



Careers Education, Information, Advice and Guidance (CEIAG)

Introduction

A young person's career is defined by the choices they make, and their progress in learning and work. At The King's (The Cathedral) School, all students benefit from a planned curriculum-based programme of learning and activities that help them to access the 11-19 pathways that are right for them, to be able to manage their own careers and to aspire to lifelong career wellbeing and happiness. We aim to enable our students to become self-confident, skilled and career-ready learners. We recognise that all schools have a statutory duty to adhere to the Careers Guidance and Access for Education and Training Providers (January 2018).

Intent

We aim to encourage students to consider a wide range of careers. In particular, we encourage them to:

- develop independent research skills, so that they can make good use of information and guidance to learn about careers and the world of work;
- develop and use their self-knowledge when thinking about and making choices;
- develop the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition;
- to sustain employability and achieve personal and economic well-being throughout their lives.

We recognise that the process of making career decisions is a lengthy one and that most of our students will make their final choices only after completing Higher Education.

Impact & Implementation

The programme has a framework linked to student learning outcomes and incorporates measures to highlight and evidence impact via student voice and indicators of behaviour and achievement progress. Our careers programme of events and guidance is framed by the eight Gatsby benchmarks:

Benchmark One

An embedded stable careers programme known and understood by staff, students and parents;

Benchmark Two

Access to high quality information about future study and labour market opportunities;

Benchmark Three

Advice and guidance tailored to the needs of each student;

Benchmark Four

Linking curriculum learning with careers including the highlighting science, technology, engineering and mathematics (STEM) subjects with a wide range of career paths;

Benchmark Five

Encounters for students with employers about work, employment and the skills valued in the workplace;

Benchmark Six

Provision of work place experiences to help explore career pathways through partnerships with local employers where possible;

Benchmark Seven

All students understand the full range of learning opportunities through academic and vocational routes in school, colleges, universities, apprenticeships and the workplace;

Benchmark Eight

Access to guidance interviews and online careers advice.

We aim to provide a learning programme for CEIAG that has suitable breadth, depth and relevance to meet the needs of our students and the interests of employers in the local and national community. The programme will enhance the personal, vocational and academic learning of each student who will be prepared for the next stage in their education, training and employment.

Entitlement

All students are entitled to CEIAG which meets professional and ethical standards of practice, and which is person-centred, impartial and confidential. This is integrated into the students' experience of the whole curriculum and is based on the partnership between the School, students and their parents or carers. The programme aims to encourage students to have high aspirations and broad horizons, to challenge stereotyping and to promote equality and diversity.

Careers includes both education and guidance. Careers education helps our students develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into work. Through guidance students are able to use their knowledge and skills to make the decisions about learning and work that are right for them. Progress in students' self-development and understanding of careers is monitored regularly.

Careers education forms an integral part of the Learning for Life (LFL) curriculum. The three main areas of careers learning, form themes which are revisited throughout Years 8-13:

- Self-Development: to have self-awareness and an understanding of the influences on them;
- Career Management: to make and adjust plans, and manage change and transition;
- Career Exploration: to investigate opportunities in learning and work.

In addition, we organise:

- ILP interviews for all Year 9 and 10 students;
- Post-14 Options Evening for Year 9 students;
- Enterprise Day for Year 10 & 8 in Activities Week;
- A Mock Application Process in Year 10, with CV and letter-writing;
- Post-16 Options Evening for Year 11 students;
- An Applications Week for Year 12
- Collapsed days post-exams, with employers and The Skills Service delivering employability skills to Year 10 and 12;
- Oxbridge visit for relevant Year 12 students;
- Practice interviews for Oxbridge candidates, and any others who have to undertake an interview as part of the UCAS process;
- A Post-18 presentation for all Year 12 Parents and Carers

The School encourages, and provides support to, all students in Years 11-13 to undertake **work experience** in a variety of forms. This opportunity is available to all Sixth Formers as part of the Wednesday Afternoon Activities' programme. From 2020 all Year 10&12 students will be actively encouraged to undertake 5 days (or equivalent) of work experience. This will be monitored and recorded as part of the Post 16 provision on their 'ePassport - for beyond Sixth Form Success.'

