

Abbey Manor College Career Plan 2020/21

	Priorities				
Goals	Responsible Lead	Key Lead	Resources	By When	Success Criteria
Guidance, Employability Skills and Work Experience YR11					
<p>Careers, Education, Information, Advice and Guidance (CEIAG)</p> <p>Provide all YR11 students with 1:1, impartial and independent guidance, career planning</p> <p>Employability Skills All YR11 students have access to 1:1 support to improve interpersonal skill aligned to employability skills</p>	DT	EU, MB and BG	<p>1. Education Business Partnership</p> <p>2. Plan in conjunction with student using the one-page Career Planning Worksheet and Career Pilot.</p> <p>Explore with students: a. Communication and interpersonal skills b. Problem solving skills</p>	<p>1:1 CIEAG Schedule in place for independent CIEAG September 2020</p> <p>1:1s scheduled for all YR11 students starting week 21st September 2020</p> <p>Ensure students with EHCPs, subject to CP Plan and LAC have any relevant additional support</p>	<p>Students are aware of their strengths and weaknesses. They have developed realistic but aspirational career and decision-making skills.</p> <p>Students are aware of different career and training pathways available to them</p> <p>Students are aware of different ways of achieving career goals and training</p> <p>They have the skills to sustain and make progress in FE and in the workplace. They are able to seek support</p> <p>All students are aware of current and predicted levels. They are aware of</p>

Work Experience	DT	DT	<p>c. Using initiative d. self motivation e. Working under pressure f. Organisational skills g. Team Work h. Ability/willingness to learn i. Negotiation skills j. Valuing diversity</p> <p>3. Numeracy and Literacy</p> <p>EY Foundation has been commissioned for paid work experience for students who meet the criteria. Mentoring is offered to afford students with emotional support, preparation for the workplace, feedback on progression and resolving difficulties.</p>	<p>Information for parents available at Parents' Evening</p> <p>The program will be virtual due to Covid/Health and Safety</p>	<p>grades needed for FE education and training.</p> <p>All students have had access to guidance by Aut half term 2020</p> <p>Students gain workplace experience. They are encouraged and motivated to achieve good academic outcomes and to develop the personal skills to make good relationships with managers and colleagues.</p> <p>They are able to test out their interests and make any relevant amendments to their post 16 planning</p>
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Alumni Visits	DT	DT	<p>The London Enterprise Advisor Network will work with Abbey Manor College to source placements for students make links with employers</p> <p>Lewisham Business Partnership will source local businesses and quality assure placements sourced by the student</p> <p>YR12 students present to KS4 students with a focus on their experiences and expectations at work, Apprenticeships and college</p>	<p>The partnership will commence October 2020</p> <p>July 2021</p>	<p>Local employers, trainers and educational post 16 providers are an integral part of student career planning program and timetable. Expectations of collaborative partners are known and contribute to student outcomes.</p> <p>Students are aware of the 'local employment offer' as well as wider opportunities in London.</p> <p>Students are aware of the expectations for the world of further education and work.</p> <p>They are able to ask questions of young people they know and trust to give them an honest account of their experiences.</p> <p>Students will become more aware of the need to achieve at Abbey Manor in order that they do not have to repeat courses at post 16.</p>
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Guidance, Employability Skills and Work Experience YR10

