

## **Careers Education Information Advice & Guidance (CEIAG)**

### **Programme 2021 – 2022**

### **(including those responsible for each activity and the relevant Gatsby Benchmarks)**

St Paul's Academy (SPA) offers a programme of CEIAG which includes careers and work related activities and learning for its students that helps them to develop skills and knowledge they need to pursue their goals and also provides a range of career and work related experiences. The CEIAG programme is suitably differentiated and personalised to meet the needs of all our students, regardless of their starting points. These skills, knowledge and experiences, acquired through the CEIAG programme, are all useful for life and in the work place. Such a programme is invaluable as it is well researched and documented that an effective CEIAG Programme contributes to motivation, raises aspirations, enables social mobility, and empowers students to achieve their career goals.

Our programme is designed to meet the Gatsby benchmarks set out below:-

A summary of the eight Gatsby benchmarks of Good Career Guidance

- 1) A stable careers programme
- 2) Learning from career and labour market information
- 3) Addressing the needs of each pupil
- 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

#### Staff responsible for each activity (in brackets)

C & E Co – Charities & Enterprise Coordinator

CA – Careers Adviser

CL – Careers Leader

HOLZ – Heads of Learning Zones

HOY – Head of Year

Inclusion Team

RBG – Royal Borough of Greenwich

SEND Team

SMT – Senior Management Team

Teachers

Tutors

## Years 7 - 11

### **Year 7 – Self-Awareness**

The main aim at the start of the SPA CEIAG Programme is raising each student's awareness of their interests, skills, abilities, strengths, personal qualities and a basic awareness of what may be important to them in a job. They will need to become aware of the fact that when they are in school and outside school they will be constantly developing knowledge and skills that will be useful in life and in the workplace. The students will also begin to become aware of some of the jobs and career areas available to them and they will be introduced to the concept of stereotyping in careers and the need for equality and diversity in the work place.

Primary School to Secondary School Transition Activities include:-

1. Taster Days for Year 5 students to experience subjects that they are unlikely to be familiar with (HOLZ). Benchmark 3
  2. Open Day and Mornings for prospective students (SMT). Benchmark 3
  3. Induction Programme for all, including additional visits and activities for identified SEND & vulnerable students (HOY & Inclusion Team). Benchmark 3
  4. Year 6 – 7 Transition Summer School (HOY & Inclusion Team). Benchmark 3
  5. Borough wide summer school hosted at SPA for vulnerable students (RBG). Benchmark 3
- Year 7 Careers Education Lessons focusing mainly on self-awareness and some career exploration. This year will include lessons on stereotyping related to careers and the need for equality and diversity in the work place (CL & Tutors). Benchmark 1, 2, 3, 4
  - Careers Coffee Morning for Key Stage 3 Parents & Carers (Year 7 & Year 8) (CL & CA). Benchmark 2, 4
  - All students to take part in whole school charity enterprise & fundraising activities: Christmas, Easter and Summer fairs (C & E Co & Teachers). Benchmark 3
  - Opportunities to take part in Enterprise Activities such as Sleep Out, Eco Fashion Show and Sponsored Walks (C & E Co & Teachers). Benchmark 3
  - Support for individual students from Careers Adviser – referrals through self, parent and staff (CA). Benchmark 8
  - Three assembly slots related to careers, may include speakers from Post 16 Education/Higher Education/Apprenticeship Provider/Alumni/Past Students (CL & HOY). Benchmark 5, 7
  - At least one meaningful contact with an employer (CL & HOY). Benchmark 5
  - Annual Review Meetings and Reports for those with an Educational and Health Care Plan, the Reports include information on the students' aspirations and the Parents views (SEND Team). Benchmark 3

## **Year 8 – Opportunity Awareness and Option/Pathway Choices**

In this year students will continue to expand their self-awareness however, the main aims are to raise each student's awareness of the vast range of jobs and career areas available to them, this will include STEM opportunities. Activities are focused on opening students' minds to the possibilities and opportunities available. Students will be introduced to eCLIPS which is an online careers resource which has accurate, up to date careers and labour market information on over 1,000 jobs and careers and many more useful tools.

