

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) PROGRAMME 2024-2025

Four Activities in Bold – These are providers of Approved Technical Education Qualifications or Apprenticeships – Two Events in the Year 8/9 Phase and Two Events in the Year 10/11 Phase - Mandatory for all registered learners to attend

The DfE Eight Gatsby Benchmarks

The eight benchmarks are a framework for good career guidance developed to support secondary schools and colleges in providing students with the best possible careers education, information, advice, and 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

Each Activity/Event in the SPA CEIAG Programme has been linked to the 8 Gatsby Benchmarks – see in [blue](#)

Year 7 Autumn Term

- Careers Education Lessons (part of PSHE) [GB 2](#)
- Enterprise Lessons [GB 2](#)
- Annual Review meetings and reports for those with an EHCP, the reports include information on the student's aspirations and the parents' views [GB 3](#)
- Curriculum learning linked to careers [GB 4](#)
- Support available for some individual students from the careers adviser – referrals through staff, parents and self [GB 1,2,3,8](#)
- Green careers week (4-9 Nov) including Green Careers Assembly and visiting employer speakers [GB 2,4,5](#)

Year 7 Spring Term

- Careers Education Lessons (part of PSHE) [GB 2](#)
- Enterprise Lessons [GB 2](#)
- Annual Review meetings and reports for those with an EHCP, the reports include information on the student's aspirations and the parents' views [GB 3](#)
- Curriculum learning linked to careers [GB 4](#)
- Support available for some individual students from the careers adviser – referrals through staff, parents and self [GB 1,2,3,8](#)
- Year 7 maths/ computer science afternoon (Colfe's Independent School) [GB 4,7](#)
- Apprenticeship Week (10-16 Feb) including Apprenticeship Assembly and visiting apprenticeship provider speakers [GB 1,2,5](#)
- National Careers Week (3-8 March) including Careers Assembly on 'Skills needed in the workplace' and visiting employer/alumni speakers talking about different occupational areas e.g. engineering [GB 2,3,5](#)

Year 7 Summer Term

- Careers Education Lessons (part of PSHE) [GB 2](#)
- Enterprise Lessons [GB 2](#)
- Annual Review meetings and reports for those with an EHCP, the reports include information on the student's aspirations and the parents' views [GB 3](#)
- Support available for some individual students from the careers adviser – referrals through staff, parents and self [GB 1,2,3,8](#)
- Curriculum learning linked to careers [GB 4](#)
- Year 7 parents evening [GB 3](#)
- My money week (9-13 June) [GB 2,5](#)

Year 8 Autumn Term

- Careers Education lessons (part of PSHE) [GB 2](#)
- Enterprise Lessons [GB 2](#)
- Support available for some individual students from the careers adviser – referrals through staff, parents and self [GB 1,2,3,8](#)
- Bloss.m leadership programme [GB 2,3](#)
- Annual Review meetings and reports for those with an EHCP, the reports include information on the student's aspirations and the parents' views [GB 3](#)
- Curriculum learning linked to careers [GB 4](#)
- St Catherine's College Oxford University Catalyst Programme – point 1 [GB 7](#)
- Green Careers Week (4-19 November) including Green Careers Assembly and visiting employer speakers [GB 2,4,5](#)

Year 8 Spring Term

- Careers Education lessons (part of PSHE) [GB 2](#)
- Enterprise Lessons [GB 2](#)
- Support available for some individual students from the careers adviser – referrals through staff, parents and self [GB 1,2,3,8](#)
- Bloss.m leadership programme [GB 2,3](#)
- Annual Review meetings and reports for those with an EHCP, the reports include information on the student's aspirations and the parents' views [GB 3](#)
- Curriculum learning linked to careers [GB 4](#)
- Year 8 parents evening [GB 3](#)
- **Leigh Academy Bexley Assembly (T levels)** [GB 1,2,7](#)
- Apprenticeship Week (10-16 February) including Apprenticeship Assembly and visiting apprenticeship provider speakers [GB 1,2,5](#)
- National Careers Week (3-8 March) including Careers Assembly and visiting employer and alumni speakers talking about different occupational areas e.g. engineering [GB 2,3,5](#)

Year 8 Summer Term

- Careers Education lessons (part of PSHE) [GB 2](#)
- Enterprise Lessons [GB 2](#)
- Support available for some individual students from the careers adviser – referrals through staff, parents and self [GB 1,2,3,8](#)
- Bloss.m leadership programme [GB 2,3](#)
- Annual Review meetings and reports for those with an EHCP, the reports include information on the student's aspirations and the parents' views [GB 3](#)
- Curriculum learning linked to careers [GB 4](#)
- My Money Week (9-13 June) [GB 2,5](#)

