



**All students will:**

**Take part in a careers programme through the PSHE and personal development programme in years 7-11 that helps them to:**

- Understand their education, training, employment and other progression opportunities
- Develop the skills they need to plan and manage their own personal development and career progression
- Access relevant information and learning from taster activities and experience of work year 8 during administration support and in year 10 with an employer)
- Provide feedback and ideas on how to improve the careers programme.
- Have access to, and support with using careers information that is both timely and easily accessible, including information from other providers and the internet
- All curriculum areas will also include careers within their subject areas; this will be within lesson content and displays within their area showing potential pathways and some of the careers that the subject could lead in to

**Obtain careers guidance that is:**

- Impartial
- Confidential
- Focused on their individual needs and is fit for purpose
- Supportive of equal opportunities
- Provided by people with relevant training and expertise
- Students are able to arrange a personal interview with the school's careers lead

**All parents and carers can expect to:**

- Receive CEIAG information via Seva newsletters and hand-outs at parents' evenings
- Access information re CEIAG on the school website
- Be able to email the Career Leader with regard to any career related questions

- Be able to speak to the Career Leader at years 8 – 11 parent evenings

**Exploring Opportunities / Broadening Horizons – By the end of Year 7 students will:**

- Develop awareness of the world of work, including a breadth of positions and methods of working
- Be able to identify the key skills for employment
- Undertaken personal self-evaluation, including: – Future ambitions and necessary steps
- Positive employability skills

**Building the Future – By the end of Year 8 students will:**

- Have opportunities to explore post 14 options & their implications for post 16, post 18 and future aspirations
- Have developed awareness of careers linked to curriculum subjects (through content and skills)
- Have opportunities to investigate local Labour Market Information (LMI)
- Have had opportunities to engage with a range of employers and providers to experience meaningful encounters

**Opening Doors – By the end of Year 9 students will:**

- Understand the value of understanding their own skills and qualities and be able to link these to potential post 16 / post 18 pathways
- Develop an awareness of self, including the importance of a professional social media profile and employability skills, including attendance and punctuality
- Have an understanding of the pathways available to them and how these lead to the ‘next steps’
- Have had opportunities to engage with a range of employers and providers, including FE and HE establishments, to experience meaningful encounters
- Begin to understand organisational structures
- Begin to have an understanding of what makes an entrepreneur and develop an awareness of the challenges and benefits of starting your own business

**Step Up, Stand Out – by the end of Year 10 students will:**

- Have encountered first-hand experience of researching, applying for and engaging with an organisation for work experience
- Have had the experience of exposure to key employability skills in the context of an actual working environment

- Have had opportunities to recognise the skills and qualities that are needed in a variety of jobs, including entrepreneurs
- Have the opportunity to articulate ‘employment self’ through their personal statement
- Have had opportunities to engage with a range of employers and providers, including FE and HE establishments, to experience meaningful encounters
- Have had opportunities to visit FE and HE providers
- Have had optional access to impartial information, advice and guidance from the school’s careers advisor

**Post 16 & Beyond – Be Prepared – By the end of Year 11 students will:**

- Have completed a fully functional CV and personal statement that focuses on their skills and qualities
- Have had opportunities to engage with a range of employers and providers, including FE and HE establishments, to experience meaningful encounters
- Have attended a session with the careers adviser and produced an action plan in order to help them make decisions about post-16 options
- Have an appropriate career plan for post 16 with a view to post 18 and beyond pathways
- Have made applications to more than 1 appropriate post 16 providers

**Students in Years 8-11 are entitled:**

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions, parents’ evenings and taster events
- To understand how to make applications for the full range of academic and technical courses