

**CAREERS EDUCATION INFORMATION ADVICE & GUIDANCE (CEIAG) OVERVIEW 2022-23**

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| **Year** | **Term** | **Activity** | **Gatsby Benchmarks** |
| 7 | 1 | **World of Work - Lessons – Exploring Interests, Subjects at school and Time Management**  Pupils will enjoy careers related lessons focused on self-exploration – identifying their strengths, interests and favorite subjects – and how these can link to possible future career ideas. They will also learn about the importance of time management for both school and the world of work! | 2, 3, 4 |
| 8 | 1 | **World of Work - Lessons – Learning Styles, Exploring Pathways and Challenging Biases**  Pupils will start identifying their own learning styles and explore different pathways that might suit them best based on their learning preferences. Pupils will also learn about biases that may exist within careers and the importance of challenging stereotypes. They will also learn about the importance of time management for both school and the world of work! | 2, 3, 4 |
| 9 | 1 | **World of Work - Lessons – Skills, Self-Advocacy and Exploring Career Matches**  Pupils will learn more about the different types of skills that exist and which may be required for certain careers. They will learn about Self-Advocacy and gaining confidence in themselves, and will start exploring their own Career matches in relation to labour market information (LMI) further. They will also learn about the importance of time management for both school and the world of work! | 2, 3, 4 |
| 2 | **Y9 Option Choices sessions**  Y9 will have taster sessions with subject specific teachers to try different KS4 options – this will include learning about the range of careers and Post-16 options available for each subject | 2, 3, 4 |
| 10 | 1 | **GMACS Careers Lessons – Getting Experience, Personality Styles, Study Skills**  Pupils will start preparing for work experience, and learning more about different personalities within the workplace. They will also start learning more about study skills in order to help with starting their GCSE studies. | 2, 3 |
| 2 | **GM Higher – Work Values, Workplace Skills & Attitudes, Transition, University**  Pupils will start preparing for life after school including awareness of values, attitudes and skills within the workplaces, as well as getting prepared for Post-16 transition. | 2,3,4 |
| 3 | **College visits**  All Year 10 will be offered the opportunity to visit at least one local college and spend the day there, sampling A-Level or Vocational courses that they may be interested in studying Post-16. | 3, 7 |
| **Work Experience**  All Year 10 pupils will have the opportunity to do one week (5 school days) of work experience with a local employer. This is supported by an external company who will assist in providing suitable placements and doing all risk assessments. | 5, 6 |
| **University summer schools**  Supported through GM Higher, some Y10 pupils will have the opportunity to attend a university summer school over the Summer holidays to learn what life may be like as a university student! | 2, 3, 7 |
| 11 | 2 | **Intro to Careers Assembly - Year 11 - T1** | 2, 3, 7 |
| **GM Higher – Work Values, Workplace Skills & Attitudes, Transition, University**  Pupils will start preparing for life after school including awareness of values, attitudes and skills within the workplaces, as well as getting prepared for Post-16 transition. |  |
| **Careers Fair**  We hold a careers fair in school with a variety of colleges, universities, employers and apprenticeship providers for KS3 and KS4. Ideal opportunity for Y11s to research post-16 options and for students in KS3 to look at and engage in discussion with professional post school. | 2, 3, 5, 7, 8 |
| **CV Sessions**  Chance for all pupils to complete CV in preparation to leave school. but may also be helpful for securing part-time jobs or apprenticeships after Y11. XELLO | 3 |
| **Post-16 Workshops**  All Y11s pupils will hear from visiting speakers in assemblies about different Post-16 pathways: A-levels at college, Vocational courses at college, Apprenticeships and HE/University.  This is done through GM Higher. | 2, 3, 7 |
| **GM Higher Careers Quiz**  A free careers quiz for all Y11 pupils to complete to help them explore and research their career ideas and post 16 options - <https://sacu-student.com/> - delivered in partnership with GM Higher and Graduate Ambassadors - <https://gmhigher.ac.uk/> | 2, 3, 7 |
| 2 | **Y11 Mock Interviews**  All Y11 pupils will have the opportunity to have a practice interview with a visitor to school – this would be either with an employer, a college, a training provider or a university. Pupils will also have produced a CV for their interview, which will be given to the interviewer to review. Pupils will then be given verbal and written feedback to help them with future interviews. | 2, 5, 7 |
| **College interviews**  All pupils who have applied to Salford City College (City Skills, Eccles, Future Skills, Pendleton, Worsley) and are still awaiting interview will be able to have an interview in school\* to secure a conditional college place | 7 |
|  |  | **SPB Mentoring 'graduation'** | 3,6 |
| ALL  Ongoing | | **Careers Guidance Interviews**  All pupils, from Y9/10-Y11, are able to access Careers Guidance interviews from Mr Farmer, the school careers adviser. Mr Farmer is a fully qualified, impartial careers adviser and can offer advice and support on a variety of Post-16 options.   * All pupils in Y11 will be offered a careers interview during Term 1 (preparing for after GCSEs) * All pupils in Y9 will be offered a careers interview during Term 2 (preparing for option choices) * All pupils in Y10 will be offered a careers interview in Y10 during Term 3 (to prepare for Y11) * Pupils in Y7 and Y8 are able to self-refer for interviews, or can be referred by teaching staff | 2, 3, 8 |
| **Industry talks**  We welcome and encourage visitor from industry and the world of work to meet pupils across all year groups who may have an interest in that particular career sector. Visitors can provide a valuable insight to pupils can hear from their experience of work, the skills and qualities needed to succeed, and opportunities available to them after school. We hope to utilize form time and PSE time to be able to offer talks, as well as lunch time drop ins\*. | 2, 5 |
| **Subject specific career lessons & events**  Throughout the year the school receives offers or requests for careers engagement through a variety of activities that may involve a certain subject or department (previous examples include an ICT/Computing careers trip, CD cover design from professional Artist, Music industry talks for professional musicians). These can be aimed at different year groups and different ability ranges / career interests etc.  Each faculty is responsible through ensuring careers is embedding in their subjects via their long-term planning.  The school also put out job of the week in the form time programme which allows active discussion on different professions, routes into industry and salaries.  Inspirations speaker – Assembly programme | 2, 3, 4, 5, 7 |
| **National Apprentership week**  Assemblies, Curriculum, Form Time | 2,3,5,7 |
| **Career takeover day**  The school also takes part in a career take over day where each subject leader designs and full day of lessons dedicated to careers within their curriculum. | 4 |
| **PSHE Careers Lessons**  Pupils from Y7-Y11 will cover Career based lessons through PSHE which will run on a carousel with other strands of the PSHE curriculum, under the theme “Life beyond school”  BBC BITESIZE workshops | 2, 3, 4, 5 |

