



# CAREERS EDUCATION (CEIAG) POLICY

## PRESTON MANOR SCHOOL

An All-Through School

<b>Governors' Committee Responsible:</b> Curriculum	
<b>Statutory Provision:</b> Statutory	
<b>Policy Author:</b> Christelle Nyakeru	<b>Review Period:</b> Annual
<b>Date reviewed:</b> September 2022	<b>Next Review:</b> September 2023

## Rationale for Careers Education Information Advice and Guidance (CEIAG)

Careers Education, Information Advice and Guidance makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life in order to help them make a successful transition to adulthood. Preston Manor School aims to achieve this rationale through the following objectives:

- supporting young people to achieve their full potential
- empowering young people to plan and manage their own futures
- enabling young people to develop employability skills
- providing comprehensive information on all transition options
- raising aspirations
- promoting equality, diversity, social mobility and challenging stereotypes
- meeting statutory duties to ensure that there is an opportunity for a range of education and training providers to access all pupils in years 8 to year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships (see Preston Manor School: Provider Access Policy)

## Purpose

The Education Act 2011 placed a statutory duty on schools in England to secure independent, impartial guidance for all students in Yrs. 9-11 from September 2012. In September 2013 this duty was extended down to Yr. 8 and up to Yr. 13. Preston Manor is committed to the career learning and development of its pupils, and intends to comprehensively fulfil its statutory obligations, as well as inspire the pupils in these year groups.

CEIAG has four essential and interlinked principles:

**Careers Education** has a structured programme in the curriculum that gives students the knowledge and skills for planning their career paths. At Preston Manor School this is part of the PSHE curriculum for Yrs 7-13 and is mapped in line with the Careers Development Institute, CDI Framework (see <https://www.thecdi.net/write/CDI-Framework-Jan2020-web.pdf>). The Careers lessons can be found in the PSHE Schemes of Work for Year 7-11, and in the 6th Form Schemes of Work for Year 12-13, with the latter prepared by the Director of 6th Form.

The overall aims of all Careers Education at Preston Manor School are to enable young people to:

- develop their knowledge of the skills they have, and those that are needed for a wide range of career areas;
- learn about the current labour market and the world of work;
- develop career management and employability skills.

The main aims and learning outcomes for each year group are summarised below:

Key stage 3		
	Career Focus	Measurable Outcome
Year 7 Awareness	<ul style="list-style-type: none"><li>• Students should be aware of the different careers and different pathways available to them.</li><li>• Students can understand their own strengths and personal qualities.</li></ul>	<ul style="list-style-type: none"><li>• <b>* Students are able to list different careers and different pathways and can link them to their subjects.</b></li><li>• Students have a better understanding of their strengths and personal qualities and can link it to a potential career.</li></ul>

Year 8 <b>Discover</b>	<b>Career Focus</b>	<b>Measurable Outcome</b>
	<ul style="list-style-type: none"> <li>Introduce students to different careers and valuing diversity and inclusion.</li> <li>Students to investigate available routes and pathways.</li> </ul>	<ul style="list-style-type: none"> <li>Students can understand bias exists.</li> <li>Students can identify different pathways, post 16 and post 18 and start thinking about which option may suit them.</li> </ul>
Year 9 <b>Decide</b>	<b>Career Focus</b>	<b>Measurable Outcome</b>
	<ul style="list-style-type: none"> <li>Students are prepared to make suitable GCSE options.</li> <li>Students are introduced to links between their chosen subjects and a career pathway.</li> </ul>	<ul style="list-style-type: none"> <li>All students know their GCSE choices with an understanding of what pathways are available for that subject.</li> <li>Students will have an understanding of the route and pathways available with their GCSE options.</li> </ul>
<b>Key Stage 4</b>		
Year 10 <b>Prepare</b>	<b>Career Focus</b>	<b>Measurable Outcome</b>
	<ul style="list-style-type: none"> <li>Students to develop and utilise employability skills of preparing for job interviews.</li> <li>Students understand the value of work experience and build employer contact.</li> </ul>	<ul style="list-style-type: none"> <li>Students will have completed a mock interview and will have an awareness of the skills used for a job interview.</li> <li>Students will have completed a work experience placement.</li> </ul>
Year 11 <b>Succeed</b>	<b>Career Focus</b>	<b>Measurable Outcome</b>
	<ul style="list-style-type: none"> <li>To ensure that students are informed and prepared to transition to Post 16 destinations.</li> </ul>	<ul style="list-style-type: none"> <li>Students will be able to complete applications to Post 16 courses.</li> </ul>
<b>Key Stage 5</b>		
<b>Managed and overseen by the Director of Sixth Form and Enrichment Officer.</b>		
Year 12 <b>Explore</b>	<b>Career Focus</b>	<b>Measurable Outcome</b>
	<ul style="list-style-type: none"> <li>To further develop students' understanding of Post 18 opportunities.</li> <li>To further develop skills that will support students in the world of work.</li> </ul>	<ul style="list-style-type: none"> <li>Students will be prepared for higher education/apprenticeships and gain skills to be independent learners and workers.</li> <li>Students have developed independence skills.</li> </ul>
Year 13 <b>Evolve</b>	<b>Career Focus</b>	<b>Measurable Outcome</b>
	<ul style="list-style-type: none"> <li>To ensure that all students have a valuable destination for the end of their studies.</li> </ul>	<ul style="list-style-type: none"> <li>Applications to Post 18 placement/apprenticeships to be completed</li> <li>Students are able to use their careers education to apply for the best post 18 option for them.</li> </ul>

