



# Service Level Agreement

## Clifford Holroyde Specialist SEN College



**2019 - 2020**  
***'Create a Better Future'***  
***Innovation in Career Management***



## **Career Connect Services:**

- We only employ qualified and highly experienced Careers Advisers who provide informed, impartial, up to date and relevant guidance for your learners.
- We utilise digital IAG solutions alongside face to face career planning which is designed to enhance both your CEIAG programme of activities and complement your Virtual Learning Environment.
- We offer accredited and non accredited Continuous Professional Development to equip your staff with the knowledge to provide a first line of Careers Education, Information, Advice and Guidance (CEIAG) support to your learners
- We provide coaching and mentoring sessions to motivate learners' and raise aspirations
- We offer a range of diagnostic psychometric solutions which focus on career management and developing employability for students

**Career Connect** is designed to produce tailored results for individuals through inspiring and motivating students and raising aspirations. We are committed to supporting individuals to take an active role in their career planning and helping them to navigate the necessary transitions effectively.

Our highly qualified expert team will help your school or college to achieve key goals and targets in a way which is:

- **Solution focussed** - getting the job done
- **Comprehensive** - connecting all relevant strands
- **Accessible** - building on existing knowledge and experience
- **Cost effective** - delivering value for money and return on investment

**Your dedicated Careers Adviser is: Lisa Kirkham**

**Your dedicated Career Connect Relationship Manager is: Chloe Elliott**

**Safeguarding** – All employees working for Career Connect have a duty under the Children Act 2004 to safeguard and promote the welfare of children. Career Connect have Safeguarding procedures and staff training arrangements in place which recognise Partner Agency procedures.

**School Safeguarding Lead: Kate Garrett 0151 228 9500**

**School Career Lead: Lisa Pover 0151 228 9500**

**Gatsby Benchmarks - 'At a Glance' Summary of Purchase: -**

<b>Gatsby Benchmark</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>	<b>Year 11</b>
<b>Stable Careers Programme</b>	School delivers CEIAG programme of activities across all cohorts	School delivers CEIAG programme of activities across all cohorts	School delivers CEIAG programme of activities across all cohorts	School delivers CEIAG programme of activities across all cohorts	School delivers CEIAG programme of activities across all cohorts
<b>Learning from Career &amp; Labour Market Information</b>	LMI information available from Career Connect/EMSI tool	LMI information available from Career Connect/EMSI tool	LMI information available from Career Connect/EMSI tool	LMI information available from Career Connect/EMSI tool	LMI information available from Career Connect/EMSI tool
<b>Addressing the Needs of each student</b>	School purchases independent, impartial IAG	School purchases independent, impartial IAG	School purchases independent, impartial IAG	School purchases independent, impartial IAG. 1-1 Careers guidance interviews where appropriate	School purchases independent, impartial IAG. 1-1 Careers Guidance interviews
<b>Linking Curriculum to Careers</b>	School staff link careers and curriculum learning across all cohorts	School staff link careers and curriculum learning across all cohorts	School staff link careers and curriculum learning across all cohorts	School staff link careers and curriculum learning across all cohorts	School staff link careers and curriculum learning across all cohorts
<b>Encounters with Employers</b>				Work Experience Placement	Work Experience Placement
<b>Experiences of Work Places</b>				Work Experience Placement	Work Experience Placement
<b>Encounters with FE and HE</b>	Guest speakers into school from Universities and local colleges	Guest speakers into school from Universities and local colleges	Guest speakers into school from Universities and local colleges	Guest speakers into school from Universities and colleges, Visits to local colleges	Guest speakers into school from Universities and colleges, Visits to local colleges
<b>Personal Guidance</b>	If requested	If requested	If requested	Appointments arranged in school	Appointments in and out of school for students on and off site

**School Priorities 2019/2020**

- All year 11's to receive support with transition
- All year 11's to have a full understanding of their post 16 options
- All year 11 parents and carers to have a full understanding of post 16 provision and ongoing support

### Key Outcomes 2019/2020

- All pupils to have a September guarantee offer (place in post 16 learning)
- Reduce numbers of year 11 pupils who become NEET
- All pupils to have access to Careers Adviser to support with future career goals and aspirations
- Broker and support relationships with employers, colleges and training provides and so that pupils will have further opportunities to see what is available to them, inspire pupils and raise aspirations.
- Year 10/11 pupils to have a meaningful work experience placement where appropriate

