

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

## **Vision Statement**

It is our aim to ensure that all our students from Y7-Y14 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 quality of information, advice and guidance in the school was noted in the last full school judgement by OFSTED to be of “exceptional quality”. 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.

King Edward VII is one of the few remaining schools in the Sheffield area that incorporates Work Experience into the KS4 Curriculum ensuring our students get the chance to embark on a full two-week Work Experience Placement in Y10 as well as further opportunities in KS5. 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 P16 and P18. This e-portfolio will remain with them until they complete their GCSE’s 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 pupil*
- 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.*

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.

Our Careers Department consists of Simon Fingleton (Head of Careers), Fran Walker (Careers Advisor) and Rachel Payne (Careers and Work Experience co-ordinator).

To see our full Careers Programme and CEIAG provision across all year groups KS3/4/5 please See Appendix 6.

## 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.
- “Bring your child to work day” for Stretch & Challenge group.
- Curriculum specific guest speakers/visits.

## Key Stage 4 Provision

### Year 10

- Year 10 Work Experience programme - All Year 10s go on a 2-week Work Placement at a business/public sector organisation. The pupils are encouraged to find their own placement. This has been highly successful with 99% attending/completing the programme. Most pupils find the programme highly enjoyable, although tasking! Preparation is conducted in form-time activities.
- 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 careers guidance meetings.
- Curriculum specific guest speakers/visits.

### 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. (See Appendix 2 for example)
- Careers Lessons – Students are given one lesson every half-term on a carousel basis, so as to work on their Post-16 futures. (See Appendix 3)
- Apprenticeship and Careers Fayre – Year 11s get the opportunity to speak to training providers at an event at Upper School aimed at Year 10 and Year 11 students. In attendance were 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.

- Specialise Apprenticeship support provided by Opportunity Sheffield (Emily Hornblower)
- Year 11 Foundation Learning class engagement – in the run-up to the Post-16 application, a member of Careers 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 pupils in Foundation Learning are taken on a tour of Sheffield College.
- 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 AMRC Visit – pupils 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.
- Year 11 Longley College Visit – all pupils who have made applications to Longley College are taken for a tour of the premises.
- GCSE Results Day – Careers staff are present 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.
- Provide careers-based work for year 11's to complete in their own time via the bulletin. For example, CV writing to support them with part time job applications.

## Key Stage 5 Provision

### Year 12

- Work Experience programme - All Year 12 pupils are encouraged to find their own placement.
- 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.
- 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
- Apprenticeship and Careers Fayre – Year 12s get the opportunity to speak to training providers at an event at Upper School aimed KS5 students. In attendance were 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
- OXBRIDGE Prep - we assist and advise our KS5 early applicant students in preparation for Oxbridge, Medicine, dentistry and veterinary degree students such as mock interview practice with a relevant professional, personal statement writing, specialised work experience, visits to campus and visits from staff in to school
- Specialise Apprenticeship support provided by Opportunity Sheffield (Emily Hornblower)
- Curriculum specific guest speakers/visits.

### Year 13

- Work Experience programme - All Year 13 pupils 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 3s get the opportunity to speak to training providers at an event at Upper School aimed KS5 students. In attendance were 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
- Specialise Apprenticeship support provided by Opportunity Sheffield (Emily Hornblower)
- Curriculum specific guest speakers/visits.

## **Year 14**

- Work Experience programme - All Year 14 pupils 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/visits.