Details of the activities and events scheduled within the careers programme can be seen in Appendix 1.

- Careers Information** – including learning options, skills, occupations, labour market information and progression routes. The Careers Room is open to students during the lunch breaks and is staffed by the Careers Leader and by Year 11 Careers Room Prefects. Careers information is also shared with students as part of their advice and guidance sessions with the school's independent Adviser Angela Abrahams (see below). The Careers Leader uses Google Classrooms to make students aware of upcoming careers events and

opportunities. Google Classrooms is also used to make students aware of useful careers websites and work experience opportunities.

- **Careers Advice and Guidance** – personalised support from the school's Independent Adviser to identify long-term goals and plan steps to attain them. Learner entitlement to this service is from Yr. 8-Yr 13. Referral prioritization for 1:1 and small group sessions is as follows:
  - Yrs. 8-13: all students formally with statements and now with EHCPs
  - Yrs. 9-11: all students on the SEND registers
  - Yr. 11: as many Year 11 students as possible (with opportunities for after school and lunchtime open door drop-in sessions and pre-booked appointments with the Careers Leader for post-16 queries and applications)
  - Yr. 12 students: under-achievers are seen 1:1 in the summer term
  - Exit interviews are given to all students who leave PMS during the academic year
  - The Careers Leader also offers Year 13 students support in writing their UCAS personal statements, and offers university practice interviews. This is now being expanded to include apprenticeship application support.
- **Work-related Learning** – experiences that help students learn about economic well-being, careers and enterprise. In addition to encouraging and supporting Year 10 self-placed Work Experience, the following employer engagement takes place at Preston Manor School: Year 8 Challenging Perceptions of Women's Work event for Year 8 girls; the Former Students – Future Lives event for Year 8 boys; the Queen Mary, University of London Bridge the Gap Widening Participation Programme for more able students from years 8-11 (that will extend up to Yr. 13 by 2017); and the Year 11 Careers Day Careers Fair. (NB: this is not exhaustive list of providers but serve as examples)

This policy supports the school's overall vision and is linked to the School SEF. The four essential CEIAG principles outlined above are underpinned at Preston Manor by significant partnership working between the school's Careers department and the following organisations: Queen Mary (University of London), Making the Leap and National Careers Service. The Careers department has also developed its scope to host alumni events through partnership working with Future First. The school's website is used throughout the year to advertise Careers events and activities.

The school's website is now used by students and parents to keep up to date with future progression opportunities. Senior leaders have a key role in developing and approving the policy and this process ensures a high profile and a secure place for CEIAG within the school curriculum. This policy is linked to other school policies including Equalities and Health & Safety.

## **Commitment**

Preston Manor is committed to providing all its students with a planned programme of careers education activities throughout their school career, with opportunities at key transition points to access impartial information and expert advice and guidance. It is also committed to maximising the benefits for students by using a whole school approach involving parents, carers, external IAG providers, employers and other local agencies.

## **Management**

As the Line Manager, a senior leader has strategic responsibility for CEIAG and oversight of the CEIAG Leader, with access to administration support. There is a Link Governor for Careers but the post is not yet held. The school has secured the services of an external career guidance professional, Angela Abrahams.