All subject departments are encouraged to display a careers board related to their subject, and asked to record with the Careers Leader's administrator experiences within their department of outside speakers, visits or any other opportunities to demonstrate a link between their subjects and careers.

Destinations

The destinations of our leavers are closely monitored and younger students informed so that we are aware of trends and opportunities. Destination data is available on request.

Leadership and Management

The Head of Department for Learning for Life is responsible for the leadership and management of CEIAG, and the deployment of allocated resources. The HoD is line-managed by a member of the Senior Leadership Team. There is a nominated LFL Governor.

Teaching

Classroom teaching is provided by the Head of Department – Learning for Life, and 4 other teachers. All staff, particularly subject teachers, form tutors, Academic Heads of Year and Pupil Support Officers provide additional support to students.

In-School Advice and Counselling

Our full-time UCAS / Careers Advisor, Mrs Heather Smith, conducts ILP interviews in Years 9 and 10, arranges individual independent careers interviews for Years 10-13, where appropriate. She holds two individual meetings with all Year 13 students prior to UCAS and other applications. Mrs Smith is working towards Cambridge University Careers Education and Guidance in Schools Level 5, and has experience in Further Education and supporting students in deprived areas to have university aspirations.

Independent Careers Advice

The School has an annual Partnership Agreement with the Capita Careers Service which is reviewed annually; our nominated Advisor works in school one day per month to deliver the agreed services under the direction and monitoring of our UCAS / Careers Advisor. They attend the Y11 Post-14 Information Evening and is available to all students, parents and carers. Career interviews are available to all Year 11 – 13 students on request through the UCAS / Careers Advisor. Students can be referred by Academic Heads of Year, Pupil Support officers, LFL teachers and other staff. Drop-in sessions are also available. Representatives from Peterborough Regional College, New College, Stamford and Peterborough City College are invited to the Post-16 Information Evening. Other providers for Apprenticeships may also be in attendance. This meets the statutory obligation shown in our Provider Access Policy on our website.

Careers Library

The Careers Library in the Wolfson Suite provides a teaching room, a library, resources (which are regularly updated), and ICT facilities. Years 9 to 11 have lessons here; it is open and freely available, with all the resources being regularly updated. It is open every day from 8am to 4pm, and staffed every lunchtime.

UCAS Room

This room, adjacent to the UCAS Adviser's Office, houses resources and IT facilities to support UCAS preparation and applications. It is open all day to Sixth Form students. At lunchtime it hosts UCAS talks and workgroups.

Monitoring

This policy is monitored and reviewed by the Senior Leadership Team and by the Board of Governors on an ongoing basis, and formally every two years.

Appendices

Appendix 1: Careers Strategy

Appendix 2: Provider Access Policy

Past students are a valuable resource and come into help with careers work. We are also grateful for the support we have from local and national industries and Higher Education institutions.

Year 8					
Year Group Outcomes:		Occupations & Skills			
Year Group Theme:		Introduction to careers/personal skills and attributes/occupational families			
Careers Guidance Activities					
Activity	Outcome	Details	Resources Required	Measurement of Impact	Month
Fast Tomato – Introduction to Careers 2 ½ hours	To explore results of Fast Tomato careers programme, careers leaflet produced	Fast Tomato – students explore this online programme, creating an account which can be accessed in the coming years. They get results of their personal skills and attributes, including an assessment of their likes and dislike, and some job ideas for them to explore. Students create an information leaflet based on one job including qualifications required,	Fast Tomato annual subscription	Students are able to discuss their skills and present their initial job ideas.	June

		training, qualities etc.			
Learn to Earn 6 hours	To explore job families/occupational areas/individual response to money and budgeting. Students engage in the whole day activity and complete the bespoke booklet	Learn to Earn is a careers and enterprise whole day activity run by Young Enterprise	Young Enterprise Trainer and resources booklets for whole year group	Completion of the booklet, showing progress over the day	July

Year 9

Year Group Outcomes:

Making informed Post 14 Choices

Year Group Theme:

Post 14 options

Careers Guidance Activities

Activity	Outcome	Details	Resources Required	Measurement of Impact	Month
Introduction to careers library 1 ¼ hours	Students will know how to access careers related resources	Whole year group, in LfL groups to visit careers library to engage with various careers resources	Careers library/Librarian	Students independently accessing careers resources	Nov/Dec
Fast Tomato Review 1 ¼ hours	Review of their Year 8 FT profile	A session to further explore and reflect on Year 8 work	Fast Tomato	Students can access the resources to help inform Post 14 options	Dec/Jan
Post 14 Options booklet discussion and exploration 1 ¼ hours plus form time	Students make informed decisions about their Post 14 options	A session to help support subject choices for Post 14	Post 14 booklet	Options returned on time and carefully considered	Jan/Feb
Post 14 Evening	Students & parents understand the range of GCSE options and informed choices are made	An evening delivered by AHOY, SLT for KS4 as well as departments offering information about GCSE subjects	Post 14 Presentation	Options returned on time and carefully considered	Jan

Individual Learning Plans (ILPs) 1 ½ hours	Students create SMART targets for their future	Students prepare for their ILP meetings during LfL lessons. They then meet in small groups with the Careers Co-ordinator	Target Sheets Time for whole year group to meet the Careers Co-ordinator in groups of no more than 5	Completion of Meetings and paperwork	Feb/Mar
Attendance at Mission Possible Careers Fair	Students gain knowledge of possible career opportunities in our local and regional area	Students are briefed and given research activities to complete. Students attend the Careers Fair for 2-3 hours	Transport Skills Service support Staffing	Students gain knowledge of local and regional career opportunities and can link this to their option choices.	May

Year 10

Year Group Outcomes:

Introducing and establishing employability skills

Year Group Theme:

Preparation for Mock Interview

Careers Guidance Activities

Activity	Outcome	Details	Resources Required	Measurement of Impact	Month
Kudos research 1 ¼ hours	Profile created and explored	Kudos computer programme completed by all students, assessment of skills/qualities for jobs	Kudos Subscription	Choice of job role completed for mock interview	Apr/May
CV and letters of application 2 ½ hours	All students complete a CV and letter of application	Students apply for a job – this form the basis of their mock interview in Year 11	Rotary Club support CV and letters of application – writing frames ICT facilities	Completed application submitted on time	May/Jun
Individual Learning Plans (ILPs) 1 ½ hours	Students complete SMART target Review	Students review their SMART targets. They then meet in small groups with the Careers Co-ordinator	Target Sheets Time for whole year group to meet the Careers Co-ordinator in groups of no more than 5	Completion of Meetings and paperwork	May/Jun

Attendance at Mission Possible Careers Fair	Students gain knowledge of possible career opportunities in our local and regional area	Students are briefed and given research activities to complete. Students attend the Careers Fair for 2-3 hours	Transport Skills Service support Staffing	Students gain knowledge of local and regional career opportunities and can link this to their GCSE subjects.	May
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Year 11

Year Group Outcomes:

Making informed post 16 choices

Year Group Theme:

Next Steps

Careers Guidance Activities

Activity	Outcome	Details	Resources Required	Measurement of Impact	Month
Preparation	Students understand generic interview questions and format. Students are exposed to a formal interview	Interview preparation and practice in LfL lessons	Questions Sheet Rotary Club support	Evaluation forms of the process	Sep/Oct
Post 16 choices 3 ¼ hours	Students to make decisions on their Post 16 intentions	Revisit Kudos Career Pilot/National Careers Service/Russell Group/Local FE Providers all explored Post 16 brochure for KSP examined	ICT facilities Kudos Web access Post 16 brochure	Students successfully apply to Post 16 destinations	Oct-Dec
Year 11 Information Evening, plus information letter from SLT KS4&5					Sep
Post 16 Evening	Students & parents understand the entry requirements for KSP Sixth Form as well as a trade fair of other FE providers & The Skills Service	An evening delivered by AHOY, SLT for KS5 as well as departments offering information about A Level	Post 16 Presentation & Other FE providers	Choices returned on time and carefully considered	Jan

		subjects. Alternative providers available for students to visit at trade fair			
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Year 12

