer relationships (Gatsby Benchmarks 5 and 6).

WYRE FOREST SCHOOL CAREERS STRATEGY

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WYRE FOREST SCHOOL CAREERS STRATEGY

Purpose and aims

Wyre Forest School is fully committed to ensuring that all of our students acquire the skills, knowledge and attitudes to manage their learning, career progression and transition into adulthood.

Wyre Forest School has already established a range of effective careers guidance and transition activities which we hope will guide and support our students to achieve positive destinations such as further education, supported internships, supported living or employment.

This careers strategy sets out Wyre Forest 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.

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 new careers strategy. 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) Worcestershire Apprenticeships (WA) and a wide range of local employers and SEND support services.

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 which will enable them to achieve their goals.

The strategy includes measures to further develop and improve the current provision on offer to students and will ensure that Wyre Forest School will meet the requirement to meet the eight "Gatsby Benchmarks", set out within the Department for Education's careers strategy by August 2020.

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 14 as part of the mandatory requirements set by Department for Education and contained within the Gatsby Benchmarks.

THE CAREERS & ENTERPRISE COMPANY

Worcestershire's Enterprise Adviser Network

The Worcestershire Local Enterprise Partnership (WLEP) and Worcestershire County Council, through their contract with the Careers and Enterprise Company, has been delivering the Worcestershire Enterprise Adviser Network (WEAN) since January 2017 and has placed business leaders within schools to support them with the facilitation of careers related activity and support their achievement of Benchmarks 5 and 6..

Worcestershire was one of the first LEP areas in England to be awarded a central contract with the Careers and Enterprise Company and has been seen as an influential area as the Enterprise Adviser networks were being developed across England.

The WLEP has been leading the way nationally regarding network performance since the delivery of this initiative began and was delighted to become the first LEP area in the country to secure 100% participation from their education establishments. (50x)

The WLEP was also instrumental in demonstrating the need for total inclusion. The WEAN was one of the first areas in the country to also ensure that ALL of our Special Schools and PRU's were allowed to participate within the initiative.

To date Worcestershire has recruited 70+ Enterprise Advisers and assigned each of them to schools participating within the initiative.

In September 2017, due to the success of the WEAN, the WLEP were given permission to develop and deliver a Middle School Pilot and work with 15 schools covering Wychavon, Redditch and Bromsgrove.



What is a Careers Hub?

A Careers Hub is a group of between 20 and 40 secondary schools / colleges / SEN Schools located in the same geographical area, working with universities, other education and training providers, employers and career guidance professionals to ensure that ALL the Gatsby Benchmarks are delivered in each school and college within the Hub and that careers outcomes are improved for all young people. Schools and colleges within the Hub should have a shared vision of how they will work together to improve outcomes for the young people in their area.

Worcestershire Careers Hub

In July 2018 the Worcestershire LEP, in partnership with Worcestershire County Council were successful in their bid for Worcestershire to be awarded "Careers Hub" status by the Careers and Enterprise Company.

The Worcestershire LEP will develop a careers Hub which will contain the maximum number of 40 educational establishments. The "Hub" delivery team over the next 2 years will work with member schools to ensure not only are they meeting the mandatory requirements set out within the Department for Education's Careers Strategy, achieve all eight of the Gatsby Benchmarks but will ensure that Worcestershire students will receive an increased number of employer encounters and activities which will in turn prepare them for the world of work.

The delivery team will continue to build on the success of our showcase careers event the Worcestershire Skills Show, support the promotion of the apprenticeship agenda working with our partner Worcestershire Apprenticeships, and ensure that ALL schools provide students with the opportunity to meet with FE / HE providers and universities to ensure they can continue to make informed choices about which educational and vocational pathways are open to them.

Work will also continue to expand the range of information available to students, parents, employers and teachers through the "Skills4Worcestershire" careers signposting website.



Strategic Careers Leader

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

The Strategic Careers Lead will have the responsibility to make sure that we as a school meet our mandatory requirements and work towards achieving all eight of the Gatsby Benchmarks by August 2020.

The Careers lead 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 Adviser and local employers to ensure we deliver this strategy.

