

SHUTTLEWORTH COLLEGE *Careers Education, Information, Advice & Guidance* **Procedure for Destination Data**

*Under the Gatsby Benchmarks for excellent Careers Education in schools, it is our duty as a school to maintain records on the destinations of our pupils for 3 years after they finish Year 11. The following plan sets out the procedure for the tracking and maintaining of accurate destination data. **The actions are the responsibility of the Careers Leader unless otherwise stated.***

Year 11 Pupils

Throughout Year 11, all pupils will have at least one IAG appointment with a qualified IAG adviser. Support for decision-making, applications and preparation for further education and training will be given to all pupils by the Careers Leader, Form Tutors, Progress Leader and all associated staff to ensure that all pupils secure a positive intended destination. Support will be targeted for those who have no intended destination and are at risk of becoming NEET. In particular, additional support will be given to students who:

- Have a Special Educational Need
- Have accessed the Hub
- Have accessed the Harbour
- Have accessed Nurture
- Speak English as an Additional Language
- Are or have been Looked-After

From the January of Year 11, pupils will complete a survey of their intended destinations, including their applications, interviews and offers of study for post-16 education or training. Compiling this data allows:

- Accurate tracking of intended post-16 destinations for all pupils
- Identification of any pupils where applications do not match CEIAG given during IAG appointments or known desired career path or those pupils who need further IAG, support or aspirational encouragement
- Identification of any application/interview issues when compared with data received from post-16 providers
- Comparison tracking of intended destinations into the summer term

From the April of Year 11, pupils will complete a second survey of their intended destinations and also give permission for relevant data to be shared with the Local Authority and post-16 education and training providers as necessary (in compliance with GDPR). Pupils will also be asked to update their contact details and sign up to our alumni network.

On GCSE Results Day, intended destinations will be confirmed by the Careers Leader and other staff. IAG support will be available on the day and at the start of the next term for those whose GCSE results have altered their education/training plans.

Former pupils in Year 1 and Year 2 after leaving Shuttleworth College

Data on sustained destinations will be received via the Schools Portal from the Local Authority in the spring term of Year 1. The Careers Leader will work with the Local Authority to track any outstanding pupils and to check the data available with known and intended destinations.

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Pupils will be asked to join the alumni network after leaving Shuttleworth College and provide contact details so that we can contact them to request destination data information for a limited time (3 years) after leaving Shuttleworth College.

Liaison will take place with all local and other intended providers of post-16 education and training to gather and confirm pupil destinations. Information gathering will begin in the September of Year 1 and be confirmed by January as destinations become sustained.

Students will be contacted email, phone and letter to establish their destination on a termly basis for the three tracking years. At the start of Year 2, their education and training providers will be contacted to confirm the provision.

Former pupils in Year 3 onwards after leaving Shuttleworth College

Pupils in the alumni network will be contacted to confirm their education, training or employment destination from the September at the start of their third year post-Shuttleworth.

Liaison will also take place with known post-16 providers of education and training to gather and confirm Year 3 destinations from September-January of Year 3.

Department for Education data will be expected in Term 1 for finalised Year 1 data. This will be viewed in context with other data collated and with

Analysis, Reporting and Summaries

Destinations data will be anonymised, summarised and posted on the careers section of the Shuttleworth College website. Data will also be presented to SLT and Governors at relevant times to be reported on and analysed in conjunction with the CEIAG 5 Year Plan and School Improvement Plan and annual evaluation of CEIAG provision.

Destination data that is not anonymised will not be shared with any third party.

Trends in destination data will be examined closely by the Careers Leader and will be used to inform CEIAG provision and the CEIAG 5 Year Plan – it is vital that our pupils are aware of the range of post-16 options they have. This includes close examination of:

- Proportions of pupils in different providers of post-16 education and training e.g. Sixth Form, Colleges, Apprenticeship Providers
- Proportion of pupils who progress to Level 3 study, including A Levels and advanced vocational courses
- Proportion of pupils who progress to Apprenticeships
- Percentages of pupils who progress to Higher Education (including degree apprenticeships) in Year 3

Support for former pupils

Former pupils will be able to access IAG support, with priority given to those who do not have a positive post-16 destination. This support will be available via the Careers Leader. The Shuttleworth College website also contains links to external agencies that can provide support for former pupils who are NEET, such as The Prince's Trust and the National Careers Service (for those 18+).

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Timeline

Status	Year	Term	Action	Notes
Shuttleworth College student	11	2	Intended Destinations 1 <i>Plus follow-up IAG if necessary</i>	CL with form tutors and pastoral leader
		3	Intended Destinations 2 LCC ID form & process <i>Plus follow-up IAG if necessary</i>	CL with form tutors and pastoral leader
		Summer	GCSE Results Day – Destination check <i>Plus follow-up IAG if necessary</i>	CL with SLT and other staff present
Shuttleworth College leaver	1	1	Internal Data – Destinations check Local Authority process support Requests to education & training providers	CL with Administration Support from SLT for contact if needed
		2	Internal Sustained Destinations check LCC data received	
		3	Internal Sustained Destinations check	
	2	1	Internal Data – Year 2 Destinations Requests to education & training providers	
		2	Internal Sustained Destinations check	
		3	Internal Sustained Destinations check	
	3	1	Internal Data – Year 3 destinations DfE Data for Year 1	
		2	Internal Sustained Destinations check	
		3	Internal Sustained Destinations check	