



CEIAG PROGRAMME 24/25

St Ivo Academy





Introduction

At our school we offer all students a range of careers education, information, advice and guidance (CEIAG) opportunities to learn about the world of work and to help to prepare for their future steps at post 16 and post 18. We aim to prepare our students for life after school by helping them with their decisions at transition points, informing them of all their options and introducing them to the world of work.

This plan is based around the DfE Guidance 'Careers guidance and access for education and training providers' October 2018, itself being informed by The UK Government's careers strategy, published on 4th December 2017.

Support

An independent careers adviser conducts face to face interviews with Year 11 and Year 12 by

appointment. Students can access their tutor and learning support at any time in the year.

Student Summary of Entitlement

Year 7 Summary of Programme

Students take part in the 'SelfAwareness' lesson - Understanding what is meant by identity and awareness and how this relates to students' own interests, strengths and aspirations

Year 7 Entitlement Statement

Students can expect:

- ✓ A planned programme of careers education and guidance as part of the PSHE and enrichment curriculum
- ✓ An introduction to careers resources including 'Morrisby Careers' and information on how to use them
- ✓ Encouragement to identify personal traits, strengths and skills, develop confidence and have high expectations of themselves
- ✓ Optional access to independent and impartial advisers via dropin sessions

Year 8 Summary of Programme

Students take part in the 'What is work' lesson - Exploring what work is and why people go to work, delving into the different ways people work, the varied work styles and workplaces.

Year 8 Entitlement Statement

Students can expect:

- ✓ A planned programme of careers education and guidance as part of the PSHE and enrichment curriculum
- ✓ Further use of 'Morrisby Careers' and access to other careers software and websites available in school
- ✓ Opportunities to explore their career aspirations
- ✓ Signposting to career and course information
- ✓ Personal strengths building and linking skills to specific careers, enabling realistic and informed decisions at transition stages
- ✓ An introduction to the world of work and how it is constantly changing
- ✓ Optional access to independent and impartial advisers via dropin sessions
- ✓ To develop their leadership skills, qualities and confidence

Year 9 Summary of Programme

Students take part in sessions for:

'Aspirations' - Learning about the choice of careers available, and how students' qualifications will affect the jobs they can enter, identifying three preferred careers

Year 9 Entitlement Statement

Students can expect:

- ✓ A planned programme of careers education and guidance as part of the PSHE and enrichment curriculum

'Investigate Careers' – Discussing labour marketing information (LMI), identifying students' skills and subjects needing improvement to pursue favoured careers

'Employability skills' – Looking at what transferable skills are, how these are developed and how they can be improved

- ✓ Access to an interest based questionnaire in 'Morrisby Careers', resulting in individual career suggestions
- ✓ Investigation of different jobs and careers, considering lifestyle, budgeting and work/life balance
- ✓ GCSE option planning with education and career routes in mind
- ✓ To reassess and develop their personal strengths, with a focus on employability skills using the SkillsBuilder model
- ✓ Signposting to career and course information
- ✓ To research into labour market information (LMI)
- ✓ A series of careers presentations from local employers
- ✓ A career enrichment day covering job research, further and higher education options and apprenticeships
- ✓ Optional access to independent and impartial advisers via drop-in sessions
- ✓ To gain economic awareness

Year 10 Summary of Programme

Students take part in sessions for:

'Challenging workplace stereotypes' – Discovering the concept of prejudice and stereotypes, students understand their own prejudices and their negative impact

'Careers for the future' – Navigating through the exciting world of future careers, students will see how a knowledge of future trends can affect their career choices

'Decision making' – Analysing how we make decisions and why this process is important in our education and careers
'Preparing for the work experience placement' – Aiding students to get the most from their work experience, and to realise the importance of this opportunity

'CVs' – Giving students the tools to write their own CV, for now and into the future

Year 10 Entitlement Statement

Students can expect:

- ✓ A planned programme of careers education and guidance as part of the PSHE and enrichment curriculum
- ✓ Goal setting using 'Morrisby Tracker' to record career related goals
- ✓ To produce their own draft CV
- ✓ Preparation for work experience
- ✓ Experience the world of work through a one-week work placement
- ✓ To start developing employability skills
- ✓ Opportunities to participate in enterprise activities
- ✓ An annual career fair featuring employers, training providers, and further and higher education institutions
- ✓ A series of careers presentations from local employers