*\*This overview is provisional and may be adapted to meet the requirements of the school – particularly regarding Covid-19 where all health & safety must be considered (for example, some activities/events planned may need to be ‘virtual/online’)*

**A Careers Programme with access for all**

The success and achievement of our pupils is fundamental to all of us - they are the workforce of the future! Whether you are a pupil, a parent/carer, a teacher, an employer or a post-16 education or training provider, everyone can be involved in supporting careers activity and delivery in school.

**Pupils**

All pupils from Y7 to Y11, have an entitlement to careers education and guidance. Through our CEIAG programme, all pupils will engage in a range of careers activities every year they are in school. Activities may range from careers lessons, "meet the employer" activities, college taster days, "Mock interview" days, University visits or careers fairs - to name a few! All pupils have access to an impartial qualified careers adviser, Mr Farmer, to discuss their options post-16 and gain support with careers research and planning. All pupils will receive an interview in Y11, but appointments can be requested from any year group. If pupils have any thoughts or ideas for careers activities, please speak to Mr McNamee in school, or if pupils would like to arrange a careers interview, please speak to Mr Farmer (or speak to your Head of Year who will arrange this for you!)

**Parents & Carers**

We welcome the involvement and support of parents & carers within careers education and guidance. Our careers adviser is available to be contacted in school for any questions or queries regarding careers advice or post-16 destinations. We also have a careers fair where students are encouraged to inform parents and discuss at events such as parents evenings. Students in Y11 are able to meet with a range of colleges, apprenticeship providers and employers to learn more about the local provision available post-16 for their children. Parents & carers are welcome to arrange an appointment in school with their son or daughter to meet with Mr Farmer the school careers adviser - please email [simon.farmer@consilium-at.com](mailto:simon.farmer@consilium-at.com) or phone the school on [0161 507 6420](https://www.google.co.uk/search?q=ellesmere+park+high+school+number&source=lmns&bih=946&biw=2000&hl=en-GB&sa=X&ved=2ahUKEwiIkvHWy4SAAxWCrEwKHYZJAz0Q_AUoAHoECAEQAA&bshm=lbse/1) to schedule this. We also recognised that parents & carers have a wealth of knowledge and expertise within their own careers! If you would like to get involved in our careers programme yourself, please contact our SLT link Mr McNamee on [0161 507 6420](https://www.google.co.uk/search?q=ellesmere+park+high+school+number&source=lmns&bih=946&biw=2000&hl=en-GB&sa=X&ved=2ahUKEwiIkvHWy4SAAxWCrEwKHYZJAz0Q_AUoAHoECAEQAA&bshm=lbse/1) or by email – [daniel.mcnamee@consilium-at.com](mailto:daniel.mcnamee@consilium-at.com)

**Teachers**

Our teaching staff have an active interest in getting the very best from our pupils and inspiring them to achieve in whatever they do when they leave Ellesmere Park. Our teachers are keen to promote the variety of careers and opportunities available within their own subject areas, and all heads of faculty ensure that careers in embedded in their long-term subject plans.

