

# Careers and CEIAG

At Cleeve Park School we use our Careers Education, Information, Advice and Guidance programmes help prepare students for what opportunities may come their way, potential future responsibilities and essential life experience. With this help students are better prepared to make decisions and manage the transition from education to employment.

## Careers Advice

You can never start too early as it can help you to think about the option subjects to take and the grades you will need for when you leave school to go to university or to take up an apprenticeship.

Our dedicated Careers Advisor and team can help you to decide which GCSE, A Level or BTEC subjects you might need to take for specific careers.

For information regarding Careers & Strategic Destinations at Cleeve Park School please contact Mrs A Unger by email at [careers@cleevepark-tkat.org](mailto:careers@cleevepark-tkat.org) or calling 020 8302 6418

## **CLEEVE PARK SCHOOL ARE COMMITTED TO WORK TOWARDS THE QUALITY IN CAREERS STANDARD AWARD.**

The National Quality in Careers Standard awarded by Prospects is designed to accredit good practice and encourage development in Careers Education, Information, Advice and Guidance (CEIAG) in schools, academies, college, special schools and smaller and units.

The standards are regularly reviewed and updated to reflect local and national developments. If a school or college is accredited with this standard, it can feel confident it is meeting national requirements and good practice guidelines.

- The government strongly recommends that all schools and colleges work toward the updated Quality in Careers Standard.....to support development of a world-class careers programme for all their young people.
- Quality standards lead to better careers and guidance programmes because they help institutions continuously improve their careers work.
- Working towards the Quality in Careers Standard gives CEIAG a higher profile and increases the involvement of senior managers and, especially governors
- Holding The Quality in Careers Standard demonstrates to those outside the institution (for example OfSTED/Education and Training Inspectorate) that a high standard has been reached.

In December 2017 the Department of Education 'expects' all schools and colleges to work towards the Gatsby Benchmarks now, and to meet them by the end of 2020. There are eight Gatsby Benchmarks that need to be present in an institution if young people are to raise their aspirations and capitalise on the opportunities available to them.

The eight Benchmarks are: -

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal Guidance

# Careers Programme 2018-19

	Autumn Term	Spring Term	Summer Term
<b>Year 7</b>	Life Skills	<p>Assembly and tutor group opportunities</p> <p>National Careers Week – Assemblies/PSCHE</p> <p>Not just for the boys’ workshop – ASK</p> <p>Galiford Try – Hoarding board drawing competition - construction</p>	<p>Drop down sessions.</p> <p>Kidzania</p>
<b>Year 8</b>	Life Skills, assemblies and tutor group opportunities.	<p>Careers Fair</p> <p>National Careers Week – Assemblies/PSCHE</p> <p>Galiford Try – Hoarding board drawing competition - construction</p>	<p>Drop Down Days and workplace visits.</p> <p>Carbon Challenge – L &amp; Q</p>
<b>Year 9</b>	<p>‘Speed Networking’ event with providers and employers.</p> <p>Skills of London</p>	<p>KS4 options event</p> <p>Pathway Assemblies</p> <p>National Careers Week – Assemblies/PSCHE</p> <p>National Careers Week – Assemblies/PSCHE</p> <p>Galiford Try – Hoarding board drawing competition - construction</p> <p>Careers Fair</p> <p>1:1 Career Meeting</p> <p>Talks from subject leads</p>	<p>Drop down day and workplace visits</p>
<b>Year 10</b>	<p>Life Skills –work skill preparation sessions</p> <p>Skills London Careers Fair</p>	<p>Careers Fair</p> <p>Career pathway interventions – form tutors</p> <p>National Careers Week – Assemblies/PSCHE</p> <p>Galiford Try – Construction Lessons</p>	<p>Personal statements, cv writing, interview techniques.</p> <p>Go to work with Parents Day</p> <p>Employer interviews &amp; Advice – Galliford Try</p> <p>Metropolitan Harringey Boxing Career</p>