Year 9 Autumn Term

- Careers Education lessons (part of PSHE) [GB 2](#)
- Enterprise Lessons [GB 2](#)
- Support available for some individual students from the careers adviser – referrals through staff, parents and self [GB 1,2,3,8](#)
- Curriculum learning linked to careers [GB 4](#)
- Specialist SEND careers adviser from the RBG for students with EHCPs [GB 1,2,3,8](#)
- Green Careers Week (4-9 November) including Green Careers Assembly and visiting employer speakers [GB 2,4,5](#)
- CTK Assembly – A Levels, [GB 2,7](#)
- Year 9 parents evening [GB 3](#)

Year 9 Spring Term

- Careers Education lessons (part of PSHE) [GB 2](#)
- Enterprise Lessons [GB 2](#)
- Support available for some individual students from the careers adviser – referrals through staff, parents and self (especially around options time) [GB 1,2,3,8](#)
- Curriculum learning linked to careers [GB 4](#)
- Specialist SEND careers adviser from the RBG for students with EHCPs [GB 1,2,3,8](#)
- Tutor time options programme (January) [GB 4](#)
- Year 9 Curriculum Fair (12 February) – Careers adviser attending [GB 2,4,8](#)
- **Apprenticeship Week (10-16 Feb) including Apprenticeship Assembly and visiting apprenticeship provider speakers** [GB 1,2,5](#)
- National Careers Week (3-8 March) including Careers Assembly and visiting employer/alumni speakers talking about different occupational areas e.g. engineering [GB 2,3,5](#)

Year 9 Summer Term

- Careers Education lessons (part of PSHE) [GB 2](#)
- Enterprise Lessons [GB 2](#)
- Support available for some individual students from the careers adviser – referrals through staff, parents and self [GB 1,2,3,8](#)
- Curriculum learning linked to careers [GB 4](#)
- Specialist SEND careers adviser from the RBG for students with EHCPs [GB 1,2,3,8](#)
- My Money Week (9-13 June) [GB 2,5](#)
- Vocational and Apprenticeship Fair [GB 1,2,5,7](#)

Year 10 Autumn Term

- Annual Review meetings and reports for those with an EHCP, the reports include information on the student's aspirations and the parents' views [GB 3](#)
- Curriculum learning linked to careers [GB 4](#)
- Bloss.m Leadership Programme [GB 2,3](#)
- Green Careers Week (4-9 Nov) including Green Careers Assembly and visiting employer speakers [GB 2,4,5](#)
- Universify Applications [GB 7](#)
- Sky Studios Elstree visit [GB 2,5,6](#)
- CTK Aquinas visit to the college - student leaders programme KS4 [GB 7](#)
- Colfe's Science A Level tasters [GB 2,7](#)
- Visit to CTK St Mary's for all year 10 students [GB 2,7](#)
- Post 16 and careers fair at SPA careers adviser attending [GB 2,5,7,8](#)
- CTK Assembly with regards to courses at all 3 sites [GB 2,7](#)

Year 10 Spring Term

- Annual Review meetings and reports for those with an EHCP, the reports include information on the student's aspirations and the parents' views [GB 3](#)
- Curriculum learning linked to careers [GB 4](#)
- Bexley Apprenticeship Event [GB 1,2,5,7](#)
- Apprenticeship Week (10-16 Feb) including Apprenticeship Assembly and visiting apprenticeship provider speakers [GB 1,2,5](#)
- National Careers Week (3-8 March) including Careers Assembly and visiting employer/alumni speakers talking about different occupational areas e.g. engineering [GB 2,3,5](#)
- Year 10 parents evening – careers adviser attending [GB 3,8](#)

Year 10 Summer Term

- Annual Review meetings and reports for those with an EHCP, the reports include information on the student's aspirations and the parents' views [GB 3](#)
- Curriculum learning linked to careers [GB 4](#)
- Careers Information Advice & Guidance interviews – careers adviser [GB 1,2,3,8](#)
- HLTA supports some SEND and potential NEET students with post 16 applications [GB 3](#)
- Careers Occupational Group Interview sessions e.g. focus on business as a career or law or engineering etc. with careers adviser [GB 1,2,3,8](#)
- Careers Coffee Morning for parents/ carers presentation and Q+A session with the careers adviser [GB 1,2,3,8](#)
- My Money Week (9-13 June) [GB 2,5](#)
- **CTK visit to SPA focus on vocational BTECs and T Levels** [GB 1,2,7](#)
- Trip to CTK Emmanuel, this college offers vocational courses [GB 1,2,7](#)
- National Citizenship Service assembly – NCS experiences [GB 2,5](#)
- Careers Carousel Peabody – vocational and apprenticeship visit to employer [GB 1,2,5](#)
- Summer residential university [GB 2,7](#)
- Summer work experience – virtual or live [GB 2,3,6](#)
- Presentation to all year 10 by careers adviser – Post 16 Options - Courses and Qualifications Explained [GB 1,2](#)
- Students with SEND and potential NEETS visit Shooters Hill [GB 1,2,3,7](#)
- Mock Interviews with Employers [GB 5](#)

