CEIAG The Deanery High School & 6th Form College

Careers Programme 2021 - 2022

Careers education, information, advice and guidance (CEIAG) provides a bridge via which students move not only to further education, vocational training or employment, but to the next stage of their development as members of society and as such is an essential part of the support we offer to all our students at The Deanery CE High School & 6th Form College. We aim to provide a rounded, fair and challenging careers programme for all our young people that challenges stereotypes, raises aspirations and showcases the equality of opportunity that is accessible to today's learners if they are given the right guidance.

In the current fast changing landscape of careers in today's technology rich climate, it is more important than ever that we can provide the best range of subject specific careers guidance possible to excite and engage our young people in order to prepare them for jobs that as of yet do not exist. As recommended by the Government, we have adopted the Gatsby Benchmarks (www.gatsby.org.uk/education/focus-areas/good-career-guidance) as a foundation for measuring the quality of the CEIAG that we provide, making good use of, as recommended, the Compass tool to track our progress against the Benchmarks over time.

Effective careers support can help to prepare young people for the opportunities, responsibilities and experiences of life; it can help them to make decisions and manage transitions as learners and workers. As options for young people become more varied and complex, it is vital that we support them to develop the knowledge and key employability skills they need to make informed choices for their future. As a result, the careers programme has a whole-school remit designed to complement the rest of the school curriculum.

Students are encouraged to take an active role in their own career development, so the careers programme emphasises student participation with a focus on self-development; learning about careers and the world of work; and developing career management and employability skills.

Career Programme – Aims & Objectives

The Deanery careers programme aims to:

- encourage students to be ambitious, broaden their horizons and explore their own career aspirations throughout their life at school
- ensure students' readiness to take their next step in their learning or career.

The objectives for the careers programme are:

- helping students to understand the changing world of work and allow them the opportunities to investigate and research careers and job opportunities
- facilitating meaningful encounters with employers for all students
- supporting positive transitions post-16 and post-18
- enabling students to develop the research skills to find out about opportunities
- helping students to develop the skills, attitudes and qualities to make a successful transition into the world of work
- encouraging participation in continued learning, including further and higher education and apprenticeships

- supporting inclusion, challenging stereotyping and promoting equality of opportunity
- contributing to strategies for raising achievement, particularly by increasing motivation.

Delivery of the Careers programme

All students from year 7 onwards will have access to a comprehensive and impartial programme of careers and work related learning activities. This will include formal delivery of dedicated CEIAG topics in form tutor time, within subject lessons, external visits, internal presentations and collapsed timetable events. At key points in Year 9, Year 11 and 6th form there will be additional support and activities as students make significant choices related to their education and future pathways.

All staff are actively involved in the delivery of CEIAG through their subject areas and are encouraged to involve themselves in the career aspirations and progression routes of the students with whom they come into contact. The pastoral staff take a special interest in the future developments of the students in their particular year groups.

In addition to the planned careers programme a range of activities and events will be planned throughout the year and information regarding opportunities will be circulated to pupils via email and through our social media channels.

SEN

The department supports students with special educational needs. This may take the form of additional support for options selection, attending review meetings, and identifying specific careers opportunities appropriate to the student's particular needs. We offer opportunities for work related learning through schemes such as mentoring, disapplication (a special exemption from the National Curriculum given to a school) and extended work experience.

Equal Opportunities

The school's Equal Opportunities Policy is in place and requires all members of the school community to be valued and respected. Support for options choices in Year 9 and CIAG are given with reference to equal opportunities. The SLS and Form Tutor Programme encompasses Equal Opportunities.