Our Strategic Careers Lead is:

Rebekah Thompson, Assistant Headteacher

Email: office@wfs.worcs.sch.uk

Tel: 01562 827785

Our Careers Team

Rebekah Thompson will lead our team which will include the following staff members:

Sian Ackerley Middle School Leader

Amy Scott PSHCE specialist teacher

Tom George Careers and Transition Advisor

Our Enterprise Adviser

Through the Worcestershire LEPs Enterprise Adviser Network Wyre Forest School are delighted to have been assigned our own designated enterprise adviser.

The enterprise adviser will be supporting our careers team to assist us to facilitate careers related activity which will help us achieve Gatsby Benchmarks 5 and 6.

A CEC advisor is not currently in place. We receive support from Hannah Strong, Enterprise Coordinator, Worcestershire SEND

Careers and Transition Provision at Wyre Forest School

Careers and Transition Advisor

Our Careers and Transitions Advisor (CTA), Tom George, provides impartial careers and transition support to students and their parents.

Year group	Planned Input	
Year 7		
Year 8	Group session- Introducing the CTA	
Year 9	1:1 discussion with each pupil. Action Plan document produced. CTA attends individual ECHP review meetings, transition document produced.	
Year 10	Spring 1 Group session- Future pathways, 1:1 discussion	CTA attend individual yearly EHCP review meetings, transition document is updated.
Year 11	Autumn 1 Group Session- Planning for Moving On, 1:1 discussion with leavers, Spring/Summer further 1:1 discussions with leavers throughout the year as required (to support decision and application)	
Year 12	Throughout sixth form CTA will be in regular contact with staff and students identifying and responding to any changing aspirations.	
Year 13	Autumn 1 1:1 discussion with leavers Spring/Summer further 1:1 discussions with leavers throughout the year as required (to support decision and application)	
Year 14		CTA available for discussion with parents and students at termly Coffee Mornings

CTA appointments available at parents' evenings.
CTA available for informal discussion with students and parents at Life Beyond School Event.

Key Stage 3:

KS3 Careers and The World of Work Curriculum Overview	
Year 7	<p>What am I good at?</p> <ul style="list-style-type: none"> • What am I good at? • What do I find difficult or need to improve on? • What qualities do I have? • What do I like doing? • Set realistic but challenging personal targets and goals • Preferences as a learner • How to justify choices and opinions
Year 8	<p>Jobs</p> <ul style="list-style-type: none"> • Challenge gender stereotypes of jobs • Different types of work: employment, self-employment, voluntary • Identify own strengths, interests, skills and qualities and consider how to develop them • Benefits of being ambitious and enterprising
Year 9	<p>Jobs</p> <ul style="list-style-type: none"> • Different work roles and career pathways and progression • Identify own aspirations • They have the same right to learning and work as all other people • Challenge family/ cultural expectations that may limit their aspirations • Subject choices available in KS4 • The Labour Market (using LMI) • Where to search for jobs <p>Economic Responsibility</p> <ul style="list-style-type: none"> • Budgeting • Saving money • Recognising our needs and wants • Explore social and moral dilemmas about the use of money (how affect economies, environment) e.g. internet's effect on high street, FairTrade, single-use plastic, organic, free-range eggs, buying local

- All key stage 3 students and their parents are invited to attend the Life Beyond School event in the Spring term which features representatives from a range of future possible destinations including colleges, training providers and social provision.
- Students take part in the KS3 Employers Event which has previously been supported by McDonalds, West Mercia Police, Droitwich CVS, NHS, West Midlands Fire Service, Stone Manor Hotel and Mencap.

Key Stage 4

KS4 Careers and the World of Work Curriculum Overview	
Year 10	<p>Post-16 Choices</p> <ul style="list-style-type: none"> • Evaluate own personal strengths and areas for development and use this to inform goal-setting • Information, advice and guidance available • How to further develop study and employability skills • Changing patterns of employment (local, global), Labour Market index different types of business • Work experience • Rights and responsibilities when studying/at work (inc confidentiality) • Positive attitudes and values at work (customer service) <p>Financial Decision-Making</p> <ul style="list-style-type: none"> • Opening a bank account • The difference between accounts and bank cards (current, saving) Recognise the wider impact of their buying choices • Be a critical consumer of goods and services • Recognising a good deal • Rent-to-own schemes eg Brighthouse • Consumer rights and how to seek redress (complain appropriately and effectively)
Year 11	<p>Applying for Jobs and Further Study</p> <ul style="list-style-type: none"> • Range of opportunities available o them for career progression, education, training and employment • Develop their career identity • Create a CV • How to maximise chances when applying for jobs or study • Job applications and interview preparation • Effective answers and body language at interview • Work experience

Students working on the achievement continuum within Entry Level 1 take part in Life Skills, Enterprise and Independent Living Skills sessions.