The senior leader, Teacher in Charge of Careers and CEIAG Leader review and evaluate the provision with all stakeholders including young people and the external IAG service. Evaluations use the CEIAG ACEG framework to structure its paper and Google docs evaluations. These form the basis of planning for the next academic year in Careers line management meetings.

## **Personal Provision**

Elements of the above will require access to individual information advice and guidance through:

- internal staff and mentors, and the CEIAG Leader
- external sources using email, telephone, careers websites, the National Careers Service, Plotr (<https://www.plotr.co.uk/>) specialist face-to-face career guidance and external visitors.

Preston Manor has secured access to face-to-face external specialist career guidance, as stated in the Education Act 2011, for our vulnerable students (as defined by Preston Manor's governing body) in Year 8, Year 9, Year 10, Year 11, Year 12 and Year 13. We also ensure that as many as possible of Year 11 student cohort has access to face-to-face specialist guidance on post-16 options with the school's independent Careers Adviser. All Yr 11 students have two post-16 options PSHE lessons with their form tutors that are created by the CEIAG Leader.

## **Resources**

Preston Manor will provide resources for the successful implementation of this policy through securing:

- an annual budget to cover internal needs, CPD opportunities and commissioning of external sources
- adequate staffing, student and staff access to information (electronic and hardcopy) designated space for individual, group and research sessions

## **Partnerships**

This policy recognises the range of partners that support the CEIAG offer within Preston Manor. These include:

- formal arrangements with our independent provider of career guidance
- liaison with post-16 and post-18 providers and higher education institutions employers and training providers
- parents and carers
- PMS Alumni
- Paraprofessionals who support the Year 10 Mock Interview Work Experience Preparation Day
- NB: The school recognises its statutory duties under s. 42b of the Education Act 1997 in considering granting access to any requests by education and training providers.

## **Benchmark**

The School is using the Gatsby Benchmark to ensure that high quality Careers guidance is delivered to all students.

## **Monitoring and review of the policy**

This policy is reviewed annually in discussion with staff and external partners and key priorities for action are identified and included in plans for the following year. Recommendations for any amendments are reported in the first instance to the Head.

We will continue to review the effectiveness of this policy to ensure it is achieving its stated objectives. Preston Manor is working towards a kite mark for quality in Careers Education Information Advice and Guidance.

This policy has been adapted from a CEGNET policy template.

## Appendix 1

### Careers Programme Overview

Year 7 Awareness			
<b>Careers Focus:</b> <ul style="list-style-type: none"><li>Students should be aware of the different careers and different pathways available to them.</li><li>Students can understand their own strengths and personal qualities.</li></ul>			
Gatsby Benchmarks	Careers Development Institute	Term	Activity
	8, 11	Throughout the Year	<b>‘Fun Friday’</b> D.I.V.A. Programme
3,4,7	1,4	Summer	<b>Careers Opportunity Week</b> Careers Event week.
	4		<b>‘What are Careers?’</b> PSHE Lesson
	1,5		<b>‘Choosing a career’</b> PSHE Lesson
3	1		<b>Careers Assessment</b> PSHE Lesson
Year 8 Discover			
<b>Careers Focus:</b> <ul style="list-style-type: none"><li>Introduce students to different careers and valuing diversity and inclusion.</li><li>Students to investigate available routes and pathways</li></ul>			
Gatsby Benchmarks	Careers Development Institute	Term	Activity
3,8	4,10	Throughout the year	<b>Careers Guidance</b> 1:1 guidance interview.
	8		<b>‘Fun Friday’</b> D.I.V.A. Programme
2,3	1,2,3	Autumn	<b>Raising Aspirations</b> Workshop
2,3	4,8	Spring	<b>‘Challenging Stereotypes’</b> PSHE Lesson
3	8		<b>‘Role models’</b> PSHE Lesson
3,5	5,8,14		<b>‘Challenging Perception of Women’s work’</b> Careers event
5,7	4, 8		<b>‘Future Lives’</b> Careers event
3	4, 8		<b>Careers Assembly</b> Developing skills and different careers
3,4,7	1,4	Summer	<b>Careers Opportunity Week</b> Careers Event week
Year 9 Decide			
<b>Careers Focus:</b> <ul style="list-style-type: none"><li>Students are prepared to make suitable GCSE options.</li><li>Students are introduced to links between their chosen subjects and a career pathway.</li></ul>			