Year 7 - pupils will have the following opportunities:

Aims:	**Learning Outcomes:**	**Term1:**	**Term2:**	**Term 3:**
To raise awareness of a wide range of careers and pathways. To identify personal traits, strengths and skills. To develop confidence and have expectations of themselves and for their futures.	Students can list a range of careers and pathways. Students begin to identify their personal likes, strengths and skills. Students can explain what is meant by LMI, how it can be useful and are able to interpret basic LMI	PSHE Career related activities, transition and settling in Career Drop in sessions	PSHE Career related activities UNIFROG / XELLO activities Career Drop in sessions Enterprise Day National Careers Week Activities (7th – 11th March 2022)	PSHE Career related activities UNIFROG / XELLO activities Career Drop in sessions Alumni talk including Heart start & Defib training

Year 8 - pupils will have the following opportunities:

Aims:	**Learning outcomes:**	**Term1:**	**Term2:**	**Term 3:**
To develop awareness of a wide range of careers and pathways. To identify personal traits, strengths and skills. To develop confidence and have expectations of themselves and for their futures.	Students can list a wider range of careers and pathway. Students can identify personal traits, strengths and skills and can link these to careers. Student can identify a range of ambitions which align with their interests and preferences. Students can explain what is meant by LMI, how it can be useful and are able to interpret basic LMI.	PSHE Career related activities Career Drop in sessions	PSHE Career related activities Career Drop in sessions Enterprise Day UNIFROG / XELLO activities National Careers Week Activities (7th – 11th March 2022)	PSHE Career related activities Career Drop in sessions UNIFROG / XELLO activities Opportunities to explore careers options alongside, wages, LMI & qualifications

Year 9 - pupils will have the following opportunities:

Aims:	**Learning Outcomes:**	**Term1:**	**Term2:**	**Term 3:**
To prepare for GCSE options considering how these link to future careers pathways and progression routes. To explain the importance of STEM subjects and their importance to a wide range of careers. To link curriculum subjects to careers and use this knowledge to inform their GCSE option choices	Students build on personal strengths and begin to link skills to specific careers enabling realistic and informed decisions at key transition stage. Students can link curriculum subjects to careers. Students understand the importance of STEM subjects to a range of careers. Students can identify and challenge stereotyping and discrimination. Students can make informed decisions to support their GCSE option choices.	PSHE Career related activities Career Drop in sessions UNIFROG / XELLO activities Choosing GCSE Options Exploring GCSE subjects and the links to careers so that pupils make informed choices regarding options. Duke of Edinburgh award scheme launched Options programme including – Subject assemblies Subject Taster lessons Options Evening Options Interviews & Guidance	PSHE Career related activities Career Drop in sessions Duke of Edinburgh award scheme Annual Careers & Further Education Fair National Careers Week Activities (7th – 11th March 2022) Speed Careers – Employer / Alumni networking	PSHE Career related activities Career Drop in sessions Duke of Edinburgh award scheme Independent Careers Guidance Interviews (Identified pupils) Gifted and Able 6th Form experience day

Year 10 - pupils will have the following opportunities:

Aims:	**Learning outcomes:**	**Term1:**	**Term2:**	**Term 3:**
To gain knowledge of how the world of work is changing and how this might impact on students' own careers. To explain and evidence how they are developing their employability skills	To understand how the world of work is changing and how this might impact on their own career choices. To identify and develop personal employability skills	PSHE Career related activities Career Drop in sessions Duke of Edinburgh award scheme 6th Form Open Evening	PSHE Career related activities Career Drop in sessions Careers Guidance Interviews	PSHE Career related activities Career Drop in sessions UNIFROG / XELLO activities Employability Skills, what do employers look for. Building a personal profile.

To recognise the skills and qualities developed in and out of school which will make them employable	To be able to use LMI to identify career opportunities		Duke of Edinburgh award scheme UNIFROG / XELLO activities 6th Form Open Evening Annual Careers & Further Education Fair Skills Northwest trip (March 2020) National Careers Week Activities (7th – 11th March 2022)	Duke of Edinburgh award scheme Careers Guidance Interviews CV Workshop 6th Form Information Sessions 6th Form Taster Day

Year 11 - pupils will have the following opportunities:

Aims:	**Learning outcomes:**	**Term1:**	**Term2:**	**Term 3:**
To make well-informed realistic choices for post 16 transition. To be able to link post 16 pathways to progression routes and future careers. To have an appropriate intended destination	Students can identify post 16 pathways Students are aware of the advantages and disadvantages of each post 16 pathway. Students understand how post 16 pathways align to their interests and future careers. Students are able to link their post 16 and post 18 options to future careers including the best progressions routes through to specific goals.	Careers Guidance interviews Careers Drop in Sessions UNIFROG / XELLO activities Post 16 Pathways – Which way an d what to study after GCSE's. opportunity to explore range of pathways and subjects post 16. Duke of Edinburgh award scheme Year 11 EXPO Evening 6th Form Open Evening Futures Programme to include:	Careers Guidance Interviews Careers Drop in Sessions PSHE Career related activities Duke of Edinburgh award scheme 6th Form Open Evening Annual Careers & Further Education Fair National Careers Week Activities (7th – 11th March 2022)	PSHE Career related activities Careers Drop in Sessions Duke of Edinburgh award scheme Further Education and pathways guidance on results day

	Students have a completed CV and cover letter. Students complete a mock interview with an employer.	CV Workshop Personal Statements Letters of application Mock Interview Day	National Citizenship Service (NCS)	

Careers Guidance Interviews

All students in KS4 will have a personal careers interview with our school based qualified careers advisor – Mrs Mahon. Alongside careers guidance impartial information on post-16 options will be discussed. A full report is produced and kept on file in school and can be accessed by all teaching staff. Additionally, the report is e-mailed to pupils and parents are made aware when interviews have taken place. Some students require several such interviews throughout the duration of KS4 and the needs of all individual pupils will be addressed. Careers Guidance for pupils with SEND will occur at various stages from year 9 onwards, such interviews will be conducted with LSA staff alongside the careers advisor. All Students can book additional appointments should they feel that they would benefit from more guidance and advice. Parents can contact the school's Careers Leader Mrs Martin or Careers Advisor – Mrs Mahon should they want to discuss any careers related matter relevant to their child.
All pupils in year 9 will have an Options Interview with a senior member of staff.
Careers drop in session are available at lunchtimes in the careers room where students have access to a range of careers resources.

Business of Interviews – Mock Interview Day

This is compulsory for all Year 11 pupils. Pupils are invited to attend a mock interview in order to gain experience for when real interviews happen. These mock interviews are kept as real as possible. Each pupil applies for and is interviewed by a representative from a number of local and national industrial links, at a venue away from school. Pupils are given deadlines for when the completed application forms must be handed in, then a time when they must attend their interview. At the end of the session, employers are invited to select the candidate who impressed them the most.

In addition to the planned annual careers programme, throughout the year there will be opportunities for pupils to take part in a wide range of trips to various Further and Higher Education establishments, Apprenticeship providers and employers. There will be visiting speakers from a range of establishments providing pupils with the opportunities to engage face to face with such providers. Careers Drop in sessions are scheduled which pupils can apply to attend and the School Careers Rooms has a range of careers resources that pupils can access and borrow.

Employer Links

Subject areas have links with employers, organisations & alumni who are often invited in to deliver sessions or speak with students, e.g.

Engineering- MBDA, NicePak and Sellafield links- talks from alumni, current apprentices and work experience opportunities

Health and Social Care- Talks from medics and health experts

Travel and Tourism- talks from airport staff

Public Services- Army visits, fire service talks

Art- Artist workshop sessions

Science – What to expect studying medicine, talks from alumni

Food Studies – links with further education colleges, international hotels and local chefs.

Sixth Form

The Sixth Form careers programme focuses on pathways post-18, and regular forums with employers, HE institutions etc form part of the programme.

PSHE

The Sixth Form PSHE programme has a heavy focus on preparation for life after college. Sessions include:

- Talks delivered by universities relating to choosing courses, university life and budgeting
- Talks delivered by universities relating to writing personal statements
- Apprenticeship talks
- Student Finance talks
- Unifrog sessions (see below)
- Local and national employer talks

In addition, many of the tutorial sessions during PSHE days and Monday morning tutorials have a careers focus, e.g. creating a 'vision'.

