

# KING EDWARD VII SCHOOL POLICY



## Careers Programme

### Document Adopted by Governing Body

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Signed:

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## Careers Education, Information, Advice and Guidance (CEIAG)

**Vision Statement** It is our aim to ensure that all our students from Year 7-Year 14 have access to a diverse, inclusive high quality CEIAG programme to aid their adaptability in a changing and fast-paced world.

Our CEIAG programme offers our students the chance to develop independent thinking about their career and education journey, giving them the tools required to make confident, well informed choices. We wish our alumni to have a positive memory of the CEIAG support they received whilst at King Edward VII School.

The management and co-ordination of the department is supplemented by teaching and support staff across the School taking an invested interest in students' futures and collaborative work in support of our students. It was noted in the last full OFSTED report that "Leaders ensure that pupils receive careers advice and information about their next steps". This follows from the previous report which stated that the quality of information, advice and guidance in the School was of "exceptional quality".

King Edward VII is one of a small number of remaining schools in the Sheffield area that incorporates work experience into the Key Stage 4 curriculum ensuring our students get the chance to embark on a full two weeks' work experience placement in Year 10 as well as further opportunities in Key Stage 5. We see the importance of this as being a key introduction for our students into the working world and developing vital skills needed for employability and independence.

Furthermore, we utilise our local network of employers, educators, stakeholders, parents, carers, local businesses and alumni to ensure our students have access to a diverse range of relevant advice, information, guidance, meaningful encounters and experiences with employers as well as up-to-date labour market information. We share opportunities and events via the School bulletin and through direct emails to the students. All of our students utilise Unifrog as a means to log their CEIAG journey including competencies, activities and interactions as well as their intentions for Post 16 and Post 18. This e-portfolio will remain with them until they complete their GCSEs and A levels and will assist them in applying for further and higher education, apprenticeships and career opportunities.

The School's Career Strategy is focused on the Gatsby Benchmarks, which have been embedded into our Careers provision across each year group. These are:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience or workplaces
7. Encounters with further and higher education
8. Personal guidance

The school adheres to the Baker Clause. Impartial advice is offered. Providers of T-Levels are invited to School fayres.

We aim to provide students with the skills and confidence to embark upon suitable careers paths in the wider world with confidence, fulfilment and ultimately bringing them a happy work/life balance.

## **Key Stage 3 Provision**

### **All years**

- One-to-one advice – All students can book a careers guidance chat.
- Unifrog – All students have Unifrog accounts and are set tasks to encourage them to think about future careers and how their current studies link to future careers.
- Careers and work inspiration events – An opportunity for students to find out more about different careers from employers directly. Introduction of pathways (e.g. A-Level; T-Level; BTEC; Apprenticeship; University etc)
- “Bring your child to work day” for the Disadvantage Stretch and Challenge group.
- Curriculum specific guest speakers and visits.
- Girls and women into Engineering.
- Y9 Unifrog Lessons
- Big Challenge Event participation.
- Participation in the Y9 Cutlers Ambassadors Programme (visits to Forgemasters; guest speaking Apprentices etc)
- Creative Writing Workshops (Sufiya Ahmed)
- Weekly Bulletin entry – Career of The Week.
- Curricular-based Careers e.g. PHSE (visits from fire service etc); STEM (visits to universities).

## **Key Stage 4 Provision**

### **Year 10**

- Year 10 Work Experience programme. Year 10 students go on a two weeks' work placement at a business/public sector organisation. The students are encouraged to find their own placement. This has been highly successful with over 95% attending and completing the programme. Most students find the programme highly enjoyable, although tasking! Dedicated form tutor sessions are provided once per half term.
- UNIFROG – Students have Unifrog accounts and are set activities to complete. These activities are aimed to support them finding work experience placements and start to get them thinking about future plans and aspirations.
- One-to-one advice – All year 10 students have access to careers guidance meetings.
- Year 10 students are given lessons in Careers in preparation for their Post-16 choices.
- Curriculum specific guest speakers and visits.
- Trip to the University of Sheffield to raise aspirations.
- Weekly Bulletin entry – Career of The Week.

## **Year 11**

- One-to-one advice - All Year 11s receive at least one personal one-to-one conversation with a Careers Advisor. Notes are recorded and shared within the department so consistent advice can be shared with individuals.
- Careers lessons – Students are given one lesson every half-term on a carousel basis, so they can work on their Post-16 futures.
- Apprenticeship and Careers Fayre – Year 11 students get the opportunity to speak to training providers at an event at Upper School aimed at Year 10 and Year 11 students. In attendance are companies such as the Sheffield College, Longley Park Sixth Form, Barnsley College, Chesterfield College, White Rose Hair and Beauty, GTA Mechanics Apprenticeships, Sheffield United FC, Sheffield Wednesday FC.
- Fantasy Wings Programme: Free programme designed to equip Black and Minority Ethnic students (BAME) with a critical understanding of the skills required in order to be a pilot.
- Specialist Apprenticeship support provided by Opportunity Sheffield.
- Year 11 Foundation Learning class engagement – In the run-up to the Post-16 application, a member of the Careers Department attends Foundation Learning lessons to support students with their applications, curriculum vitae and looking for potential part time work.