Year Group	Activity	Timescale	Who
Year 7	<i>Introductory session for all year group Access to Get Connected</i>	<i>Summer</i>	<i>Lisa Kirkham</i>
Year 8	<i>Introductory session for all year group Access to Get Connected</i>	<i>Summer</i>	<i>Lisa Kirkham</i>
Year 9	<i>Introductory session for all year group plus one group session on Making Decisions Access to Get Connected</i>	<i>Summer</i>	<i>Lisa Kirkham</i>
Year 10	<i>Introductory session for all year group One to one interview per pupil (on and off site) Access to Get Connected Work experience placement (for appropriate pupils)</i>	<i>Spring/Summer</i>	<i>Lisa Kirkham</i>
Year 11	<i>Introductory Session for all year group – What does a Careers Interview entail? Guidance interviews for all pupils both on and off site Intensive transition support College Event and visits Work experience placement (for appropriate pupils) Attendance at reviews where appropriate</i>	<i>Autumn/Spring/Summer</i>	<i>Lisa Kirkham</i>

## Work Plan September 2019 - August 2020

### Autumn Term

Activity	Completed by	Gatsby Benchmark
One to one careers guidance for Yr 11 students both on and off-site	Lisa Kirkham	8
Co-ordination of local colleges coming in to school	Lisa Kirkham	7
Planning and co-ordination of visits to local colleges	Lisa Kirkham	7
Planning and co-ordination of LJMU into school – ‘Intro to HE Life’	Lisa Kirkham	7
<b>Additional Activities</b>		
Personal Guidance 2: <ul style="list-style-type: none"> <li>- Parents Event – Year 11 specific</li> <li>- Parents Event – whole school approach</li> <li>- Yr 9 session – Introduction/Connected Portal</li> <li>- Yr 11 session – Introduction/Connected Portal</li> <li>- CPD Staff</li> </ul>	Lisa Kirkham/Chloe Elliott	

### Spring Term

Activity	Completed by	Gatsby Benchmark
One-to-one careers guidance for Year 11 students both on and off-site	Lisa Kirkham	8
Support with applications to colleges/arrange relevant tasters at college	Lisa Kirkham	7,8
Planning and co-ordination of employability event at EY	Lisa Kirkham	1,5
<b>Additional Activities</b>		
Work Experience Placement - Year 11s	Maria Martin/Karen Bancroft	
Personal Guidance 2 Funding <ul style="list-style-type: none"> <li>- Yr 7, 8 and 10 session</li> </ul>	Lisa Kirkham	

### Summer Term

Activity	Completed by	Gatsby Benchmark
Year 10 interviews	Lisa Kirkham	8
Year 7/8/9 support/introduction to Career Connect	Lisa Kirkham	1, 8
Year 11 transition work – calls/home visits where appropriate over summer	Lisa Kirkham	3, 7, 8

## **Career Connect – Supporting Schools to Meet the Gatsby Benchmarks**

<b>Benchmark</b>	<b>Career Connect</b>
<b>1. A Stable Careers Programme</b>	<b>Comprehensive CEIAG Offer, Experience &amp; Expertise, Quality in Careers Standard Digital Solutions that delivers whole school CEIAG</b>
<b>2. Learning from Career and Labour Market Information</b>	<b>Access to the very latest LMI – growth sectors and future opportunities Up to date resources and information available</b>
<b>3. Addressing the Needs of Each Student</b>	<b>Full cohort reviews from Years 7 to 11 Bespoke programmes designed to meet needs of pupils</b>
<b>4. Linking Curriculum to Careers</b>	<b>Enabling students to see their learning in action – links to World of Work (Staff CPD)</b>
<b>5. Encounters with Employers</b>	<b>Employer engagement offer across the Key Stages Collapsed timetable days and Careers Fairs Intensive employability programmes</b>
<b>6. Experiences of Workplaces</b>	<b>Bespoke Work Experience Offer for Key Stage 4 &amp; 5 Employer visits</b>
<b>7. Encounters with FE and HE</b>	<b>Knowledge &amp; Understanding of provision Meet the provider events</b>
<b>8. Personal Guidance</b>	<b>Team of Level 6 qualified Careers Advisers Rigorous Performance Management Matrix accredited provider</b>