

## Welcome

Dear Colleague,

Welcome to the 2018/19 edition of Connexions Dudley 'Careers Guidance Services for schools' pack which sets out for maintained schools and academies the services that are available for you to purchase that will support the statutory duty to secure access to independent and impartial careers advice and guidance.

Recently as demonstrated in the Education Bill there have been a number of significant changes in the education and careers landscape for young people. Additionally young people's routes to success are increasingly complex thus making it difficult for schools to decide on careers education curriculum priorities. Connexions Dudley serve to support you in this and in response to feedback the brochure is reader friendly to enable you to focus on the additional services that are available to purchase.

As the recognised provider of IAG services within the borough we are keen to continue to maintain the well established reputation that we have with our schools and colleges. This will be achieved by building on the positive relationships and working in partnership to deliver services that are both cost efficient and of the highest standard.

To meet the government requirement for a Schools CEIAG plan, we would recommend access to 1:1 interviews for all students, alongside other methods of delivery as outlined in this brochure. This would support your school to meet the eight Gatsby Benchmarks Launched in 2017 as part of the Governments careers strategy.

We are also keen to discuss with you any additional services you may require that may not be contained in this pack as we are able to design bespoke packages to meet the needs of your organisation.

For all activities that are undertaken we will be evaluating the quality of the services we provide on an ongoing basis as well as seeking regular feedback on the services you receive.

If you have any further questions or would like to discuss the contents of the pack please do not hesitate to contact as below:-

**Mark Barnett**

*Lead for Connexions & Worklessness*

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*Inspiring Futures*

## Service standards

Connexions Dudley has a commitment to the delivery of a high quality service in ensuring that young people receive the best possible information, advice and guidance to support them in making an informed choice about their future. Having achieved the Matrix quality standard for IAG providers we can assure schools that all Connexions Dudley advisers:-

- Are fully qualified to at least QCF Level 6 (NVQ Level 4) in Career Guidance and Development and benefit from ongoing professional development.
- In line with Dudley MBC's Recruitment and Selection of Staff Safe Recruitment Policy, all have Enhanced DBS clearance, follow safeguarding guidelines and receive safeguarding training.
- Have a minimum of three years experience of working with a broad range of young people.
- Have extensive knowledge and experience of youth related issues and access a large network of specialist agencies.
- Possess extensive knowledge of both labour market information and post 16 options both within Dudley and further afield.
- Have access to regular staff development opportunities.
- Undergo quality assurance monitoring of their work using the Key Steps framework.
- Have regular supervision and appraisal.

As a result of this positive outcomes for students have continued to rise year on year. Connexions Dudley have always ranked highly when being compared to statistical neighbours in terms of progression into learning from Year 11 and in post-16 NEET rates.



## Year 8 Menu of Activities

**We are able to design a complete package of services to meet your needs and the needs of your students. Below are some suggestions for Year 8 activities but this is not an exhaustive list.**

### **Attendance at Year 8 options evening/parents evening**

This service will offer face-to-face advice to parents/carers. Personal Advisers are able to deliver presentations to students and parents on a range of topics. Personal Advisers will provide parents/carers with a personalised understanding of the options their son or daughter could choose to enable them to progress.

### **Attendance at assemblies/question and answer sessions**

Personal Advisers will deliver a presentation to pupils and teachers appropriate to the year group and/or be available for a question and answer session.

### **Group work sessions**

This session can be delivered to tutor/form groups. The aim of the session is to support Year 8 to start planning and preparing for their future and understand how KS4 options choices can affect their post-16 options. Sessions can include soft-skills, introduction to career planning, decision making skills, what jobs there will be in the future and KS4 options choices.

### **Careers guidance interviews**

These can be delivered on a one to one basis or in groups of up to four pupils of similar ability level. Every pupil will receive a personalised careers action plan. Interviews will focus on choosing GCSE/KS4 options and relationship between subject choices, careers, post 16/18 options and raising aspirations. Bespoke packages can also be organised to support your enrichment says or off timetable days.