- Year 11 Sheffield College Visits. All students in Foundation Learning are taken on a tour of Sheffield College and experience taster days.
- Year 11 Employers Forum Fayre – Year 11 students who are interested in apprenticeships are taken out to the fayre to see if they can match with an employer.
- Year 11 Advanced Manufacturing and Research Centre (AMRC) visit students who have made engineering-related applications are invited to take part in a day event looking at their apprenticeship scheme, tour of the building, meeting apprentices, taking part in team building and initiative games.
- Year 11 assemblies – Guest speakers e.g. from colleges and apprenticeships are invited to discuss their services and share information.
- Visit to the Department of Work and Pensions (DWP).
- GCSE Results Day – Careers staff are available on results day to offer advice and guidance for those who might be disappointed with their results. In addition, a representative from Sheffield College and Longley College are present to discuss options. Simultaneously, those who have performed better than expected are supported to consider alternative courses and routes.
- Curriculum specific guest speakers/visits e.g. Untold Stories (Art); Language Film Study Day at Sheffield Hallam
- Provide careers-based work for Year 11 students to complete in their own time via the bulletin. For example, CV writing to support them with part time job applications.
- Weekly Bulletin entry – Career of The Week.

## Key Stage 5 Provision

### Year 12

- Work Experience programme - All Year 12 pupils are encouraged to find their own placement.
- Support on Enrichment Fayres is support i.e. finding volunteering placements.
- Unifrog – Students have Unifrog accounts and are set activities to complete and competencies/skills to log. These activities are aimed to support them finding work experience placements and start to get them thinking about future plans and aspirations.
- National Health Service placement opportunities.

- One-to-one advice – All Year 12 students have access careers guidance meetings with a qualified professional upon request and referral from a staff member, parent/guardian or external agency
- Apprenticeships and Careers Fayre – Year 12 students get the opportunity to speak to training providers at an event at Upper School aimed Key Stage 5 students. In attendance are companies such as Sheffield College, Longley Park Sixth Form, Barnsley College, Chesterfield College, White Rose Hair and Beauty, GTA Mechanics Apprenticeships, Sheffield United FC, Sheffield Wednesday FC, KIER, Sheffield Hallam University, The Dental Technology Department of Sheffield College, UCAS, Leeds Beckett, Loughborough University and Nottingham Trent
- Oxford and Cambridge preparation - We assist and advise our Key Stage 5 early applicant students in preparation for Oxbridge. Medicine, dentistry and veterinary degree students preparation includes, mock interview practice with a relevant professional, personal statement writing, specialised work experience, visits to campus and visits from staff in to School
- Specialised apprenticeship support provided by Opportunity Sheffield
- Curriculum specific guest speakers and visits e.g. Women into Finance at Sheffield Hallam University; Language Film Study Day at Sheffield Hallam
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## **Year 13**

- Work experience programme - All Year 13 students are encouraged to find their own placement.
- One-to-one advice – All Year 13 students have access careers guidance meetings with a qualified professional upon request and referral from a staff member, parent/guardian or external agency
- UNIFROG– Students have Unifrog accounts and are prompted to use them to help with further education research, careers ideas and support them applying for the intended destination
- UCAS - students are required to use UCAS to apply for university and will receive guidance and advice on this
- Mock interviews – All year 13 have the opportunity to have a mock interview helping prepare them for university or job interviews. As part of this the interviewer will provide constructive feedback on interview technique, CV etc.
- A Level Results Day – Careers staff are present on results day to offer advice and guidance for those who might be disappointed with their results. Simultaneously,

those who have performed better than expected are supported to consider alternative courses and routes.

- Apprenticeship and Careers Fayre – Year 13 students get the opportunity to speak to training providers at an event at Upper School aimed Key Stage 5 students. In attendance are companies such as Sheffield College, Longley Park Sixth Form, Barnsley College, Chesterfield College, White Rose Hair and Beauty, GTA Mechanics Apprenticeships, Sheffield United FC, Sheffield Wednesday FC, KIER, Sheffield Hallam University, The Dental Technology Department of Sheffield College, UCAS, Leeds Beckett, Loughborough University and Nottingham Trent
- Specialised apprenticeship support provided by Opportunity Sheffield
- Curriculum specific guest speakers/visits.

## **Year 14**

- Work experience programme - All Year 14 students are encouraged to find their own placement.
- One-to-one advice – All Year 14 students have access careers guidance meetings with a qualified professional upon request and referral from a staff member, parent/guardian or external agency
- UNIFROG– Students have Unifrog accounts and are prompted to use them to help with further education research, careers ideas and support them applying for the intended destination
- Mock interviews – All Year 14 have the opportunity to have a mock interview helping prepare them for university or job interviews. As part of this the interviewer will provide constructive feedback on interview technique, CV etc.
- Curriculum specific guest speakers and visits.