In Year 8 students make their option/pathway choices. Therefore students will need to understand the benefits and consequences of making decisions and choices. Students will become aware of the range of progression routes and potential careers related to option choices for GCSE subject areas, but ultimately the students must understand that keeping their options open at this point will be essential for their future plans and career choices.

- Year 8 Careers Education Lessons focusing mainly on opportunity awareness including STEM opportunities, decision making and an introduction to eCLIPS and Option/Pathway choices (CL & Tutors). Benchmark 1, 2, 3, 4, 7, 8
- Careers Coffee Morning for Key Stage 3 Parents & Carers (Year 7 & Year 8) (CL & CA). Benchmark 2, 4
- All students to take part in whole school charity enterprise & fundraising activities: Christmas, Easter and Summer fairs (C & E Co & Teachers). Benchmark 3
- Opportunities to take part in Enterprise Activities such as Sleep Out, Eco Fashion Show, 5 a-side Chess and Sponsored Walks (C & E Co & Teachers). Benchmark 3
- At least one guidance interview and support regarding option/pathway choices led by a member of the teaching staff (HOY & Teachers). Benchmark 8
- Curriculum Subject Options/Pathways Fair (focusing on GCSE subjects and linked to Post 16 Pathways and Careers) (HOY). Benchmark 4
- Options/Pathways Evening for Parents and students, Careers Adviser will attend to provide information, advice and guidance as required (HOY & CA). Benchmark 4, 8
- Support for individual students from Careers Adviser – referrals through self, parent and staff (CA) Benchmark 8
- Three assembly slots related to careers, may include speakers from Post 16 Education/Higher Education/Apprenticeship Provider/Alumni/Past Students (CL & HOY). Benchmark 5, 7
- At least one meaningful contact with an employer (CL & HOY). Benchmark 5
- Visit to a local Post 16 Provider e.g. Greenwich Community College or North Kent College for targeted groups (CL & HOY). Benchmark 7
- Visit to a University for targeted groups (CL & HOY). Benchmark 7
- Annual Review Meetings and Reports for those with an Educational and Health Care Plan, the Reports include information on the students' aspirations and the Parents views (SEND Team). Benchmark 3

## **Year 9 – Self-Awareness & Opportunity Awareness Matching and Focus**

Students will continue to expand on their self-awareness and their opportunity awareness. This year the main aim is to help the students to begin to focus more on their individual particular areas of interest. The students will begin to fully explore in a lot of depth their main areas of interest. They will need to become aware of the skills, qualities and experiences required for jobs within their areas of interests. They should then start to try to match their own interests, skills, personal qualities and values to the skills, qualities, interests and experiences required by the individual jobs/careers. This year the students will focus properly on Labour Market Information (LMI) as they also need to be aware if any of their areas of interest are increasing in terms of opportunities or in fact if they are in decline. LMI will help students with their eventual planning. Money management is also covered in this year group.

- Year 9 Careers Education Lessons focusing mainly on in depth exploration of the individual students particular areas of interest and on LMI and on the student matching their own interests, abilities, skills and experiences to those required by particular jobs/careers. Money management is also covered in this year group (CL & Tutors). Benchmark 1, 2, 3, 4
- Careers Coffee Morning for Key Stage 4 Parents & Carers (Year 9, 10 & 11) (CL & CA). Benchmark 2
- All students to take part in whole school charity enterprise & fundraising activities: Christmas, Easter and Summer fairs (C & E Co & Teachers). Benchmark 3
- Opportunities to take part in Enterprise Activities such as Sleep Out, Eco Fashion Show and Sponsored Walks (C & E Co & Teachers). Benchmark 3
- Support for individual students from Careers Adviser – referrals through self, parent and staff (CA). Benchmark 8
- Three assembly slots related to careers, may include speakers from Post 16 Education/Higher Education/Apprenticeship Provider/Alumni/Past Students (CL & HOY). Benchmark 5, 7
- Visit to a local Post 16 Provider e.g. Shooters Hill Post 16 Campus for targeted groups (CL & HOY). Benchmark 7
- At least one meaningful contact with an employer (CL & HOY). Benchmark 5
- Curriculum learning to be linked to careers. Each GCSE/BTEC subject to have a lesson where the subject will specifically be linked to careers, teachers to be responsible for delivery (CL & Teachers). Benchmark 4
- Visit to a University for targeted groups (CL & HOY). Benchmark 7
- Annual Review Meetings and Reports for those with an Educational and Health Care Plan, the Reports include information on the students' aspirations and the Parents views (SEND Team). Benchmark 3