		Career Assembly - ASK	Event
<b>Year 11</b>	University and college visits. Post 16 evening Post 16 taster sessions Apprenticeship providers. Destination Interviews Skills London Careers Fair Career Guidance	Pathway meetings, Careers Fair Employer/college visits Application to colleges and apprenticeships support National Careers Week – Assemblies/PSCHE	Student pathway support
<b>Year 12</b>	Post 18 assembly – apprenticeships, universities Apprenticeship Workshops Skills of London Launch WEX Enrichment Registration WEX Training	Small group sessions: future education, training and employment options  Career guidance interviews begin  Career Fair  National Careers Week – Assemblies/PSCHE  Galiford Try – WEX competition	WEX Employer interviews and advice.
<b>Year 13</b>	Workshops – HE and higher apprenticeship applications Skills of London Destination interviews Apprenticeship workshop – construction UCAS applications CV & application workshops UCAS applications	Pathway meetings  Career Fair  National Careers Week – Assemblies/PSCHE	Student guidance and support  Apprenticeship, CV and Application workshops with external agencies  Applying for apprenticeships workshop – Galiford Try, Construction Youth, All Dimensions



**Cleeve Park  
School**

# Careers education, information, advice and guidance (CEIAG) Policy

May 2019

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This Policy links in to and should be read in conjunction with our following policies:

- Careers Provider Access Policy
- PSHE
- Work Experience Policy
- Equality information and objectives Policy

## **Our Philosophy**

The School's mission is to help *'the learners of today become the leaders of tomorrow;*' the school aspires to educate, in partnership with parents and pupils, inquiring, well informed and compassionate citizens who will go on to make a better world by occupying positions of responsibility and influence.

Careers education, information and guidance (CEIAG) is a key component in delivering this mission, where, through a planned programme of careers activities from Year 7 through to Year 13, students leave equipped with the skills, attitudes, knowledge and understanding to manage their lifelong career and learning so that they are as prepared as possible for their adult life in the real world.

The provision of CEIAG at Cleeve Park School has been developed in order to ensure an outstanding CEIAG as outlined in the Education Act 2011, the Gatsby Benchmarks and the Government's 'Statutory Guidance 2018'.

## **Statement of entitlement**

All students from Year 7 upwards are entitled to CEIAG which meets professional standards, as outlined in the Gatsby benchmarks, Quality in Careers standard and the 2018 Statutory Guidance, which is personalised and impartial.

The careers programme is designed to ensure a progressive and individually tailored development of careers skills, knowledge and understanding in all students. The aim of the programme (which is detailed in Appendix 1) is 'Inspire' at Key Stage 3, 'Allow planning' at Key Stage 4 and 'Ensure focussed and appropriate action' in Key Stage 5.

In all years CEIAG should provide students with a focus to encourage them to gain outstanding academic results and to enable them to succeed in their chosen career path.

## **Aims and Objectives**

1. To develop in students:

- an awareness of the available ranges of higher educational, vocational, apprenticeship and training opportunities.
- an awareness of the routes and levels of entry into and awareness of the impact of technological and economic changes on work and higher educational, vocational, apprenticeship and training opportunities.
- an understanding of the occupational patterns in a fast changing world and how this might affect future employment.
- the ability to manage transition and change within and between education, training and occupations. To this end, students should appreciate and understand the differences between school and work and the potential challenges of starting work

- the ability to challenge those traditional attitudes that encourage stereotyping and prevent the promotion of equal opportunities.
- an appreciation and understanding of where, how and from whom Careers information can be obtained and the range of services offered by the support agencies.

2. To develop in students, parents and carers an awareness of the requirements and routes both academic and non-academic, for certain careers and further education. This can lead to students setting targets and developing a purpose for their studies.