Tutorial Programme

Our tutorial programme incorporates a number of different themes. The programme has a detailed focus on careers. The programme provides opportunity for students to explore their options post 18 and create goals to achieve their chosen pathway. Students are able to identify skills require for their chosen pathway and develop those which are needed. Support is provided for the completion of UCAS and other application forms, through group tutorials and one-to-one discussions (between student and progress tutor). Our assembly themes allow our students to explore their futures such as Online HE mentoring delivered by GM Higher, create a vision and identify and develop personal employability skills.

Unifrog

The Sixth Form College subscribes to 'Unifrog' which all students have access to. This allows students to easily search for university courses and all available apprenticeships across the country. Students can compare courses and apprenticeship opportunities to tailor to their individual strengths and areas of interest. Employers from Unifrog come

into college to speak with each year group at a relevant time to enable them to make the most of the resource. Unifrog has a careers library with information about a wide range of careers, salaries and routes into the career. Students utilise unifrog to construct their CV, Personal Statement, record key competencies and engagement in activities.

UCAS

Students are supported in the UCAS application process by their Progress Tutor, Assistant Head of Sixth Form and Head of Sixth Form. The UCAS application process involves visits to the UCAS exhibition, college visits to HE conferences, promoting summer schools and a personal statement workshop at Edge Hill University. The support sessions begin in June of the L6th year and continue until the deadline in January of the U6th year.

Careers Advisor

The Sixth Form has an independent careers advisor who offers impartial post-16 careers advice. Our careers advisor is available one day per week and holds individual meeting with students. A full report is produced and kept within the student's progress documentation. Students can book appointments when convenient to them, but we encourage each student to have at least one appointment when in L6, and a further appointment in U6. Some students require several appointments throughout the duration of their course.

With exceptional guidance about university applications and apprenticeships our specialist post-16 careers advisor helps students to plan for a successful future.

Enhancement

Our Enhancement Programme consists our 4 options – Work Experience, Teachers of Tomorrow Programme, The College Programme and EPQ. All these have links with preparation for future careers.

Within our Enhancement Programme, students have the opportunity to access work experience placements on Wednesday afternoons for the duration of the L6th year. Student have the opportunity to undertake unpaid, voluntary work experience, that will enhance their prospects and inform their possible future career path.

The Teachers of Tomorrow programme is designed for students who wish to pursue a career in the educational sector. Representatives from Edge Hill University will deliver workshops throughout the academic year to develop your skills in readiness for pursuing a career in education. Students have the opportunity to participate in a campus visit to Edge Hill University, speaking with current students studying there. The programme supports students during the application and interview process.

The College Programme is a course consisting of 6 taught units and a work experience unit, studied on a rotational basis each Wednesday afternoon.

- One of the taught units is titled 'Unifrog – Employability and Futures' within this unit students will complete sessions on goal setting, university subject research, finding the right apprenticeship, discovering your competencies, work experience - how to contact the employers and work experience – how to write your CV and covering letter.
- Work experience / volunteering cycle with the College Programme (Introduced September 2021) – Students participate in a 6 week cycle of volunteering with local charities and national / global charities with local bases. Some students volunteer within school settings such as with the Science Technicians and in Y7 Games lessons.

The final cycle with the College Programme includes apprenticeship talks, UCAS registration, Unifrog activities, work experience summaries, personal statements

- sessions, guest speakers and university visits.

All students, who have chosen one of the other 3 options, will have the opportunity to complete a work experience placement (3 consecutive Wednesday afternoons in April 2021). This is a new opportunity.

Elite Programme

The Elite programme is designed to raise aspirations and provide opportunities in addition to student subject choices. The programme supports students who wish to study at a prestigious university or pursue a higher level apprenticeship. The programme provides opportunities for students to discover a suitable course to pursue post 18, support them during the application and interview process and help develop essential skills to prepare them for degree study.