<p>Ensure all KS3 and YR10 students have access to employability skills and career planning</p>	<p>DT</p>	<p>BG</p>	<p>Plan in conjunction with students using the one-page Career Planning Worksheet and Career Pilot.</p> <p>Explore with students:</p> <ul style="list-style-type: none"> a. Communication and interpersonal skills b. Problem solving skills c. Using initiative d. self-motivation e. Working under pressure f. Organisational skills g. Team Work h. Ability/willingness to learn i. Negotiation skills j. Valuing diversity 	<p>1:1s scheduled for all YR10 students starting week 21st September</p> <p>Ensure students with EHCPs, subject to CP Plan and LAC have any relevant additional support</p>	<p>Students are aware of their strengths and weaknesses. They know how to seek support.</p> <p>They are formulating ideas about options and career pathways. Options chosen have reference to possible longer-term interests.</p> <p>They are able to link behaviour and academic progress to independent adult living. Students are actively encouraged to consider all options at 14 and 16 so that they select the best options for their interest, motivation, learning style, ability and aspirations.</p> <p>Students are made explicitly aware that Numeracy and Literacy are integral requirements for all types of jobs and careers.</p>
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Work Experience	DT	DT	Lewisham Business Partnership will source local businesses and quality assure placements sourced by the student	May 2021	Students gain workplace experience. They are encouraged and motivated to achieve good academic outcomes and to develop the personal skills to make good relationships with managers and colleagues. They are able to test out their interests and make any relevant amendments to their post 16 planning
Safeguarding	DT	DT	All partner employers are known, DBS and SLA in place schedule for employer visits and participation at assemblies and group work in place from	October half term 2020	Students are better informed opportunities, hear directly from providers and can ask questions.

Allocation of Resources

Type	IAG	Parental Awareness	CPD	Work Experience	Work Experience	Interpersonal Skills	Employer Engagement	Notice Boards and Displays
Provider	Education Business Partnership	Education Business Partnership	London Enterprise	EY Foundation		All AMC staff	London Enterprise	School website, displays

			Advisor Network	London Enterprise Advisor Network	Education Business Partnership		Advisor Network	
Cost	No Charge	£25.50 per hour	Ad hoc	No Charge	Negotiated	N/A	No Charge	N/A
Detail	1:1 CEIAG	Attendance and information sharing at parent evenings and school assembly	Training as part of inset i.e. focus on most at risk of NEET	Work Experience Post 16 applications, employer engagements events	Work Experience	Tutor Groups, assemblies and throughout the school day	Students have access to employers and local businesses for one week. YR10 in May and YR11 in June	The school makes available to students and parents relevant guidance on line and around the school. Contact details and timetables for applications, submission

Evaluation Schedule			
When	Evaluation Focus	Evaluation Methods	Outcomes
December 2020	Number of students accessing CEIAG	AMC record show number of students attended. Hard to reach students have attended. All students in AP have had access to guidance and know what to do next	90% of students accessed CEIAG and have started career planning
September 2020	YR12 Destinations	School following up in accordance with the Covid Related Transition Plan	85% and above of students EET
December 2020	YR12 Destinations	Feedback from the Education Partnership on the number of NEETs and EETs	85% and above of students EET
February 2021	Number of students who have made FE application	AMC have recorded direct confirmation of college applications	90% of students have made applications to FE and received confirmation response

Roles and Responsibilities			
Role	Person Responsible	Title	Responsibilities
School Governor		Governor – Lead on careers guidance	The governing body must ensure that all registered pupils at the school are provided with independent careers guidance from year 8 (12-13 year olds) to year 13 (17-18 year olds)' and 'must

			<p>ensure that the independent careers guidance provided:</p> <ul style="list-style-type: none"> • is presented in an impartial manner; • includes information on the range of education or training options, including apprenticeships and other vocational pathways; • is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given' (DfE, Statutory Guidance) <p>Ensure oversight of AMC's careers provision by the appropriate committee. Make sure that the careers policy is up-to-date and monitor the effectiveness of provision against the annual careers delivery plan and the curriculum offer.</p>
SLT Curriculum Lead	Deborah Tucker (DT)	Curriculum Manager	Ensure all students at KS4 have access to independent guidance, employability skills, access to employers and work experience (where relevant). Ensure that partnerships with external agencies allow for maximum access to post 16 pathways
SLT Administration Lead	Naomi Marley	Acting Business Manager	Ensure that the AMC website includes an up to date career plan
Support Staff	Monique Boothe and Bryan Guie	Higher Level Teaching Assistants	Support the Curriculum Manager to organise a program of careers guidance

			and external partners. Contact with students and their families in regards to readiness for completing applications, attending interviews and post 16 follow up.
Teaching Staff	All	All	Ensure students are aware of expectations for the world of work. Development of interpersonal skills, building positive relationships with peers and adults, being respectful and readiness and routines.