### **Outcomes for pupils**

As a result of having structured information, advice and guidance pupils will:

- Be aware of education, training, the world of work and career opportunities
- Be able to make informed choices about the opportunities available
- Be able to identify strengths and weaknesses
- Be able to sustain engagement in their post-16 options
- Know where to access further information and support

### **Benefits to schools**

Schools benefit from having a structured information, advice and guidance package because it:

- Opens up the world of possibilities through career information linked to labour markets
- Provides evidence of good practice for Ofsted
- Meets statutory duty requirements for impartial, independent IAG



## Year 9 Menu of Activities

**We are able to design a complete package of services to meet your needs and the needs of your students. Below are some suggestions for Year 9 activities but this is not an exhaustive list.**

### **Attendance at Year 9 options evening/parents evening**

This service will offer face-to-face advice to parents/carers. Personal Advisers are able to deliver presentations to students and parents on a range of topics. Personal Advisers will provide parents/carers with a personalised understanding of the options their son or daughter could choose to enable them to progress.

### **Attendance at assemblies/question and answer sessions**

Personal Advisers will deliver a presentation to pupils and teachers appropriate to the year group and/or be available for a question and answer session.

### **Group work sessions**

This session can be delivered to tutor/form groups. The aim of the session is to support Year 9 to start planning and preparing for their future and understand how KS4 options choices can affect their post-16 options. Sessions include introduction to career planning, decision making skills, what jobs there will be in the future and KS4 options choices. Bespoke packages can also be organised to support your enrichment says or off timetable days.

### **Careers guidance interviews**

These can be delivered on a one to one basis or in groups of up to four pupils of similar ability level. Every pupil will receive a personalised careers action plan. Interviews will focus on choosing GCSE/KS4 options and relationship between subject choices, careers, post 16/18 options and raising aspirations.

#### **Outcomes for pupils**

As a result of having structured information, advice and guidance pupils will:

- Be aware of education, training, the world of work and career opportunities
- Be able to make informed choices about the opportunities available
- Be able to identify strengths and weaknesses
- Be able to sustain engagement in their post-16 options
- Know where to access further information and support

#### **Benefits to schools**

Schools benefit from having a structured information, advice and guidance package because it:

- Opens up the world of possibilities through career information linked to labour markets
- Provides evidence of good practice for Ofsted
- Meets statutory duty requirements for impartial, independent IAG



## Year 10 - Menu of Activities

**We are able to design a complete package of services to meet your needs and the needs of your students. Below are some suggestions for Year 10 activities but this is not an exhaustive list.**

### **Attendance at Year 10 parents evening**

This service will offer face-to-face advice to parents/carers. Personal Advisers are able to deliver presentations to students and parents on a range of topics. Personal Advisers will provide parents/carers with a personalised understanding of the options their son or daughter could choose to enable them to progress.

### **Attendance at assemblies/question and answer sessions**

Personal Advisers will deliver a presentation to pupils and teachers appropriate to the year group and/or be available for a question and answer session.

### **Group work sessions**

This session can be delivered to tutor/form groups. The aim is to build on the sessions delivered to Year 8 and/or 9 and progress pupils in planning and preparing for their future. Sessions include post-16 options after Year 11, effective and informed decision making, developing a personalised action plan, research skills for different occupations, getting the most out of work experience and building aspirations.

### **Careers guidance interviews**

These can be delivered on a one to one basis or in groups of up to four pupils of similar ability level. Every pupil will receive a personalised careers action plan. Interviews will support pupils to identify appropriate post-16 pathways linking attainment to realistic options to make informed choices. These interviews would be particularly beneficial for pupils who are undecided as to their post-16 options.

### **Outcomes for pupils**

As a result of having structured information, advice and guidance pupils will:

- Be aware of education, training, the world of work and career opportunities
- Be able to make informed choices about the opportunities available
- Be able to identify strengths and weaknesses
- Be able to sustain engagement in their post-16 options
- Know where to access further information and support

### **Benefits to schools**

Schools benefit from having a structured information, advice and guidance package because it:

- Opens up the world of possibilities through career information linked to labour markets
- Provides evidence of good practice for Ofsted
- Meets statutory duty requirements for impartial, independent IAG



## Year 11 - Menu of Activities

### Careers Guidance Interviews

Our knowledgeable and experienced staff can offer face-to-face impartial advice and guidance interviews for Year 11 students on a 1:1 basis, to discuss their post-16 and post-18 option choices, including local and national labour market information and trends. Every pupil will receive a personalised Careers Action Plan, a copy of which will be made available to the School.