Year 11 Summary of Programme

Students take part in sessions for:

'Aptitudes' - Completing aptitude assessment and analysing results, students will begin to understand their strengths, career interests, personalities and priorities

'Investigate careers' - Discussing labour marketing information (LMI), identifying students' skills and subjects which need improvement to pursue favoured careers

'Options at 16' - Exploring the available options at 16 and the implications their choices have for career, education and apprenticeship choices

'Apprenticeships' - Identifying the pros and cons and the different apprenticeship levels, students will also research into apprenticeships for a chosen case study

- ✓ To attend university taster events to find out more about higher education
- ✓ Signposting to career and course information
- ✓ Optional access to independent and impartial adviser via drop-in sessions

Year 11 Entitlement Statement

Students can expect:

- ✓ A planned programme of careers education and guidance as part of the PSHE and enrichment curriculum
- ✓ To consider all their post 16 options
- ✓ Attendance at sixth form/college open days
- ✓ Access to independent and impartial careers adviser via planned 1:1 appointments
- ✓ Interview practice for entry to further education or apprenticeships
- ✓ An annual career fair featuring representatives from employers, training providers, and further and higher education institutions
- ✓ To attend careers talks and taster days with employers
- ✓ Continued development of their employability skills
- ✓ Signposting to career and course information

Year 12 Summary of Programme

Students take part in sessions for:

'Options at 18' - Discussing options for employment, apprenticeships and education at 18, linked to students preferred learning styles and career choices

'Choosing a degree subject' - Finding the subject areas of interest, researching the study topics, entry requirements and graduate destinations of areas of interest

'Researching degree courses' - Conducting research into available degree courses, students decide if they would want to apply for those found

'Creating a UCAS personal statement' - Discovering what makes a great personal statement and

Year 12 Entitlement Statement

Students can expect:

- ✓ A planned programme of careers education and guidance as part of the PSHE and enrichment curriculum
- ✓ A discussion of the full range of options at 18
- ✓ To complete the Morrisby 'Study Interests Questionnaire'
- ✓ A joint parent/student information event about higher education and apprenticeships
- ✓ Signposting and support on accessing and using career and course information
- ✓ Visits to university and college open days

identifying their evidence to begin writing their document

'Understanding the school leaver and graduate jobs market' - Raising awareness of the jobs market and how to understand it, for students' future careers

'Job search' - Gaining lifelong advice to make effective, efficient job searches, using online and in person techniques

- ✓ An annual career fair featuring representatives from employers, training providers, and further and higher education institutions
- ✓ Opportunities to attend careers talks and taster days with employers
- ✓ Access to university widening participation events
- ✓ Access to independent and impartial careers adviser via planned 1:1 appointments
- ✓ Support for applications to competitive courses, Oxbridge and international universities
- ✓ Continued development of their employability skills
- ✓ Participation in enterprise activities

Year 13 Summary of Programme

Students take part in sessions for:

'Making apprenticeship and job applications' - Giving the tools to make effective applications for apprenticeship or jobs

'Successful interviews' - Preparing students for interviews within the employment and education sector, giving them practice in answering questions

'Career management for the future' - Imparting lifelong skills to help students make career decisions confidently now and into the future

Year 13 Entitlement Statement

Students can expect:

- ✓ A planned programme of careers education and guidance as part of the PSHE and enrichment curriculum
- ✓ An annual career fair featuring representatives from employers, training providers, and further and higher education institutions
- ✓ Support for applications to competitive courses, Oxbridge and international universities
- ✓ Individual support with applications for further and higher education courses, apprenticeships and employment
- ✓ Mock interviews for upcoming academic or employment interviews
- ✓ Budgeting, student finance and independent living skills
- ✓ Signposting and support on accessing and using career and course information
- ✓ Access to independent and impartial careers adviser via drop-in sessions
- ✓ Visits to university and college open days
- ✓ Continued development of their employability skills
- ✓ Participation in enterprise activities