<b>Gatsby Benchmarks</b>	<b>Careers Development Institute</b>	<b>Term</b>	<b>Activity</b>
3,8	4,10	Throughout the year	<b>Careers Guidance</b> 1:1 guidance interview
2,3,5,8	1,2,4,5 8,10, 11,12, 14		<b>D.I.V.A. Programme</b> Skills development programme
3	14, 17	Autumn	<b>'Employability' skills</b> PSHE Lesson
3,4	14, 17		<b>'Preparing for GCSE'</b> PSHE Lesson
3	17		<b>'GCSE Options'</b> PSHE Lesson
5	4, 11, 14	Spring	<b>Apprenticeship talks</b> Apprenticeship information
3,5,7	8,11, 16		<b>Careers Skills Fair</b> Specialised Careers workshop event for targeted students
4	4,8		<b>Careers Assembly</b> Career Pathways and ways subject link to careers
3,4,7	1	Summer	<b>Careers Opportunity Week</b> Careers Event week

<b>Year 10 Prepare</b>			
<b>Careers Focus:</b> <ul style="list-style-type: none"> <li>Students to develop and utilise employability skills of preparing for job interviews.</li> <li>Students understand the value of work experience and build employer contact.</li> </ul>			
<b>Gatsby Benchmarks</b>	<b>Careers Development Institute</b>	<b>Term</b>	<b>Activity</b>
3,8	4,10	Throughout the year	<b>Careers Guidance</b> 1:1 guidance interview
2,3,5,8	1,2,4,5, 8,10, 11,12, 14		<b>D.I.V.A. Programme</b> Skills development programme
2,5,6	3, 4 , 5 , 9, 11, 15		<b>Work Experience</b>
3,5	4,5		<b>Soft Skill workshops</b>
3,5	3,11, 16	Autumn	<b>Work Experience Preparation sessions and Mock interview preparation</b> PSHE Lesson
3	4,16		<b>'Preparation of the Workplace'</b> PSHE Lesson
4	4,8		<b>Careers Assembly</b> Introduction Post 16 Options and pathways
3,5,7	8,11, 16	Spring	<b>Careers Skills Fair</b> Specialised Careers workshop event for targeted students
3,5,7	11, 16,		<b>Suited and Booted</b> Careers Event

3,4,7	1,4, 16,	Summer	<b>Careers Opportunity Week</b> Careers Event week
<b>Year 11 Succeed</b>			
<b>Careers Focus:</b> <ul style="list-style-type: none"> <li>To ensure that students are informed and prepared to transition to Post 16 destinations.</li> </ul>			
<b>Gatsby Benchmarks</b>	<b>Careers Development Institute</b>	<b>Term</b>	<b>Activity</b>
3,8	4,10	Throughout the year	Careers Guidance 1:1 guidance interview.
2,3,5,8	1,2,4,5 8,11,14		<b>D.I.V.A. Programme</b> Skills development programme
3, 4	1, 2, 10, 14		<b>Post 16 drop in information session</b>
3, 4	14, 15, 16, 17		<b>Post 16 Application Support workshops</b>
4	4,8		<b>Careers Assemblies</b> Information about Post 16 Options, careers outings
3,8	14	Autumn	<b>Statutory 1:1 guidance interview</b> For students with EHCPs
3,	4,14		<b>EAL 1:1 guidance interview</b>
3	14,15		<b>EAL Introduction to Post 16 information</b> Options and application workshop.
3	15	Autumn	<b>‘Post 16 Options’</b> PSHE Lesson
5,7	4,14,17		<b>Careers Trips</b>
3	11,16	Autumn	<b>‘How to apply’</b> PSHE Lesson
3,5,7	1,3,4,8, 14,15	Spring	<b>Careers Fair</b> Careers event: encounters with further and higher education providers. Including encounters with apprenticeship, employers and employees
3,4,5,7	8,11,		<b>Careers Skills Fair</b> Specialised Careers workshop event for targeted students