Year 11 Autumn Term

- Careers Information Advice & Guidance interviews – careers adviser [GB 1,2,3,8](#)
- HLTA supports some SEND and potential NEET students with post 16 applications [GB 3](#)
- Specialist SEND careers adviser from the RBG for students with EHCPs [GB 1,2,3,8](#)
- Curriculum learning linked to careers [GB 4](#)
- Presentation by the careers adviser to all year 11 students on Post 16 Options and How and When to Apply to School Sixth Forms, Sixth Form Colleges, Further Education Colleges and for Apprenticeships [GB 1,2,](#)
- Careers coffee morning for parents and carers presentation and Q+A session with the careers adviser [GB 1,2,3,8](#)
- Colfe's independent school assembly (Leatherseller Scholarship Programme) [GB 7](#)
- Year 11 Futures Fair 'Be Great in Greenwich' [GB 1,2,7](#)
- Visit to Shooters Hill - transition visit [GB 7](#)
- Careers Carousel Peabody – vocational and apprenticeship visit [GB 1,2,5](#)
- CTK Aquinas student leaders KS4 [GB 7](#)
- Year 11 parents evening number 1 – careers adviser attending [GB 3,8](#)
- Colfe's Leatherseller Scholarship – applications and access exam [GB 7](#)
- Post 16 and careers fair at SPA – careers adviser attending [GB 2.5.7.8](#)
- Green careers week (4-9 Nov) including Green Careers Assembly and visiting employer speakers [GB 2,4,5](#)
- CTK sixth form applications [GB 3,7](#)

Year 11 Spring Term

- Careers Information Advice & Guidance interviews – careers adviser [GB 1,2,3,8](#)
- HLTA supports some SEND and potential NEET students with post 16 applications [GB 3](#)
- Specialist SEND careers adviser from the RBG for students with EHCPs [GB 1,2,3,8](#)
- Curriculum learning linked to careers [GB 4](#)
- Group sessions led by the careers adviser on Apprenticeships for those considering this option [GB 1,2,3](#)
- Bexley apprenticeship fair [GB 1,2,5,7](#)
- **LSEC or NKC or SH Assembly (BTECs/T Levels)** [GB 1,2,5](#)
- Apprenticeship Week (10-16 Feb) including Apprenticeship Assembly and visiting apprenticeship provider speakers [GB 1,2,5](#)
- National Careers Week (3-8 March) including Careers Assembly and visiting employer/alumni speakers talking about different occupational areas e.g. engineering [GB 2,3,5](#)
- Year 11 parents evening number 2 – careers adviser attending [GB 3,8](#)

Year 11 Summer Term

- Careers Information Advice & Guidance interviews – careers adviser GB 1,2,3,8
- HLTA supports some SEND and potential NEET students with post 16 applications GB 3
- Specialist SEND careers adviser from the RBG for students with EHCPs GB 1,2,3,8
- Curriculum learning linked to careers GB 4
- National Citizenship Service Assembly – NCS experiences GB 2,3,5
- Results day – careers adviser & partner college attending GB 3,7,8
- Summer holiday NCS experiences (away from home experiences, local community experiences and online experiences) GB 2,3,5,6

ALL YEAR GROUPS - DROP IN TO THE CAREERS HUB – TIMES AVAILABLE ADVERTISED
ON THE HUB DOOR – [GB 1,2,3](#)

Careers Policy, Careers Provider Access Policy, Careers Education, Information, Advice & Guidance (CEIAG) Programme – all available on the Careers section of the school website for students, parents/carers, staff, employers & other external providers to view [GB1](#)

The Careers Team

Careers Lead – Mr Gordon Davis – Monday to Friday

Careers Adviser – Mrs Vicki Banbrook – Normal Working days Wednesdays & Thursdays

Deputy Principal (Careers) – Ms Michelle Hepburn – Monday to Friday

[GB 1](#)

Sept 2024