Summary of Core Programme

	Autumn	Spring	Summer
Year 7	Managing Change - PSHE Lesson 1, 3, 4 Introduction to careers 1, 3	Introduction to Morrisby	Careers Awareness
Year 8		Aspirations 1, 2, 3 PSHE Lesson on Labour Market Information Careers & Aspirations Fair	Year 8 Enterprise and the green agenda 1, 2, 5 PAL Awareness assemblies
Year 9		Decision Making - PSHE Lesson 3, 4 Opportunity Awareness - PSHE Lesson 3, 4 Work Motivation - PSHE Lesson 2, 3, 4 Challenging Stereotypes - PSHE Lesson 2, 3, 4 Future Skills Questionnaire and Morrisby! - PSHE Lesson 1, 2, 3, 4 Careers & Aspirations Fair	PAL Awareness assemblies
Year 10	Applying for a Job - PSHE Lesson Personal Statement - PSHE Lesson 1, 2, 3, 4 Interview Techniques - PSHE Lesson 1, 2, 3, 4 Morrisby Digital Careers Passport/Library - PSHE Lesson 1, 2, 3, 4 Shaping Futures - experience of the workplace runs from December to July	Careers & Aspirations Fair Health & Careers Expo Shaping Futures - experience of the workplace runs from December to July PAL Awareness assemblies	Shaping Futures - experience of the workplace runs from December to July Introduction to Mychoice16 for post 16 applications 1-1 Guidance appointments

	Autumn	Spring	Summer
Year 11	Building for the Future - PSHE Lesson 1, 3, 4 Work Life Balance - PSHE Lesson 3, 4 Emotional Wellbeing and Stress 3, 4 Knowing the Curriculum Vitae - PHSE Lesson 1, 3, 4 Producing a CV - PSHE Lesson 1, 3, 4 Different Types of Employment - PSHE Lesson 1, 2, 3, 4 Health & Careers Expo MyChoice and Post 16 Applications support 1-1 Guidance appointments	Mychoice tutor time and lunchtime drop ins Post 16 Provider afternoon Post 16 Open Evening 1-1 Guidance appointments Careers & Aspirations Fair	
Year 12	Year 12 Pathways and Careers Fair 1, 5, 7 Careers Talk- Accountancy 1, 2, 5 Volunteering assembly 6 Apprenticeship FFA sign up session Careers talk- Scientific Engineering STEM 5 Civil Service Careers assembly 5 1-1 Guidance appointments	Apprenticeship Awareness talk 3 Level 3 apprenticeship assembly- ARU 7 Project Trust Volunteering assembly 6 Apprenticeship mock interview and CV writing workshop 7 work shadowing parents evening 6, 7 Dept of Work and pensions- Employability skills 3, 5 Work shadowing assembly for Year 12 students 2, 6 Careers & Aspirations Fair 1-1 Guidance appointments	Creating a UCAS personal statement 1, 3, 7 Job search technique 1, 3, 5 Work Shadowing 1, 5, 6 1-1 Guidance appointments

	Autumn	Spring	Summer
Year 13	World of Work 1, 2, 3, 5, 7 Careers Talk- Accountancy 1, 2, 5 Volunteering assembly 6 Apprenticeship FFA sign up session Careers applications PD session 7 Careers talk- Scientific Engineering STEM 5 Workers rights PD sessions 2, 4 Uni finance and accommodation evening 7 Civil Service Careers assembly 5 1-1 Guidance appointments	Writing a covering letter 3 Apprenticeship Awareness talk 3 Level 3 apprenticeship assembly- ARU 7 Project Trust Volunteering assembly 6 Apprenticeship mock interview and CV writing workshop 7 Dept of Work and pensions- Employability skills 3, 5 Careers & Aspirations Fair 1-1 Guidance appointments	

Gatsby Benchmarks

Our CEIAG programme of activities is matched closely to the Gatsby Benchmarks, the criteria by which all CEIAG provision is measured within schools, colleges and universities. The Careers Strategy requires that all schools base their CEIG programme around the benchmarks from 2020.

To assist us in measuring our progress against these benchmarks we complete an annual 'Compass' survey using a tool provided by the Careers and Enterprise Company.

The Eight Gatsby Benchmarks of Good Careers Guidance are:



A stable careers programme



Addressing the needs of each pupil



Encounters with employers and employees



Encounters with Further and Higher Education



Learning from career and labour market information



Linking curriculum learning to careers



Experiences of workplaces



Personal guidance