



Careers Education, Information, Advice and Guidance

**Schedule of Activity
September 2018 – August 2019**

Sir John Nelthorpe

and

**North Lincolnshire Council Careers IAG
Team**

Detailed schedule of Activities

a) Autumn Term

Date	Year Group(s) or other	Activity
04/09/18	Teaching Staff	Apprenticeship Training for all staff.
Sept - July	9-13	Careers guidance interviews.
Ongoing	12/13	Work experience placements arranged to meet the individual needs of students relevant to their chosen career paths in order to support UCAS/apprenticeships application.
Sept-Dec	13	Tutorial programme using Unifrog to cover researching courses, writing a UCAS personal Statement & Completing Application forms.
03-04/09/18	12	Brigg 6 th Form Enrolment
08/10/18	11	Assembly on Routes Post 16 to give information on all options including further education and work based learning options – apprenticeships, traineeships
16/10/18	11	Brigg Sixth Form Information Evening. Post 16 Study advice.
13/11/18	13	Parents Subject Evening. Student Finance England representatives present to discuss options with students and parents.
19/11/18	12	Parents Subject Evening. Student Finance England representatives present to discuss options with students and parents.

b) Spring Term

Date	Year Group	Activity
Jan-March 19	13	All students not applying to H.E. referred to Careers Adviser for additional support with applications to work and training.
Jan-April	10	Preparing for work related experience.
Jan 19	12/13	Mock interviews delivered by members of Brigg Rotary.
25/02/19	9	Assembly to include : pathways programme, how to choose subjects, introduction to new subjects offered in key stage 4, options after year 11.
08/03/19 15/03/19	9	Lunchtime clinics – drop in session for pupils in careers room.
09-18/3/19	7/8	National Science Week STEM Assemblies BAe link visit.
05/03/19 19/03/19	9	Tutor time carousel of activities to include -LMI, decision making activities
12/03/19	9	Y9 Progress Evening/Options evening – Careers advisor present.

c) Summer Term

Date	Year Group	Activity
29/4-03/5/19	10	Work Related Learning Experience Week
TBC	12	Lincoln University visit
11/6/19	12	Higher Education Fair – Hull University
July (TBC)	12	UCAS application workshop for those applying to Higher Education.
(TBC)	11	Brigg Sixth Form Induction
28/6/18	12	Nottingham University visit
15/08/18	12/13	AS/A2 results service for those students who need additional support with clearing etc.
22/08/18	11	GCSE results service for those who need additional support with post 16 options.

List of key contacts

a) School

Title	Name	Email
Head Teacher	Mr R Biglands	admin@nelthorpe.org.uk
Careers Leader/PSHE Co-ordinator	Mr A Smith	a.smith@nelthorpe.org.uk
SENCO	Mrs C Featherstone	c.featherstone@nelthorpe.org.uk
Staff responsible for CIC	Mrs C Featherstone	c.featherstone@nelthorpe.org.uk
Designated Safeguarding Leads	Mr S Howe Mrs Featherstone	s.howe@nelthorpe.org.uk c.featherstone@nelthorpe.org.uk
Learning Coordinator Key Stage 3	Mrs S Cook	s.cook@nelthorpe.org.uk
Learning Coordinator Key Stage 4	Ms R Gillies	r.gillies@nelthorpe.org.uk
Director of Sixth Form	Mr M Mosey	m.mosey@nelthorpe.org.uk

b) Key CEIAG Team Contacts

Title	Name	Email	Phone number
Careers Adviser	Fiona Fisk	Fiona.fisk@northlincs.gov.uk	07717 587884 01724 297523
Advisory Officer (IAG & NEET Strategy)	Gill Fox	gill.fox@northlincs.gov.uk	01724 296618 07717 587 854
Case Manager (SEND & CIC)	Joyce Foreman	Joyce.foreman@northlincs.gov.uk	07717 587859 01724 297528

Appendix 1

Vulnerable Young People Indicators

- Children in Care (CIC) as per minimum entitlement for CIC:
 - a. Year 9 – IAG is offered in year 9 to all pupils to assist with Key Stage 4 options choices
 - b. For those with a statement of SEN, advisers carry out a careers guidance interview and complete a career action plan prior to attending transition plan/annual review meetings from year 9 onwards
 - c. Year 10/11 – all young people are seen in either year 10 or 11 to discuss plans for post 16
 - d. Year 11 – completing section 139a Assessments (to become Learning Disability Assessment – LDA) for those with a statement of SEN/school action plus and progressing into education and training post 16
 - e. All year 11 leavers are followed up for September Guarantee

- LDD/SEN:
 - a. All young people with a statement of SEN advisers will carry out a careers guidance interview and complete a career action plan prior to attending transition plan/annual review meetings from year 9 onwards (subject to sufficient notice of dates)
 - b. Young people who are school action plus (depending on outcomes from SEN Green paper) with additional vulnerability
 - c. Attendance at annual reviews from year 9 onwards and completion of Section 139a Assessments (to become LDA)
 - d. Support with any out of county applications to specialist post-16 providers

- Potential NEET (not in employment education or training) and other vulnerable groups to include:
 - a. Supervised by Youth Offending Team
 - b. Permanently excluded
 - c. Attending alternative learning provision
 - d. Less than 85% attendance
 - e. More than 3 fixed term exclusions
 - f. In receipt of Free school meals with other vulnerability (i.e. less than 90% attendance, school action plus)
 - g. Potential NEET – to be determined between IAG and institution i.e. vulnerable to progression

Vulnerable groups will receive small group work or a 1-to-1 careers guidance and if required a career action plan will be produced.