3. To reinforce and develop positive attitudes and values in the students and thereby enhance their personal and social development:

- to recognise and appreciate individual values, priorities, strengths and weaknesses, interests and abilities in oneself and others.
- to raise awareness and understanding of ethnic and cultural differences.
- to appreciate the need for a critical evaluation of aims in life and the need to constantly evaluate progress.
- to appreciate the need for adequate safety precautions.
- to develop self-awareness, self-confidence and the ability to work with others.

### **Management, Staffing, and Resources**

The 2018 Statutory Guidance requires all schools to have a Careers Leader who has overall strategic responsibility for CEIAG. At Cleeve Park School this role is fulfilled Mrs Z Osman and Ms A Unger, Work Experience, PSHE, enterprise and Work Related Learning, in cooperation with the Assistant Head of KS5, and with support from Mr B Ewing the Governor with responsibility for Careers.

Funding for the CEIAG programme is allocated in the annual whole school budget planning process and the effective deployment of these resources is the responsibility of the Careers Leader.

The delivery of the careers programme is the responsibility of all staff and in particular:

- **Careers Leader (Ms Morgan):** Develops and manages all aspects of the Careers Strategy at the school.
- **WEX and interview co-ordinators:** As well as co-ordinating the impartial careers interviews with Prospects and the WEX placements, they provide ongoing careers information and advice to all years; they are based in the Sixth Form Office.
- **Careers information co-ordinator:** As well as managing anything relating to information on careers opportunities coming into the school, they provide ongoing careers information and advice to all years and organise the annual Careers Fair and provide training to students on writing CVs.
- **Senior teachers in charge of KS3, 4 and 5:** They are actively involved in all aspects of careers, particularly UCAS throughout the year.
- **PSHE teachers:** They run the careers lessons within the PSHE for years 7, 8 and 9.
- **Teachers:** All teachers see Careers as a key part of their normal lessons.
- **Year 12 careers ambassadors:** They are students taking on a leadership development role which includes gathering information from students to inform careers activities/talks etc., providing ideas for potential KS3 and 4 Careers Activities, managing the marketing of careers talks and helping to keep the careers part of the website updated.

## **Staff development**

All staff involved in CEIAG attend courses throughout the year to ensure their knowledge and skills are of the highest quality. Where appropriate, professional qualifications will be funded by the school, such as the Quality in Careers Standard and Matrix qualification.

## **The CEIAG Programme**

1. An in house Careers Centre, where staff are available to:
  - Run the careers 'drop in' centre, manage displays, careers resources and ICT facilities and provide help and information to students in KS3, 4 and 5.
  - Plan and organise the annual Careers Fair.
  - Plan and organise visiting guest speakers from industry, with input from Heads of Learning and Heads of Department.
  - Plan and organise visiting speakers and ex-student talks on Advanced, Higher and Degree Apprenticeships
  - Provide help on where to gain advice on UCAS, apprenticeships and other post 16 careers options.
  - Build links with local and national companies.
  - Provide resources and material to the Head of PSHE, for careers lessons in Years 7-13 e.g. writing CVs, interview skills, networking, skills development, the changing world of work etc.
  - Organise career interviews, with independent, outside, professionals, for students in KS5.
2. The Annual Careers Fair where over 60 professionals provide information on their career paths to Years 9-13.
3. Compulsory work experience and enrichment (voluntary work) for all Year 12 students and enrichment for Year 13.
4. Planned careers lessons within the Skills 4 Life timetable, including form time and assemblies covering:

### **KS3 (delivered in bi weekly lessons, assemblies, form time)**

- Understanding your skills and attributes
- Exploring careers
- Identifying techniques and sources of information about careers
- Understanding what choices to be make for GCSE and A level in order to fulfil certain career paths

### **KS4 (delivered by in house and external led workshops, assemblies, lunchtime talks and form time)**

- Planning your future career path
- Linking and understanding finance and careers
- CV's and Interview skills and worker's rights

