

## **Entitlement to Careers Education, Information, Advice & Guidance (CEIAG)**

### **Student version:**

A young person's career is the progress they make in learning and work. Careers education, information, advice & guidance (CEIAG) helps support students to make informed choices about their future, helping them to reach their potential & aspire to their future options. CEIAG helps young people:

- Develop the knowledge, confidence and skills they need to make well informed and thought through choices.
- To be able to manage their careers and sustain employability throughout their lives.

St John's is committed to providing a planned programme of careers education and information, advice and guidance (CEIAG) for all students in Years 7-13. St John's aims to provide ALL students with a comprehensive CEIAG programme to support and develop the following:

- Careers Management
- Career Self Development
- Careers Exploration

Individual Career Guidance Meetings are available to all students on request. Specific students in year 11 are targeted for individual meetings. An action plan is produced for prearranged meetings. The careers office is open and accessible to all students during the school day for informal queries and careers support.

Careers education lessons are delivered to all students as part of their Well-Being or Social Studies lessons. In addition they are able to participate in some of the following events:

- Work Shadowing
- Work Experience
- Mock Interviews
- Visiting Speakers
- Theatrical Presentations
- Career and Moving On (Progression) Fairs
- Individual Career Guidance Meetings
- Work Related Activities

Students also have use of the Career Resource Library and online career resources through the academy's website which contain literature, prospectuses, career computer programmes, information and web links. Much of the library resource information is on loan or to keep. The computer software can be accessed from home through the school website.

For additional information and support please contact:

**Mrs F Havill – Careers and WRL Manager**

**Mrs T Smith – Careers and WRL Administrator**

## **Individual Year group Statements**

### **Year 7**

To enable students to:

- Study Financial Education in your tutor groups
- Visit the Career Library on your school induction tour
- Understand the purpose of careers education and look at the world of work
- Recognise that you are an individual and reflect on your likes and dislikes, interests, strengths and abilities
- Become self-aware and start to understand the benefit of personal target setting
- To educate students how to value career research and use different forms of career information – you will use career online resources to start learning about different types of careers and what qualifications they require

### **Year 8**

To enable students to:

- To improve your self- awareness through self- reflection, exploring what you are good at, your skills and personal qualities as well as how to develop a positive self- image
- To assist decision making through the understanding of different influences.
- To complete questionnaires using Fast Tomato, a careers exploratory site, to help with careers ideas and develop your understanding of different progression routes
- To participate in a Work Related Learning activity ‘The Real Game’ and develop your understanding of the world of work as well as meeting different employers.
- To understand the meaning of ‘Raising the Participation Age’ by attending a theatre production helping to develop your understanding of learning styles and qualifications

### **Year 9**

To enable students to:

- To know who is there to help you in school and how they can help and support you in planning for your future (Tutor, Careers Advisor, Subject Teachers, College Principles and Student Managers as well as other students)
- To understand and recognise influences and their impact within the context of career choice, for example learning styles and stereotyping
- To understand the different key stage 4 study options available to you
- To develop your skills to aid decision making
- To enhance taking responsibility for your career planning
- To provide an opportunity for students to develop their use of the online career information available within school
- To participate in a Careers Fair at the school attended by a range of employers

### **Year 10**

To enable students to:

- To know who is there to help you in school and how they can help and support you in planning for your future (Tutor, Careers Advisor, Subject Teachers, College Principles and Student Managers)
- To develop your knowledge of employability skills, job application and interview techniques and competition for jobs in the workplace
- To experience and review your own mock interview
- To provide an opportunity for you to use the online career information available within the school
- To experience and review a week of work experience
- To attend a Moving On Fair and a Careers Fair

## **Year 11**

To enable students to:

- To know who is there to help you in school and how they can help and support you in planning for your future (Tutor, Careers Advisor, Subject Teachers, College Principles and Student Managers)
- To provide suitable and relevant information on ALL post 16 option choices and open events available for students to attend including apprenticeships
- To understand ALL the different post 16 options available to you including academic and vocational routes such as apprenticeships
- To receive advice and guidance to support you in your transition and make informed choices about your post 16 options, including the advantages of back-up plans
- To provide an opportunity for you to use the online career information available within the school
- The opportunity to attend a Moving On Fair and a Careers Fair

## **Year 12**

To enable students to:

- To know who is there to help you in school and how they can help and support you in planning for your future (Tutor, Careers Advisor, Subject Teachers, Sixth Form Leadership Team).
- To understand the different post 18 options available to you including Higher Education as well as alternatives such as vocational routes, employment, gap year placements or apprenticeships
- To develop your knowledge on how to apply to university, including Oxbridge applications, and write a personal statement
- To understand the funding and loans available to you if you want to progress onto Higher Education
- Attend a Moving On Fair and a Careers Fair
- Take part in a Higher Education ex-St John's student workshop

## **Year 13**

To enable students to:

- To know who is there to help you in school and how they can help and support you in planning for your future (Tutor, Careers Advisor, Subject Teachers, Sixth Form Leadership Team).
- To understand the different post 18 options available to you including Higher Education as well as alternatives such as vocational routes, employment, gap year placements or apprenticeships.

- To develop your knowledge on how to apply to university including Oxbridge applications, and write a personal statement
- To understand the funding and loans available to you if you want to progress onto Higher Education.
- The opportunity to attend a Moving On Fair and a Careers Fair.

**What can you expect if you have additional needs?**

- Any student with Special Educational Needs will have extra support to make career choices and to access Careers Education throughout the Curriculum.
- Any students identified as Vulnerable or likely to be NEET (Not in Education, Employment or Training) during their transition from St John's into post 16 choices will be prioritised and referred to Early Help Services, Wiltshire Council.
- Students leaving the sixth form early are prioritised for careers intervention.

**Date of policy: July 2016**

**Review date of policy: July 2018**

Signed

Date

Principal