By participating in the Elite Programme students may be eligible for the HE Plus programme, Extended Project Qualification, university visits, guest speakers and workshops and leadership opportunities. Elite Programme students may also be eligible for the GM Higher Programme. The GM higher programme is a series of events over the academic year to support students in pursuing higher education post 18 such as exploring the SACU platform, preparation for HE, Student Life and Degree or Apprenticeship sessions. All designed to help our students to make informed choices about their futures.

Year 12 (Lower 6th)

Aims	**Learning Outcomes:**	**Overview:** In Year 12, lessons include post-18 options, covering both university and alternatives to university. Students have the option to take up work experience placements as part of the school's enhancement programme.		
		Term1:	**Term2:**	**Term 3:**
To be able prepare for post 18 options by linking post 18 pathways to progression routes and future careers. To make well-informed realistic choices for post 18 transition. To recognise the skills and qualities developed in and out of school which will make them employable. To link curriculum subjects to careers and use this knowledge to inform their GCSE option choices	Students can identify post 18 pathways. Students are aware of the advantages and disadvantages of each post 18 pathway. Students can make informed decisions to support their post 18 choices. Students can identify and develop personal employability skills. Students build on personal strengths and begin to link skills to specific careers enabling realistic and informed decisions at transition stage. Students understand how post 18 pathways align to their interests and future careers. Students are able to link their post 18 options to future careers including the best progressions routes through to specific goals. Students can link curriculum subjects to careers.	Careers Guidance interviews Tutorial Programme - VESPA tasks. Unifrog sessions – Launch, Recording Post 18 intentions, University/Apprenticeship searches, explore the careers & subject libraries. GM Higher Programme for Elite Programme Students begins – SACU, Preparation for HE, Student Life Session and Degree or Apprenticeship Sessions HE Plus Programme begins. Oxbridge Conference. Enhancement Programme begins. Duke of Edinburgh award scheme Subject Specific Activities: Virtual Opportunities circulated.	Careers Guidance interviews Tutorial Programme - VESPA tasks. Annual Careers & Further Education Fair. National Careers Week Activities UCAS convention. NW Skills Exhibition. HE Plus Programme continues. Enhancement Programme continues. Duke of Edinburgh award scheme	Careers Guidance interviews Tutorial Programme – Futures Preparation Visit to Edge Hill University for Personal Statement workshop and HE exploration. Work Experience - work experience placement (3 consecutive Wednesday afternoons in April 2021 Final Enhancement cycle: Apprenticeships talks UCAS registration UNIFROG activities Work Experience Summaries Personal Statements Guest Speakers University Visits HE Plus Programme concludes. GM Higher Programme concludes Duke of Edinburgh award scheme.

Year 13th (Upper 6th)

Aims	**Learning Outcomes:**	**General:** In Year 13, students are supported through the post-18 application processes, including UCAS and apprenticeship, work-related or college options.		
		Term1:	**Term2:**	**Term 3:**
To make well-informed realistic choices for post 18 transition. To be able to link post 18 pathways to progression routes and future careers. To have an appropriate intended destination. To recognise the skills and qualities developed in and out of school which will make them employable.	Students can identify post 18 pathways. Students are aware of the advantages and disadvantages of each post 18 pathway. Students can make informed decisions to support their post 18 choices. Students can identify and develop personal employability skills. Students build on personal strengths and begin to link skills to specific careers enabling realistic and informed decisions at transition stage. Students understand how post 18 pathways align to their interests and future careers. Students are able to link their post 18 options to future careers including the best progressions routes through to specific goals.	Careers Guidance interviews UK University Search University and Apprenticeships Fair at Old Trafford. Assembly – Online HE Mentoring delivered by GM Higher. Apprenticeship Sessions Employability Session delivered NCS UCAS & Other Application Support Virtual Opportunities circulated.	Careers Guidance interviews Tutorial Programme – Employability skills & Final choices. Annual Careers & Further Education Fair. National Careers Week Activities Duke of Edinburgh award scheme	Careers Guidance interviews Higher Education and pathways guidance on results day. Duke of Edinburgh award scheme