- All Key Stage 4 students and their parents are invited to attend the Life Beyond School Event
- Year 10 students attend the World Skills Show, NEC
- Year 11 students attend Worcestershire Skills Show
- Year 11 students attend workshops run by Worcester Apprenticeships and Mencap
- Year 11 leavers attend open days and induction sessions at their chosen destinations
- Year 11 students take part in CV and Interview workshops run by JobCentrePlus
- Year 11 students going into the sixth form take part in transition sessions.

Post-16

Post-16 Careers and Transition Curriculum Overview	
Level 1 learners	<ul style="list-style-type: none"> • Preparation for Work • Health and Safety at Work • Exploring Job opportunities • Communication with others in the workplace • Applying for a job • Completing an enterprise Project <p>CoPE L1 Module 6: Vocational Preparation</p>
EL1-3 learners	<ul style="list-style-type: none"> • OCR Life and Living Skills: <ul style="list-style-type: none"> ⇒ Skill Area: Environment and Community ⇒ Skill Area: Home Management ⇒ Skill Area: Office Practice ⇒ Skill Area: Personal skills ⇒ Skill Area: World of Work <p>Weekly Enterprise and Work Skills lessons</p>
<p>Students working on the achievement continuum within Entry Level 1 take part in Life Skills, Enterprise and Independent Living Skills sessions.</p> <p>Transition planning and skills for work are embedded across the sixth form curriculum.</p>	

- Post 16 students take part in personalised career and transition packages dependent on their needs and aspirations
- Post 16 students and their parents are invited to Life Beyond School and termly coffee mornings
- Post 16 students attend World Skills Show and Worcestershire Skills Show
- Students take part in work experience on-site
- Some students take part in work experience off-site
- Students work in our award-winning community café- The Blossom Tree
- Students visit workplaces, colleges and social care providers
- Taster sessions at local colleges and training providers
- Visits to community facilities and travel training
- Year 12 students take part in NCS residential

Teaching staff contribute to the delivery of careers guidance through:

- Timetabled PSHCE, ASDAN, ILS, work skills, employability and enterprise lessons.
- Assemblies and tutor group discussions.
- Employer and transition visits during classroom lessons.
- Discussion with parents, students and Careers Advisor at annual reviews, parents evenings, transition events and as pertinent throughout the year.

Local Employers contribute to the delivery of careers guidance through:

- Workplace visits
- Work experience
- Attendance at careers fairs
- Supporting classroom learning
- Providing preparation for work workshops
- Supporting enterprise activity

Parents contribute to the delivery of careers guidance through:

- Attending careers and transition events within school and in further destinations
- Support in attending interviews, transition visits and inductions
- Support to arrange work experience

On-going Objectives

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.
- Ensure our Careers Strategy is fully supported by the Senior Leadership team within schools 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.
- 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 Tracker 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 Pupil

- 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
- 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 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,
- To ensure that careers related activity 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 and employer during every year they are at school.
- 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.
- 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.
- 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. This experience will be dependent on the needs and aspirations of the individual.
- To ensure that students receive at least ONE further meaningful experience of the workplace during years 12 and 13. This experience will be dependent on the needs and aspirations of the individual.
- 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

- Ensure all / overwhelming majority of students receives at least ONE meaningful encounter with FE Colleges and other relevant provision according to the needs and aspirations of the student
- Ensure all / overwhelming majority of students has been provided with information about the full range of apprenticeships including traineeships and supported internships through the Worcestershire Apprenticeships activity offer.
- Where relevant to the individual, meaningful encounters with higher education and universities will take place.

8. Personal Guidance

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

Promotion of Careers related activities

Wyre Forest School will encourage the promotion of 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 and other channels.