## Year 10 - Planning

Students will continue to grow in their self-awareness and opportunity awareness and will continue more focused research on their individual areas of interest. They will use all of the careers awareness, knowledge and skills gained throughout Year 7 – 9 to start planning progression routes after Year 11. If they have a definite career in mind they will need to have a solid understanding of not only the skills, interests, personal qualities and experiences required for the career but also an in depth understanding of the qualifications and the entry requirements needed for any progression route into that career. If students do not have a definite career in mind they will be advised on how to plan so that they can keep as many options open as possible.

- Year 10 Careers Education Lessons focusing mainly on planning their possible progression routes for after Year 11 (CL & Tutors). Benchmark 1, 2, 3, 4, 6, 7
- Careers Coffee Morning for Key Stage 4 Parents & Carers (Year 9, 10 & 11) (CL & CA). Benchmark 2
- All students to take part in whole school charity enterprise & fundraising activities: Christmas, Easter and Summer fairs (C & E Co & Teachers). Benchmark 3
- Opportunities to take part in Enterprise Activities such as Sleep Out, Eco Fashion Show and Sponsored Walks (C & E Co & Teachers). Benchmark 3
- A careers guidance interview and support for individual students from a qualified, impartial Careers Adviser, these interviews can also act as motivational interviews where necessary – referrals through self, parent and staff. Parents of those with Educational and Health Care Plans are invited to attend (CA). Benchmark 8
- Careers Adviser to attend Year 10 Parents Evening to provide information, advice and guidance to Parents and students as required (HOY & CA). Benchmark 8
- Three assembly slots related to careers, may include speakers from Post 16 Education/a local University/Apprenticeship Provider/Alumni/Past Students (CL & HOY). Benchmark 5, 7
- At least one meaningful contact with an employer (CL & HOY). Benchmark 5
- A visit to Christ the King (our Post 16 Partner institution) for all year 10 students (CL & HOY). Benchmark 7
- At least one experience of a work place (either virtual or real life experience) (CL & HOY & Tutors). Benchmark 6
- Presentation by a Careers Adviser - Post 16 Courses and Qualifications Explained (CA). Benchmark 2
- Visit to Oxford/Cambridge or a Russell Group university e.g. UCL for targeted groups (CL & HOY). Benchmark 7
- Students to participate in a formal one to one mock interview through e.g. the Barclay Lifeskills - Employment and Skills Day or the Flying Start Mock Interviews (CL & HOY). Benchmark 5

- Annual Review Meetings and Reports for those with an Educational and Health Care Plan, the Reports include information on the students aspirations and the Parents views (SEND Team). Benchmark 3
- The SEND Team organise visits to colleges e.g. Shooters Hill with small groups of relevant students where necessary (SEND Team). Benchmark 3, 7

## Year 11 – Decisions & Transition

During this year students are required to make decisions about their next steps after Year 11, whether that be studying full time at another school that has a sixth form, or studying full time at a sixth form college or Further Education college, or some students instead will choose to seek work place training and part time study through an apprenticeship. Whichever option is chosen students will be made aware of how and when to apply, they will be made aware of their predicted GCSE/BTEC grades so they can see if they are on track for achieving the grades required for their next step and they will discuss possible back-up plans.

