

# Careers Policy (CEIAG)



## CAREERS EDUCATION INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY

LEADERSHIP RESPONSIBILITY: MR. D PITT

DATE: OCTOBER 2024

REVIEW DUE: OCTOBER 2025

HEADTEACHER

SIGNED:

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## Introduction

Careers education, information, advice and guidance (CEIAG) is an essential part of the support we offer to pupils at Bridge Learning Campus. 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 skills they need to make informed choices for their future. As a result, the careers programme has a whole-school remit and is mapped within our school Personal Development Curriculum. This policy sets out how career activities are delivered at school and explains what pupils, parents/carers, staff and Governors can expect from the careers programme.

The support and provision provided within our Careers Programme is summarized in our Provider Access Policy, which helps to inform external partners how they can work with us at Bridge Learning Campus. This Careers Policy will continue to share information around our careers provision in more extensive detail.

## Aims and objectives

### The Bridge Learning campus careers programme aims to:

- Contribute to strategies for raising achievement, particularly by increasing motivation.
- Encourage pupils to be ambitious, broaden their horizons and explore their own career aspirations throughout their life at school, ensuring every pupil reaches their full potential
- Ensure pupils' readiness to take their next step in their learning or career. Bridge Learning Campus follows the principles of the Gatsby Benchmarks.

### The objectives for the careers programme are as follows:

- Help pupils to understand the changing world of work and give them access to up-to-date labour market information and intelligence
- Facilitate meaningful encounters with employers for all pupils
- Empower our pupils to plan and manage their own futures
- Supporting positive transitions post-16
- Help pupils to develop the skills, attitudes and qualities to make a successful transition into the world of work and equip pupils for life in modern Britain.
- Encouraging participation in continued learning, including further and higher education and apprenticeships
- Support inclusion, challenging stereotyping and promoting diversity and equality of opportunity while supporting and encouraging social mobility
- Support all pupils to build a successful future as respectful citizens and harness an internal drive to achieve personal growth and success.

## Pupil entitlement



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All pupils are entitled to be fully involved in an effective CEIAG programme. Pupils are encouraged to take an active role in their own career development. Pupils will be learning about careers and the world of work; and developing career management and employability skills. During their time at school, all pupils can expect:

- The support they need to make the right choices in Y9 and YR11
- Access up-to-date and unbiased information on future learning and training, careers and labour market information (available on our website and through career meetings)
- Support to develop the self-awareness and career management skills needed for their future
- Careers lessons as part of our Personal Development curriculum from Y7 to Y11 covering options after school, the world of work, the job market and the skills needed for the future
- At least four meaningful encounters with representatives from the world of work; this could be through work experience, assemblies, careers talk (in or outside lessons), projects and visits
- All pupils will have the opportunity to arrange an on-the-job week of Work Experience in Year 10
- To hear from a range of education and training providers, including colleges, universities and apprenticeship organisations; this could include visits and taster days, as well as assemblies, talks and meetings at school
- To have the opportunity to relate what they learn in lessons to their life and career beyond school, providing opportunity to talk through their career and educational choices with staff including form tutors and teachers
- Access to one-to-one guidance with a trained, impartial careers Leader with Bridge Learning Campus
- The school keeps parents/carers informed of their progress and provides parents/carers with information to support pupils' career planning and decision-making. With careers Action Plans being shared with pupils and parents during Year 11.
- To be asked their views about the service they have received to ensure that the service continues to meet the needs of the pupils.

## Parental involvement

Young people do not make career decisions in isolation and parents/carers can have a substantial impact, as well as a clear interest in the right outcomes for their young person. The school is keen to foster parental involvement in the careers programme, wherever possible. This will be supported through:

- Opportunities to speak to Careers advisor and Post 16 providers during Progression evenings in Year 10 and 11.
- Regular information shared of pupil progress in Bridge Learning Campus and of Post 16 options available.
- Careers advisor will share Careers Action Plans with pupils and Parents during Year 11.
- Parents/carers are kept up to date with career-related events and activities affecting their son/daughter via letters and texts home, the school website/portal and social media.

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## Delivery & Implementation of the careers programme

### Years 7, 8 & 9

Dedicated PSHE lessons in all years include key elements of our career's curriculum. Lessons include what work is, how salaries relate to different jobs, stereotyping around jobs, how to find out about jobs, the skills needed for work, jobs of the future, the geography of jobs. Activities and curriculum will support the options process which takes place in Y9. By the end of Y9, all pupils will have had the opportunity to:

- Be introduced to career resources to help them understand their preferences and the options open to them.
- Develop their self-awareness
- Receive support to make the right KS4/GCSE choices, including assemblies, parents' events, meeting with senior staff at school and the option of a careers meeting.
- At least two encounters with employers before term 3 in Year 9.