**KS5** (delivered by in house and external led workshops, assemblies, lunchtime talks and form time)

- Writing actual CVs, apprenticeship applications and UCAS personal statements
- Student finance and personal finance
- UCAS/apprenticeship/job support and advice
- Regular talks by outside business professionals.
- Students and parents/carers are kept informed of all careers information via displays in the careers centre, weekly bulletin updates, announcements in form time and assemblies and via the careers/school website.
- Parental CEIAG evenings in Year 9, 11 and 12

### **Monitoring, Review and Evaluation**

All aspects of CEIAG are reviewed at least annually with a development plan included in the overall school development plan. In particular:

1. The Head of Cleeve Park School meets half termly with SLT to discuss progress against that year's agreed plans for CEIAG.
2. An annual review of the CEIAG service provided is undertaken using the Quality in Careers Standard, Gatsby benchmarks, Compass and 2018 Statutory Guidance and the action plan resulting feeds into the school's development plan.
3. Each year the effectiveness of the service is reviewed with the aid of:
  - Statistics on NEET, destination of Year 11, 12 and 13 leavers
  - Direct feedback from staff, parents and students
  - Indirect feedback from students and parents via the annual consensus survey
  - The number and success of extra-curricular activities organised

## Appendix 1

### Careers Programme through the years at Cleeve Park School

This is an indication of the typical activities that happen at the school, although the actual programme varies each year and we have not included all the careers related activities that also occur in students' day to day subject lessons. In addition to these activities aimed at students we run a programme of evening events in Years 9, 11 and 12 informing parents of as full a range of CEIAG as possible.

#### KS3

Year 7/8	Year 9
Assemblies introducing careers in December	Assemblies introducing careers in December
Careers Fair in January	Careers Fair in January
Skills for Life lessons where students look at the current jobs market and their own skills and attributes	GCSE Options evening
	Skills for Life lessons looking at changes in the job market and where to find out about careers options for them

#### KS4

Year 10	Year 11
Assemblies looking at post 16 options	Assemblies on post 16 options, including higher apprenticeships and Oxbridge
Careers Fair in January	Careers Fair in January
Optional interviews with an independent careers advisor	Compulsory Interviews with an independent careers advisor
Optional voluntary work experience in the holidays	Optional voluntary work experience in holidays
Workshops looking at pay and financial management	Lunchtime careers drop in sessions
Oxbridge visits	Lunchtime talks from business people about careers in their profession
Development of individual careers action plans	Lunchtime talks on higher and degree apprenticeships
	Careers workshop covering CV writing, networking and interviews
	Interviews with Senior leadership team on A level options
	Oxbridge visits
	National Citizenship Service
	Development of individual Careers action plans

## Key Stage 5

Year 12	Year 13
Assemblies on Post 18 options, getting a job post 18 and post university	Assemblies on Post 18 options, getting a job post 18 and post university
Assemblies on apprenticeships	Assemblies on apprenticeships
Assemblies on apprenticeship and graduate Recruitment process	Assemblies on apprenticeship and graduate recruitment process
Careers Fair in January	Careers Fair in January
Optional interviews with an independent careers advisor	Optional interviews with an independent careers advisor
CV and interview skills workshops	Assemblies on student finance
Student finance and financial management workshops	UCAS preparation sessions
Lunchtime careers drop in sessions	Managing your finances at university workshop
Lunchtime talks from business people about careers in their profession	Lunchtime talks from business people about careers in their professions
Lunchtime talks on higher and degree apprenticeships	Oxbridge mock interviews
Higher education evening	Preparation for University entrance exams
UCAS workshops and advice on applying to universities	One to one coaching on interview techniques etc. for students applying for higher and degree apprenticeships.
Oxbridge visits and lunchtime Oxbridge preparation sessions	Development of individual Careers action plans
Compulsory work experience	
Development of individual Careers action plans	

**Policy to be reviewed: May 2020**

**To be reviewed by: Assistant Head, KS5.**