### Careers Guidance Group Information Sessions

Information, Advice and Guidance can be delivered in groups of up to 4 students, with each student supported to complete a personalised Careers Action Plan.

### Group Work Sessions

The aim of the sessions will be to support students to identify appropriate employment, education and training opportunities to move into following Year 11. Possible session topics could include: Re-cap on Post-16 Options, applying for sixth form/ FE, applying for Apprenticeships, understanding the Labour Market and soft skills development. We can also work with the School to design and deliver bespoke sessions, either to students or staff, on any topic you feel would be of benefit to your staff and students.

### Attendance at Year 11 Parents/Carers events

We can support with hosting, arranging and facilitating the session and can be available to offer group talks or face-to-face advice for parents on the post-16 and post-18 options for their son or daughter.



## Year 11 - Menu of Activities (continued)

### **Attendance at collapsed timetable days, workshops, drop-in events and Industry days**

Our advisers can support your school in arranging and facilitating days off timetable for Year 11 to look at career options. We can also support you with one-off workshops on a range of topics, drop-in events or sessions for parents/carers or students. We have experience in organising and running Industry days to offer students direct contact with employers.

### **Attendance at Year 11 Assemblies/question and answer sessions**

Personal Advisers will deliver a presentation to pupils and teachers appropriate to the year group and/or be available for a question and answer session.

#### **Outcomes for pupils**

As a result of having structured information, advice and guidance pupils will:

- Be aware of education, training, the world of work and career opportunities
- Be able to make informed choices about the opportunities available
- Be able to identify strengths and weaknesses
- Be able to sustain engagement in their post-16 options
- Know where to access further information and support

#### **Benefits to schools**

Schools benefit from having a structured information, advice and guidance package because it:

- Opens up the world of possibilities through career information linked to labour markets
- Provides evidence of good practice for Ofsted
- Supports positive destination measures
- Meets statutory duty requirements for impartial, independent IAG



# Year 12 - Menu of Activities

## Careers Guidance Interviews

These can be delivered on a one to one basis or in groups of up to four pupils of similar ability level and area of vocational interest. Every pupil will receive a personalised careers action plan. The focus of the interview will be to introduce students to their options post-18 and begin to identify appropriate progression routes and entry requirements. We can also advise on part-time employment opportunities, support with C.V. creation or design and discuss employee and employer rights and responsibilities.

## Group Work Sessions

These sessions can be delivered to tutor/ form groups. The aim is to build on the sessions delivered in Year 11 and support students in making decisions and applying for post- 18 options. Session ideas could include; Higher Education and UCAS applications, preparation for work experience and/or part-time employment, labour market information and job opportunities, introduction to work (job application, C.V. preparation and interview preparation) or Apprenticeship support and vacancy matching. We can also work with you to design and deliver bespoke group work solutions responsive to the needs of your students.

## Attendance at Year 12 Parents/Carers events

We can support with hosting, arranging and facilitating the session and can be available to offer group talks or face-to-face advice for parents on the post-18 options available for their son/daughter.

## Attendance at collapsed timetable days, workshops, drop-in events and Industry Days

Our advisers can support your School in arranging and facilitating collapsed timetable days for Year 12 to look at career options. We can also support you with one-off workshops on a range of topics, drop-in events or Industry Days to give students the opportunity to interact directly with employers and providers.

### Outcomes for students

As a result of having structured information, advice and guidance pupils will:

- Be aware of education, training, the world of work and career opportunities
- Be able to make informed choices about the opportunities available to them
- Sustain their engagement with their studies thereby reducing the post-16 drop-out rate
- Know where to access further information and support

### Benefits to schools

Schools benefit from having a structured information, advice and guidance package because it;

- Opens up the world of possibilities through career information linked to labour markets
- Provides evidence of good practice for Ofsted
- Meets statutory duty requirements for impartial, independent IAG
- Supports positive progression into post 16 options





# Year 13 - Menu of Activities

## Careers Guidance Interviews

These can be delivered on a one to one basis or in groups of up to four pupils of similar ability level and area of vocational interest. Every pupil will receive a personalised careers action plan. The focus of the interview will be to build on sessions delivered in Year 12, supporting young people with UCAS applications, personal statements and student finance applications. We can also advise on support packages for young people entering higher education.

