



## **Careers Education Information Advice and Guidance at Gateways School (CEIAG)**

The school is committed to providing independent and impartial careers education, information, advice and guidance via a planned programme of lessons, activities and events for all students in Upper 3 to Upper 6, as well as pupils in Lower 3 of the Prep School. Pupils in Upper 5 and Lower 6 participate in scheduled one-to-one guidance meetings, along with any other pupils and parents who wish to receive individual guidance.

The on-going development of the Careers programme reflects the DfE legislation *Careers Guidance and Access for Education and Training Providers* (July 2021) and the *CDI Career Development Frameworks* (Secondary: April 2021 and Primary: Sept 2021), with its aim to continually audit and assess provision against these recommendations and standards, as well as the Gatsby Benchmarks.

### **Objectives**

The careers programme is designed to meet the needs of all pupils. It is differentiated and personalised to ensure the progression through activities that are appropriate to students' stages of career learning, planning and development.

- Empowers young people to plan and manage their own futures
- Responds to the needs of each learner
- Provides comprehensive information and advice
- Raises aspirations and motivation
- Actively promotes equality of opportunity and challenges stereotypes
- Helps young people to progress

### **Implementation**

The Careers Co-ordinator is responsible for planning and coordinating CEIAG and is responsible to the Head of Pastoral Care. The current Careers Coordinator is also a Level 6 qualified careers adviser and on the professional register of the Careers Development Institute (CDI), and as such is able to provide impartial one-to-one careers guidance for pupils in school. The services of an independent careers provider from *Aspire-igen*, is available on allocated days throughout the school year, further enhancing independent and impartial provision.

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The Head of Sixth Form and Sixth Form tutors provide further CEIAG support to Sixth Form pupils. Form tutors in High School, along with subject teachers, offer more informal support via the PSHE programme and individual subject curricula.

## **Delivery**

Prep School - An introduction to CEIAG is delivered to Lower 3 pupils by the Careers Coordinator and the Careers Adviser from Aspire-igen. This short programme is designed to raise awareness of the world of work, its diversity and its continual change and development.

High School - Careers education is delivered within the PSHE curriculum, specific lessons are delivered by the Careers Co-ordinator.

All Year groups in High school receive discreet lessons with the Careers Coordinator.

Upper 3 and Lower 4 pupils examine the importance of Careers education and widening their knowledge, as well as beginning to analyse their own personal skills and strengths.

Upper 4 pupils examine career definitions, assumptions about careers, personal and academic strengths, and choices at GCSE. They also have an off-timetable Options Day which includes tips on making subject choices and the opportunity to test out GCSE subject lessons.

The programme in Lower 5 includes self-assessment of personal qualities, challenging assumptions, research using a range of resources, and the preparation and compilation of CVs. Off-timetable workshops examine how one presents to the world, including face-to face and video interviewing, practice interviews, and awareness of self-presentation on social media.

The programme continues in Upper 5 with an introduction to post-16 options, the impact of current labour markets, compiling personal priorities and action planning, undertaking careers research and organising personal work experience.

Each pupil participates in individual career meetings with the school Careers Adviser followed by detailed notes, an action plan, website resources and Open Day lists for other HE providers in the area. Follow-up meetings with the Careers Adviser and the external Careers Adviser are also available, as required.

Sixth Form - In the Sixth Form, pupils receive a structured programme of careers education within the Enrichment section of the timetable from the Head of Sixth Form, the Careers Coordinator, the Careers Adviser from Aspire-igen, as well as outside

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speakers. This offers thorough preparation for Higher Education including advice on university admissions, mock interviews in a range of career areas, Oxbridge applications, personal statement writing and student finance. Pupils are offered the Morrisby Online Testing service to further enhance and support decision-making.

Each Lower 6 pupil has one-to-one guidance meetings with the school Careers Adviser and receives a comprehensive set of notes, action plans and website resources for further research.

Sixth Form pupils attend the annual UCAS Higher Education Fair, and a UCAS and Careers Information Evening (including the latest information on apprenticeships, other routes to qualifications and labour market trends) for pupils and parents.

Sixth Form pupils also participate in an online mentoring programme as required, which utilises parents from a range of career sectors discussing their career paths and roles via online chats.

On results days, pupils receive advice and support from Head of Sixth, the school Careers Adviser, Form Tutors and other members of staff on confirming their university places and, if necessary, the clearing process.

### **Additional Careers activities**

The school arranges other career related activities including an annual Careers Fair for Lower 5, Upper 5 and Sixth Form pupils as well as parents, allowing the opportunity of discussing careers and potential courses from many areas all in one place.

The Careers Library is available throughout school hours and during the after-school homework club. Alongside this, the Careers pages of Firefly (the school's online learning platform) contains the most up-to-date information, guidance and links to websites on all areas of CEIAG for pupils and parents to access both in school and at home. Informal lunchtime Drop-In sessions are available to all students throughout the school year, both with the Careers Coordinator and with the Careers Adviser from Aspire-igen by appointment. Informal lunchtime workshops covering individual career sectors are available to pupils in Lower 5, Upper 5 and Sixth Form. The Careers Coordinator provides information and advice at Options and Information Evenings for Upper 4, Upper 5 and Sixth Form pupils.

The school participates in National Careers Week, using a theme each year to inform assemblies and activities across subject areas in school. The week provides a focus for skills development and insight into links to all curriculum subjects.

Information regarding the Careers offer at school can be found on the school website, along with website resources to support both pupils and parents, as well as on the school learning platform, Firefly.

### **How the Policy is developed and evaluated?**

The policy is developed and reviewed through the School's Improvement Plan. The policy is evaluated each year to respond to current changes within national Careers legislation and any current barriers, such as those associated with Covid Lockdowns.

### **Relationship to other whole school Policies**

This policy is underpinned by our policies on curriculum, teaching and learning, equal opportunities, confidentiality, safeguarding, health and safety, gifted and talented, SEND and Pastoral policies.