<b>Managed and overseen by the Director of Sixth Form and Progression and Enhancement</b>			
<b>Year 12 Explore</b>			
<b>Careers Focus:</b> <ul style="list-style-type: none"> <li>To further develop students' understanding of Post 18 opportunities.</li> <li>To further develop skills that will support students in the world of work.</li> </ul>			
<b>Gatsby Benchmarks</b>	<b>Careers Development Institute</b>	<b>Term</b>	<b>Activity</b>
3	1,3,14, 15	Autumn	<b>Student Enrichment</b> Set up Enrichment Folders.
3	1,2,4, 14		<b>MyUniChoices: All students</b> career and Self- awareness programme



3,4	4,5,14		<b>Building skills</b> Support applications
3,5	11,15,17	Autumn	<b>Targeted Workshops</b>
3,4, 7	1,4, 14,15		<b>Medicine and Dentistry Pathways</b> Introduction to Medicine and Dentistry
3, 7	4,15,17		<b>Employee engagement</b>
3, 7	1,2,3,16		<b>Higher education engagement</b>
3,7	1,2,8,		<b>Employee engagement</b> Targeted at students from Black Afro-Caribbean heritage
4, 7	1,4,14,16,17		<b>Bridge the Gap Programme with Queen Mary University of London</b> Widening Access Medicine & Dentistry programme
3,7	1,2,3, 4,14,17	Spring	<b>Higher education engagement</b> Exhibitions to help students explore a wide range of academic and career opportunities.
3,7	1,2,3, 4,14,17		<b>Higher education engagement</b> Exhibitions to help students explore a wide range of academic and career opportunities.
3,4,7	1,2,3, 4,14,17		<b>Employer engagement</b> Exhibitions to help students explore a wide range of academic and career opportunities.
3,7	1,2,3, 4,14,17		<b>Higher education engagement</b> Workshops for targeted students in Years 11 and 12
3,7	1,2,3, 4,14,17		<b>Higher education engagement</b> On-campus activity for school and college groups.
7	1,2,3,4,14,17		<b>Higher education engagement</b> Students gain understanding of UCAS process
3,5	1,8,14	Spring	<b>Employer engagement</b> Students engage with women in high profile careers.
7	3,4, 15,17		<b>Employer engagement</b> Conference
3, 6	3,4,5,11, 15,16		<b>Higher education engagement</b> Support with applying for work experience.
3,6	3,4,5,11, 15,16		<b>Higher education engagement</b> Support with applying for work experience.
3,6	3,4,5,11, 15,16		<b>Higher education engagement</b> Support with applications for School Leaving schemes
3,7	4,14,15		<b>Higher education engagement</b> Workshop with academics from London university.
3,4	1,2,3, 15,17		<b>PSHE lessons on Personal Statements</b> Students start writing personal statements in preparation for university
3,4,5,7	4,10,14, 15,17		<b>PSHE lessons on Personal Statements</b>

			Preparing for life after Sixth Form. Students build skills and get an insight into different sectors/pathways.
3,8	4,10		<b>Careers Guidance</b> 1:1 guidance interview
<b>Year 13 Evolve</b>			
<b>Careers Focus:</b> <ul style="list-style-type: none"> <li>To ensure that all students have a valuable destination for the end of their studies.</li> </ul>			
<b>Gatsby Benchmarks</b>	<b>Careers Development Institute</b>	<b>Term</b>	<b>Activity</b>
3,8	4, 10, 15, 16,	Autumn	<b>UCAS Applications</b> Support all Year 13 with UCAS applications
3,	15,16		<b>Specific course support</b> One to One mentoring and support for applicants to all 'early deadline courses: Oxbridge/Medicine/Dentistry/Vet Med
1,3			<b>Skills Building</b> PSHE: Interview Skills, for university interviews
			<b>Skills Building</b> Targeted Interview practice and mentoring for Oxbridge and Med/Dentistry applications
1,3, 8	11, 13,14,15,17		<b>Careers information</b> Information re Apprenticeship/School Leaving schemes
		Spring	<b>Skills Building</b> Continued support with Interview Practice
1,3, 8	13,14,15,17		<b>Careers information</b> Continued updates re Apprenticeships and school leavers' schemes
8	13,14,15,17		<b>Careers information</b> Advice and guidance re: making Firm/Insurance choices/ EXTRA /ADJUSTMENT
1, 3,8	13,14,15,17	Summer	<b>Careers information</b> Results Day Advice and Support
3,8	4,10	Autumn	<b>UCAS Applications</b> Support all Year 13 with UCAS applications