Year Group Outcomes:

Improving employability, skills and aspirations for Post 18 careers

Year Group Theme:

Inspiring for the future

Careers Guidance Activities

Activity	Outcome	Details	Resources Required	Measurement of Impact	Month
Post 18 Choices 10 plus hours	Students to understand the range of Post 18 choices	Careers Pilot/UCAS/Russell Group/HECSU/Which University?/Gap Year all explored over a significant period of time. 1 to 1 interview with LfL teacher to target set for KS5 as well as identify Post 18 aspirations, and discuss CV update.	ICT facilities Application guidance	Students to choose their preferred path for Post 18 destination	Now onwards
Personal Statement (PS) – an introduction	Students to develop a first draft of their PS for UCAS, or relevant documents for other Post 18 choices	To examine good quality exemplars of PS's and complete a first draft	ICT facilities	Students to complete first draft of PS	May
Applications Week	Students to get bespoke, specialized support in completing their PS or relevant documents for other Post 18 choices	12 days spent with specialist staff, ex-students etc. who help guide and advise on developing a PS -	ICT facilities PS templates and exemplars Application guidance Ex-students	Students to complete their PS	July
Employability Skills Development Programme (ESDP)	Students to be exposed to developing their employability skills, as well as a	4 days (2 delivered by Skills Service and their associate providers e.g. Royal Mail, 1 day visiting a	Skills Service provision University open day	Students to complete ESDP and components of e-Passport for Sixth Form Success.	July

	University visit for all	University and 1 day developing financial capability)	Financial capability provider		
Impartial Careers Interview	Students who require additional support and information to help with Post 18 choices are provided with at least one 35-minute impartial careers interview	Those students who lack direction or who seek a careers interview are provided with one by our Impartial Careers Advisor from Capita			

Year 13					
Year Group Outcomes:		Post 18 success			
Year Group Theme:		Becoming a professional			
Careers Guidance Activities					
Activity	Outcome	Details	Resources Required	Measurement of Impact	Month
Post 18 Application continuation	Students to make timely applications to their choice of provider/employer	Support for Post 18 choice e.g. PS review/application review	Guidance sheets	All students apply for Post 18 choice	Sep-Jun
Interview Skills	Students to understand the nature of questions for their Post 18 choice	Generic interview questions discussed Practice Interviews offered	Past questions, Ex-students	Students facing interviews feel prepared and confident	All Year
Financial Capability	Students to understand the funding and lending arrangements for HE, as well as preparation for budgeting/living away from home	Sessions adapted for current/future HE funding as appropriate Assembly delivered by The Student Loan Company?	Details of Student funding, loans etc – updated every year	Students have a good understanding of how their financial circumstances will affect their funding/lending etc.	Spring
Impartial Careers Interview	Students who require additional support and information to help with Post 16 choices are provided with a 35 minutes impartial careers interview	Those students who lack direction or who seek a careers interview are provided with one by our Impartial Careers Advisor from Capita	Renewal of Capita contract	ALL students are able to make informed Post 16 choices	All Year

Appendix Two

KSP Provider Access Policy

(1) Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

(2) Pupil Entitlement

All pupils in years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

(3) Management of Provider Access Requests

Procedure

A provider wishing to request access should contact Kay Henson and/or Emma Weston our Career Leaders
Telephone: 01733 751541

Opportunities for Access

A number of events, integrated into the school careers programme will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

	Autumn Term	Spring Term	Summer Term
Year 8	Assembly and tutor group opportunities		Assembly and tutor group opportunities
Year 9	Event for University Technical Colleges	KS4 Options event	Careers Fair
Year 10			Careers Fair
Year 11		Post 16 Evening Post 16 Taster Evening	
Year 12	Post 18 Assembly - Apprenticeships		Employability Skills Development Programme
Year 13	Workshops – HE and higher apprenticeship applications		

Please speak to our Careers Leader to identify the most suitable opportunity for you.

(4) Premises and Facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.