

CEIAG Entitlement

Careers education, advice and guidance is delivered mainly through the tutorial programme by form tutors. The school works closely with the independent and impartial careers provider and follow the guidelines laid out by the DfES, CEG in England – a National Framework 11-19 and Every Child Matters. The school will also consult with any county wide deliverer of CEIAG.

As students, you should get:

- Independent and impartial advice and information about all the options available, so that you can understand what they involve.
- Support and guidance to help you make choices and complete a career plan for the future.
- Regular personal support and information on how well you are doing.
- Help to decide what to do when you leave your course, including further learning, training or employment.
- A programme of careers education which helps you to develop skills and knowledge to make choices and the transition to work and learning.
- The opportunity to be involved in making decisions about the things that affect your learning.
- An opportunity to learn about the world of work.
- The opportunity to have open access to the Careers Resource Centre at break and lunch.

Parents and guardians can expect:

- To make an appointment with a member of staff to discuss your child's progress.
- To have access to tutors, subject teachers and Heads of School at parents' evenings in Y7-Y13.
- To be able to look at careers information and resources.
- To be able to attend a careers meeting to discuss options in Y9, Y11 and Y13.

Lower School (Years 7-9)

In Y7 pupils will be given the opportunity to:

- Learn how to fit into the new school community.
- Learn about the links between education and the world of work and understanding the importance of lifelong learning.
- Learn about the different influences that affect your decision-making.
- Investigate the changing labour market and current trends that might affect what jobs are available and the kinds of qualifications and skills you need to access them.
- Study business.
- Have access to independent and impartial one-to-one CEIAG advice.

In Y8 pupils will be given the opportunity to:

- Learn about stereotypes, prejudice and discrimination and how to question them.
- Learn about how change affects society.
- Take part in financial planning, and investigate careers and the world of work.
- Research the local and national jobs market and to consider your career aspirations.
- Set realistic goals for your future.
- Have access to independent and impartial one-to-one CEIAG advice.

In Y9 pupils will be given the opportunity to:

- Further investigate a range of careers and decision-making needed to choose effective pathways, focusing particularly on choice of GCSE subjects.
- Have an options evening for pupils and parents, where school staff are available for guidance about GCSE choices and how they might link to future careers.
- Have a session on how to use the school Careers Resource Centre, and look at subjects required for specific occupations.
- Identify jobs that match pupils' values and understanding what skills and qualifications are needed to achieve them.
- Study GCSE Business Studies.
- Have access to impartial one-to-one CEIAG advice.

Middle School (Years 10-11)

In Y10-11 pupils will be given the opportunity to:

- Think about and record their achievements and skills developed each term.
- Identify skills that need further development, and target future achievements for the next term.

In Y10 you will be given the opportunity to:

- Take part in one week of work experience, with the opportunity of having a further optional week in Y11 after GCSE examinations.
- Study GCSE Business Studies which includes learning about methods of payment, pay slips, trade unions, consumer protection and employment laws.
- Have access to impartial one-to-one CEIAG advice.

In Y11 pupils will be given the opportunity to:

- Focus on how to apply for jobs/further education.
- Have the opportunity to practise writing letters of application and write CV's
- Investigate local and national and local job markets.
- Practise interviewing technique.
- Each student will have a staff mentor to help them through the final year of study and to act as liaison, where necessary, to help with a smooth transition to the next level of education or employment.
- Have access to impartial one-to-one CEIAG advice.

In Y12-13 pupils will be given the opportunity to:

- Have an individual review meeting their form teacher at the beginning of every term
The purpose of the meeting is to review past performance and to identify new targets for the future. These sessions get pupils to plan for future success and encourage them to identify their strengths and weaknesses.

In Y12 pupils will be given the opportunity to:

- Set short – medium term goals and 'future base'.
- Research the educational requirements/personal qualities that are needed for any of their career plans at this stage.
- Be given a Careers Brochure, which outlines possible routes post 16, and key contacts for further information

- Use Careers programmes such as Careerscape to plan progression
- Be given the opportunity to consider 'Why HE?' or 'Work'?
- Receive guidance on the UCAS process within the form, and form tutors, along with the Head of Sixth Forms, will be available to discuss applications on an individual basis
- Attend a session led by a colleague from HE to consider the issues relating to university study.
- If you intend to apply to university have a Careers interview with either the Headteacher or Head of Sixth Form.
- Attend a HE Careers Convention held at Lincoln University, where most universities will have stands, and lecture sessions are held on the process of apply to university.
- After exams in June pupils have the opportunity to arrange a work placement in a career you are interested in; these are arranged by students but with the support Mrs Elliott.
- Have access to impartial one-to-one CEIAG advice.

In Y13 pupils will be given the opportunity to:

- Be guided on the UCAS application process and on how to write letters/CVs for employment.
- To have a practice interview for a job or university place on request, and interview techniques are practiced in a form tutorial.
- Gain help and advice on applying for university finance.
- Consider issues related to financial well being related to work and budgeting.
- Gain personalised advice from your form tutor and the Head of Sixth Form on deciding which degree offers to accept/decline.
- To consider factors that arise 'living away from home'.
- Detailed support on results day to guide pupils in making appropriate choices.
- Have access to impartial one-to-one CEIAG advice.

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