



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. All 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 relevant DfE legislation within *Careers Guidance and Access for Education and Training Providers* (Jan 2023); the *CDI Career Development Frameworks* (Secondary: April 2021 and Primary: Sept 2021); the relevant ISI Standards; and the Gatsby Benchmarks, with the aim to continually assess provision against these recommendations and standards.

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. The 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 independent and impartial one-to-one careers guidance for pupils in school.

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.

Subject teachers also contribute to Careers education within their lessons by including discussions on skills development, emerging career sectors relating to their subjects, promoting key figures within their subjects, displaying Career-related posters and information within their subject areas, and participating in whole-school Careers activities.

Delivery

Prep School - An introduction to CEIAG is delivered to Lower 3 pupils by the Careers Coordinator. This short programme is designed to raise awareness of the world of work, its diversity, its continual change and development, and to reduce the effect of stereotypical thinking regarding future opportunities.

High School - Careers education is delivered within the PSHE curriculum and specific lessons are delivered by the PSHE Coordinator, with on-going liaison and consultation with the Careers Coordinator. Lessons are linked to the PSHE curriculum where possible to encompass the many overlapping topics.

- 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 continue to develop knowledge and awareness, examine assumptions about careers, personal and academic strengths, and choices at GCSE. They also have off-timetable options workshops which include 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 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. U5 pupils also attend the University & Apprenticeship Search Fair as well as the school Careers Fair.

- Each pupil in Upper 5 participates in individual careers meetings with the school Careers Adviser, and provided with detailed notes, an action plan, website resources. Follow-up meetings with the 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 & Adviser, as well as outside 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. Follow-up meetings are arranged, as required.

Sixth Form pupils attend the annual UCAS Higher Education Fair, the University & Apprenticeship Search Fair, and a UCAS and Careers Information Evening in school (which includes the latest information on apprenticeships, other routes to qualifications and labour market trends) for pupils and parents.

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 within the CEIAG programme

- The Careers Coordinator arranges other career related activities including a 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 mainly available on the Careers Resources pages of the school's Firefly platform, containing the most up-to-date information, guidance and links to hundreds of current relevant websites and presentations. The Careers Coordinator curates and manages these resources on all areas of CEIAG providing access to pupils, parents and staff both in school and at home. A smaller Careers Library of printed resources is also available in the school library.

- Informal lunchtime Drop-In sessions are available to all students throughout the school year, both with the Careers Coordinator & Adviser.
- The Careers Coordinator & Adviser provides information and advice at Options and Information Evenings for Upper 4, Upper 5 and Sixth Form pupils, and is available at the Upper 5 Parents' evening for both pupils and parents.
- The Careers Coordinator & Adviser organises a National Careers Week and an Apprenticeship Week using a theme each year to inform assemblies and activities across subject areas in school. The week provides a focus for skills development, current labour market information and insights 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. The Careers Coordinator & Adviser is a registered Careers professional with the Careers Development Institute, and as such is required to undertake on-going CPD (minimum of 25 hours each year). The CPD activities (courses, on-going professional reading, accessing relevant blogs, news posts, webinars) provide the latest information on legislation, good practice and developments to effectively review the CEIAG programme.

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, PSHE, gifted and talented, SEND and Pastoral policies.