- Year 11 Careers Education Lessons focusing mainly on making realistic decisions about their progression routes for after Year 11 and on deciding on a back-up plan. Focus will also be on applications, CV and covering letter creation and interviews (CL & Tutors). Benchmark 1, 3, 4, 5, 6, 7, 8
- Presentation by a Careers Adviser on Post 16 Options and how and when to apply to School Sixth Forms, Sixth Form Colleges, FE Colleges and for Apprenticeships (CA). Benchmark 2
- All students to take part in whole school charity enterprise & fundraising activities: Christmas, Easter and Summer fairs (C & E Co & Teachers). Benchmark 3
- Opportunities to take part in Enterprise Activities such as Sleep Out, Eco Fashion Show and Sponsored Walks (C & E Co & Teachers). Benchmark 3
- Careers Coffee Morning for Key Stage 4 Parents & Carers (Year 9, 10 & 11) (CL & CA). Benchmark 2
- A careers guidance interview and support offered to 100% of Year 11 students from a qualified, impartial Careers Adviser, follow up interviews are available as required. Parents of those with Educational and Health Care Plans are invited to attend (CA). Benchmark 8
- Group Sessions led by a Careers Adviser on Apprenticeships for those who are seriously considering this as an option (CA). Benchmark 2
- Careers Adviser to attend Year 11 Parents Evening to provide information, advice and guidance to Parents and students as required (HOY & CA). Benchmark 8
- Students to attend a Careers or Progression Fair for targeted groups (CL & HOY). Benchmark 2, 4, 5, 7
- Three assembly slots related to careers, may include speakers from Post 16 Education/Higher Education/Apprenticeship Provider/Alumni/Past Students (CL & HOY). Benchmark 5, 7
- At least one meaningful contact with an employer (CL & HOY). Benchmark 5
- Annual Review Meetings and Reports for those with an Educational and Health Care Plan, the Reports include information on the students' aspirations and the Parents views (SEND Team). Benchmark 3
- As part of the ASDAN Bronze Award there is a section entitled 'World of Work' which covers career related topics, this is led by the SEND Team for the relevant students (SEND Team). Benchmark 3

- The SEND Team Key Workers support their students with careers related activities following their careers interview if needed e.g. support with applications (SEND Team). Benchmark 3
- The SEND Team organise visits to colleges e.g. Shooters Hill with small groups of relevant students where necessary (SEND Team). Benchmark 3, 7

The Careers Team is hoping for the academic year 2021/2022 to organise their own Careers Fair at SPA, one day in the autumn term on offer to all year groups 7 – 11.

### **Minimum entitlement for a student at St Paul's Academy**

**By the end of year 11 each student can expect the following input relating to CEIAG:-**

- Support through the Careers Education Information Advice & Guidance Programme's Lessons/Activities delivered as part of the PSHE programme for Years 7 - 11, this must include lessons/activities relating to raising aspirations, STEM opportunities, stereotyping in careers and the need for equality and diversity in the work place
- Curriculum learning to be linked to careers. Each GCSE/BTEC subject to have a lesson where the subject will specifically be linked to careers
- To be offered in Year 8 at least one guidance interview and support regarding option/pathway choices
- Unifrog and eCLIPS access to assist the students with an awareness of Labour Market Information and to assist with information and planning on potential career pathways
- Careers Adviser support for individuals as and when they require it and also when deemed as appropriate by the Careers Team
- To be offered at least one careers guidance interview by a qualified, impartial Careers Adviser. A careers action plan or a summary of the interview must be created with the student and made available for the student to take home and the student should be encouraged to share with parent(s)/carer(s)
- At least one visit to or from a School Sixth Form, a Sixth Form College, a Further Education College, an Apprenticeship Provider and a Higher Education Institution/University
- At least 5 meaningful employer contacts – one per year
- At least one experience of a work place (virtual or real life experience)
- One formal mock interview
- A variety of Enterprise and Charity Events which help develop life skills

- Access to the SPA Careers Website

The school will be collecting Aspiration Information, Sixth Form/College/Apprenticeship Offer information and Destination Information from the Year 11 Students, this information is required by the Royal Borough of Greenwich.

Evaluation and Review Date – July 2023