## Group Work Sessions

These sessions can be delivered to tutor/ form groups. The aim is to build on the sessions delivered in Year 12 and support students in making decisions and applying for post- 18 options. Session ideas could include; Higher Education and UCAS applications, preparation for work experience and/or part-time employment, labour market information and job opportunities, introduction to work (job application, C.V. preparation and interview preparation) or Apprenticeship support and vacancy matching. We can also work with you to design and deliver bespoke group work solutions responsive to the needs of your students.

## Attendance at Year 13 Parents/Carers events

We can support with hosting, arranging and facilitating the session and can be available to offer group talks or face-to-face advice for parents on the post-18 options available for their son/daughter.

## Attendance at collapsed timetable days, workshops, drop-in events and Industry Days

Our advisers can support your School in arranging and facilitating collapsed timetable days for Year 13 to look at career options. We can also support you with one-off workshops on a range of topics, drop-in events or Industry Days to give students the opportunity to interact directly with employers and providers.

### Outcomes for Students

As a result of having structured information, advice and guidance pupils will:

- Be aware of education, training, the world of work and career opportunities
- Be able to make informed choices about the opportunities available to them
- Sustain their engagement with their studies thereby reducing the post-16 and post-18 drop-out rate
- Know where to access further information and support

### Benefits for Schools

Schools benefit from having a structured information, advice and guidance package because it:

- Opens up the world of possibilities through career information linked to labour markets
- Provides evidence of good practice for Ofsted
- Meets statutory duty requirements for impartial, independent IAG
- Supports positive destination measures



## What our service users say (Young People)



“The support I received from the Connexions Adviser was very useful. It helped me choose my pathway as to what to do next and in the future. He was great to work with”

**Year 11 Student, Summerhill School**

“The meeting with the P.A helped me to clear my head of worries concerning future ideas. Now I am able to decide on a clear career path for my future. There isn't a thing I could stipulate within the discussion that wasn't mentioned. The P.A was a great help”

**Year 13 Student, Windsor High School & Sixth Form**

“This meeting helped me consider different options I could take in the future. It also gave me ideas about careers and further education”

**Year 11 Student, Kingswinford School**

“I enjoyed learning about the Connexions website and finding out about what's on offer. The group work session was well presented and the staff seemed really friendly”

**Year 11 Student, Beacon Hill Academy**

“I enjoyed the group interview and now understand more about what to do after school and what to do to get there.”

**Year 10 Student, Bishop Milner Catholic College**

“My Connexions Adviser helped with my interview skills, improving my confidence and my knowledge of University options.”

**Year 11 Pupil, The Link Academy**



## Pre-planning Guide and Post Activity Feedback

### Pre –planning Guide

In order that your students get the most out of the agreed activity all that we need from you is:-

- Information about your schools careers education curriculum
- Information of any careers related activity that has or is currently taking place
- Provision of an appropriate confidential meeting space for 1:1 sessions
- Access to IT and specialist facilities as appropriate
- Classroom teacher presence for group-work activities dependent on size
- Support for getting students to their interview slot
- Information on students being interviewed

### Post Activity Feedback

On completion of activities Connexions Dudley will provide you feedback on:-

- Summary of topics discussed in 1:1 sessions and group interviews
- Outcomes and actions agreed from 1:1 sessions and group interviews
- Graphical analysis and feedback from students and parents
- Review of planning and discuss arrangements for future delivery of activities as appropriate



## Booking Details

### What next

We are happy to discuss your individual needs with you and produce a costing based on this.

To discuss the contents of this pack or to plan your requirements in more detail please contact:-

Mark Barnett on 01384 811400 or email [mark.barnett@dudley.gov.uk](mailto:mark.barnett@dudley.gov.uk)