### Year 10

Key activities:

Every year 10 pupil is encouraged to complete a minimum of one week work experience outside of the school to promote confidence, resilience and help prepare them to find and carry out work experience placements; CVs, applications and interview technique in preparation for mock business interviews; understanding post-16 options. All pupils also get to visit a 6th form, Carousel of events at a college and 2 days of STEM, confidence and resilience training.

#### **By the end of Y10, all pupils will have had the opportunity to:**

- Develop their self-awareness and career management skills, including writing a CV
- Experience at least one week in the workplace
- Be interviewed
- Experience a taster day in a sixth form and college setting
- Careers education, information, advice and guidance (CEIAG)
- Learn about the different Post-16 pathways.

### Year 11

**Key activities:** Post 16 applications

Post-16 Pupils will learn how to write a personal statement for post-16 applications; get support to apply for college and apprenticeships; attend group sessions discussing the different post-16 pathways and key considerations when choosing post-16 options. By the end of Y11, all pupils will have had the opportunity to:

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- Use a range of sources of information (with support, as required) to explore Post-16 options
- Attend events in school and out of school where they can speak to employers, colleges, training providers and universities
- Develop their self-awareness and career management skills
- Apply for Post-16 options and back-up plans, as necessary – minimum of three per pupil.
- Continue to develop the skills needed for a successful transition
- Have at least two meetings (small group or one-to-one) with a careers Leader.

## Post 16 and Careers Event

- Each year, the school gives pupils of all year groups a chance to meet and talk to employers and learn more about what work is like and what it takes to be successful in the workplace. These opportunities are provided through:
  - Small group workshops
  - Careers and providers fair – an event that allows all pupils in Yr 9-11 to meet over 30 employers and providers. They are able to interact with all the local college and sixth forms to see what courses are on offer, it also offers them the opportunity to meet local businesses and apprenticeship providers and gain more information.
  - Employ encounters sessions
  - Small groups trips and visits
  - Cohort trips to Post 16 provider (In Yr10)

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The careers Leader will record action plans. Pupils will have an electronic copy which is accessed from a desktop, or any mobile device, parents and carers can also access this when with the pupil so they can also support the process. The careers leader can also add notes of conversations to the profile. All pupils will have a calendar of events to track and record any career-related activity.

## Careers Information

All pupils have personalised access to their own careers tool which is called Career zone (this can be located on our website under post 16). This digital tool gives them access to their own profile, access to colleges, websites and up to date Labour Market information. The careers Office includes a range of university and college prospectuses, career guides, apprenticeship and employer information, as well as guides on job-search activities.

We also work closely with UniFrog who help map and track our careers provision. Unifrog will also provide future resources and support for pupils via online programmes (from Sept 2025).

## External providers

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Here at Bridge, we have forged excellent relationships with many external providers. They include local colleges, universities, training providers, apprenticeship organisations, employers, school alumni.

## Management and staffing

The Careers Leader is responsible for taking a strategic lead and direction for careers work in the school; working under the direction of the Deputy Head with responsibility for careers and employability and working with the Assistant Heads and Heads of Year.

## Staff Development

All teaching staff and Tutors are introduced to training and have access to the aims of our programme for CEIAG at Bridge Learning campus. This staff development is further enhanced at twilight and additional training events through inset days. The Careers Leader attends conferences and network meetings to keep up to date with best practice and legislation.

## Resources

The school is committed to providing the resources to enable an effective careers programme, including adequate staffing, staff training and resources.

## Employer links

Links with employers, businesses and other external agencies continue to grow; by building on local community connections; as well as through the support of the school's Enterprise Advisor (supported through Careers & Enterprise Company). Every year through our careers fair we have 70 employers and colleges supporting our pupils.

## Equal opportunities

The school is keen to promote equal opportunities, challenge stereotypes and address limiting beliefs. All pupils can access advice and guidance tailored to their needs with support to explore options that suit their preferences, skills and strengths. The team work on early identification of pupils requiring additional support, with no limit placed on how many times a pupil might see a careers, Leader.

The destinations of school-leavers are monitored and trends identified. This is captured and held on SIMS for 3 years in line with government requirement

## Careers education, information, advice and guidance (CEIAG) Monitoring and evaluation

As a school we measure and assess the impact of the Careers Programme through our close relationship with our Careers Enterprise Coordinator who is part of the West of England Careers Hub. We complete two external review meetings per year, via our 'Compass tool'. When monitoring the success of the careers programme, the school considers formal and informal

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measures, qualitative and quantitative data and hard and soft outcomes for pupils. The careers programme is evaluated in several ways, including:

- Pupil feedback on their experience of the careers programme and what they gained from it
- Staff feedback on careers lessons, mock interviews etc
- Gathering informal feedback from external partners and from parents
- Quality assurance of careers lessons as part of the tutor time programme
- Pupil destination figures post-16.
- Review information, advice and guidance
- Review impact of Work Experience
- Resourcing and funding supported by the Careers and development institute. This includes support from external providers such as Career ready and local charities who continue to support our school.