This careers strategy document along with any case studies documents that are created will be placed on the schools website. These 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 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.

Timetable of planned careers related activity

Spring Term 2020				
Year Group	Activity Description	Date	Covering Benchmark	RAG Status
KS3 KS4 KS5	'Life Beyond School' Event	March 20	3, 7,	
12, 13	College visits continue	On-going	7	
KS3	EA planning meeting, KS3 Employers Fair	March 20	5	
11 KS5	Worcestershire Skills Show	March 20	3, 5, 7,	
KS4	Worcestershire Apprenticeships workshops	Jan 20	3, 5, 7,	
KS4	EA planning meeting- Employer workshops	Spring 2020	5, 6	
KS5	Parent and student coffee morning attended by MENCAP, Kidderminster College, BMET,	March 20	3, 5, 7, 8	
all	World Maths Day, visit from Andrew Beecroft (NATWEST)	March 20	4,	
all	World Book Day, author visit.	March 20	4,	
all	Implement Evidence for learning app as a careers tracker	Jan 20	3	
KS5	NATWEST work experience	Jan 20	6	
all	Appointment of Work Exp coordinator	Jan 20	3, 6	

Timetable of planned careers related activity				
Summer Term 2020				
Year Group	Activity Description	Date	Covering Benchmark	RAG Status
KS3	Employers Fair	13/06/20	5	
11	Transition workshops delivered by employers	June 20	3,	
11, 12, 13, 14	Transition or induction visits to named destinations	Summer 20	3,	
12,13	Employer lunch	July20	5,	
KS4/5	Review of this year's provision with colleges	Summer20	3,7,	

Timetable of planned careers related activity				
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Autumn Term 2020				
Year Group	Activity Description	Date	Benchmark	RAG Status
all	Update of careers strategy to reflect impact of covid-19	Nov 2020	all	
KS4	Develop an employability skills curriculum to be taught alongside the careers strand of the PSHCE curriculum.	October 2020	3, 4, 5, 6	
KS4/5	Engage with colleges and providers to clarify virtual opportunities	On-going	7	
KS4/5	Develop virtual systems to ensure personal guidance can be given	Sept 2020	8	
2021 leavers	Identify placements for Sept 2021			
KS3/4/5	RT-Audit of careers provision this term	Dec 2020	all	

Timetable of planned careers related activity				
Spring Term 2021				
Year Group	Activity Description	Date	Benchmark	RAG Status
KS4	Training for new KS4 staff: WFS approach to Gatsby.	Jan/Feb 2021	all	
KS4	Review of employability curriculum with KS4 staff	Feb 2021	2, 4	
KS3-5	Develop a bank of resources to support online and virtual employer encounters	On-going	5, 6	
11	Plan opportunities for work experience/work awareness	March 2021		
KS3-5	Plan for re-introduction of off-site careers provision	March-May 2021		
11/12/13/14	Contact previous leavers to ascertain destination data	Feb/March 2021		
7/8/9	KS3 staff and CEC EA to plan KS3 Employers event.			

Timetable of planned careers related activity				
Summer Term 2021				
Year Group	Activity Description	Date	Benchmark	RAG Status

all	Possible implementation of off-site careers activity		all	
11	Develop procedure for 3 year tracking for yr 11/12/13 leavers	June 2021	3	
7/8/9	KS3 Employers Event	June 2021		
KS3/4/5	Fly2Help travelling airport workshop	July 2021		
Leavers yr 11/12/13/14	Transition visits and opportunities	On-going		

Useful links / Resources

The Careers Enterprise Company	https://www.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
National Careers Service	https://nationalcareersservice.direct.gov.uk/
Worcestershire Local Enterprise Partnership	http://www.wlep.co.uk/
Worcestershire Apprenticeships	http://wocsapprenticeships.org.uk/
Worcester 6 th Form College	http://www.wsfc.ac.uk/
HOW College	http://www.howcollege.ac.uk/
Kidderminster College	http://kidderminster.ac.uk/
Warwickshire College Group	https://wcg.ac.uk/page/1/home
BMet College Group	https://www.bmet.ac.uk/
Mencap	https://www.mencap.org.uk