Teachers can enhance careers activity through their subjects in a variety of ways - such as guest speakers in school, subject-focused careers trips, and employer-led careers lessons, with employers helping to deliver aspects of the curriculum. If teaching staff want to learn more about embedding careers into their lessons, staff can speak to Mr McNamee, our SLT link for careers in school. We also have excellent support from Salford City Council through the Head of Participation (14-19) Sarah Scanlan, who teaching staff are welcome to contact by email - [sarah.scanlan@salford.gov.uk](mailto:sarah.scanlan@salford.gov.uk) to discuss any ideas or activities.

**Employers and Post-16 Providers**

We understand that a successful CEIAG programme can not just be delivered internally. We value our excellent support from our industry links and from our network of post-16 providers, including colleges, universities and apprenticeship providers. We are involved in a range of activities – both in school and off-site – with a range of providers. Please see our Provider Access Statement below for more information about how to get involved!

**Provider Access Statement**

We recognise the value and importance of external influences on assisting our pupils to make realistic and informed choices on their careers and future plans leaving school. We are very keen to build links with our partners in Post-16 education, employment and training. As well as our internal careers programme and school careers adviser, we welcome the significant experience, skills and knowledge that our network of local colleges, employers, universities and training providers can bring to CEIAG at Ellesmere Park High School.

Opportunities for access

There is a variety of opportunities for external partners to support our CEIAG programme at school including:

* Careers assemblies & talks
* Careers Workshops
* Mock Interviews
* Work Experience & Volunteering
* Careers Fairs
* Mentoring
* Off-site visits

Above are all examples of careers led activities we have had in school, but we are always open to develop any opportunities to inspire and encourage our pupils.

Any external partners such as employers, colleges, universities or training providers that are interested in supporting our pupils through our CEIAG programme should make this request through our Careers Team – Mr Farmer (Careers Leader) [simon.farmer@consilium-at.com](mailto:simon.farmer@consilium-at.com) or Mr McNamee (Assistant Head Teacher Personal Development & SLT Link for Careers – [Daniel.mcnamee@consilium-at.com](mailto:Daniel.mcnamee@consilium-at.com)

Visitors to school working with our pupils for careers related activities – individual or groups - will be expected to follow our procedures for safeguarding, as outlined in our school [safeguarding & child protection policy](https://www.moorsidehigh.co.uk/attachments/download.asp?file=113&type=pdf). For any career activities taking place in school, we will do our best to accommodate requests regarding rooming and facilities such as ICT and technology as required.

We also welcome any literature regarding courses, activities or opportunities – such as leaflets, prospectuses, posters – which can be made available to our pupils via our careers adviser and the careers area in our LRC, accessible to all pupils. Literature can be delivered to our main school reception to the attention of Mr Farmer, Careers Adviser, or can be emailed to [simon.farmer@consilium-at.com](mailto:simon.farmer@consilium-at.com).

**Measuring the impact of our CEIAG programme**

Careers activity needs to be relevant and inspirational for our pupils. We measure and assess the impact of our careers programme through a variety of ways such as:

**Y11 Destination Figures**

We track our Y11 school leavers each summer to confirm post-16 plans, and we strive to support all our pupils into a positive activity. We aim to have as few 'NEET' (not in education, employment or training) destinations as possible and strongly encourage all pupils to be engaged in education or further training, meeting the “Raised Participation Age” (RPA). A strong investment in our careers programme reflects our positive destination figures (see "Post-16 Destinations" on the main careers page)

**Feedback**

We strongly value the feedback from our stakeholders in the CEIAG programme – whether this is from pupils, parents & carers, visitors, employers or Post-16 providers. We have a general [Careers Feedback Form](https://forms.office.com/Pages/ResponsePage.aspx?id=C_MlKbmmH0m4veL4xy3J7Y0GIaf_hnJPliPflW4FuG1UMjAxQUtMMUc0QVVXUVo0RlYyVUNWQVBOSC4u) as posted on the careers page of the school website. This feedback is reviewed by the Careers Leader so any actions/improvements can be put in place. We also have a social media page on Twitter which can be used for feedback and communication.

Other specific sources of feedback form careers, such as:

* Careers Event feedback

After large careers activities (for example mock interview day, careers fair etc) we ask our pupils to feedback on the activity to find out what went pupils enjoyed and what they didn't. We also ask this of our teaching staff and of our visitors to make sure events are as successful as possible and improvements can be made.

* Careers interview feedback

Following an interview with the school careers adviser, pupils are encouraged to complete an anonymous online survey to give feedback on what they found useful from the meeting and any suggestions or comments for improvement.

**Formal arrangements for reviewing CEIAG delivery**

We regularly review CEIAG programme and activities. The careers leader and SLT link liaise on a fortnightly basis for planning and delivering CEIAG in school. The careers leader is also part of the Middle Leaders team who meet fortnightly; an opportunity to review any CEIAG matters with middle leaders in the school and SLT. The careers team also meet on a half-termly basis with our Enterprise Co-ordinator from GMCA, which includes completing a full review of the CEIAG programme via the [Compass Plus](https://resources.careersandenterprise.co.uk/resources/compass) platform. This review is completed every term.