



King Edward VI School

Careers Education, Information, Advice and Guidance (CEIAG) Programme

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| Version Number: | Version 3 |
| Drawn up by: | Angela Hahn – Careers Information Advice & Guidance Co-ordinator |
| Approval by: | Standards Committee |
| Date approved: | |
| Review Cycle: | Annual |
| Date of next Review: | Autumn Term 2021 |

King Edward VI School Careers Programme

The Careers Programme at King Edward VI (KEVI) School is designed to educate, inform and inspire all our students from Years 7 to 11. The programme aims to support each and every student in their self-awareness and the development of their personal strengths and interests and link these with learning within and outside school. In doing so, we seek to help our students develop the confidence and skills necessary to fully exploit the opportunities open to them in further and higher education, employment and training for their next destination.

Careers Programme Overview

Below is a summary of our Careers programme in Key Stages 3 and 4:

Key Stage 3 (KS3)

Year 7: students explore their own interests and character strengths in order to understand how these link with their curriculum learning and future careers. Year 7 students are introduced to the *jobs of the future* to support their aspirations and their understanding of labour market information (LMI).

Year 8: students start to learn about the practices that support their studies and workplace competences e.g. learning styles, time management and valuing diversity and difference.

Year 9: students receive information about their options and guidance as to how their choices will impact on future pathways; they explore careers and connect with employers at our annual Careers Fair.

By introducing careers and employability education and experiences from Year 7 we aim to help our students choose subject combinations in year 9 that create the right pathways for individual aspirations post-16.

Key Stage 4 (KS4)

Year 10: Tailored advice and support is provided to all our students in 1:1 interviews; students learn employability skills needed for work experience and job applications. Students explore careers and connect with employers at our annual Careers Fair.

Year 11: Students in Year 11 are supported in their choices post-16 through information assemblies that introduce further education, employment and training options, including apprenticeships and 1:1 interviews with the CEIAG Co-ordinator and Heads of College. Students explore careers and connect with employers at our annual Careers Fair.

KEVI Careers Programme

The activities and events that underpin our Careers Programme for each Year group in each term are detailed below:

| Year Group | Autumn Term | Spring Term | Summer Term |
|------------|--|---|--|
| Year 7 | Exploring individual interests | Understanding individual character strengths (self-awareness) | Linking school subjects with individual interests and strengths Exploring the Jobs of the Future |
| Year 8 | Learning about Time management (life skills) | Exploring learning styles | Learning about Gender Biases and Career choices (changing aspirations) |
| Year 9 | Trip: Suffolk Skills & Careers Festival (engaging with employers and employees) Exploring Skills | GCSE Options: Information, Advice & Guidance Careers Fair: employer engagement and learning about different career paths | Researching options in careers, education and training Virtual tours: FE college, SFC, Apprenticeship, Internship |
| Year 10 | Understanding Employability Skills CV Writing workshop | Careers Fair: employer engagement and learning about different career paths Getting work experience | Interview techniques & Mock interviews Taster Day at FE College Tour of Sixth Form College |
| Year 11 | Post-16 Progression Talks: FE College Sixth Form College Apprenticeships Supporting students Post - 16 applications | Careers Fair: employer engagement and learning about different career paths FE Taster Day Sixth Form College Tour | Consolidating plans for post-16 pathways Exploring the future – careers, education, apprenticeships, training |

Xello Careers Platform

To support our Careers programme in 2020-22, King Edward VI School Foundation Trustees have awarded funding for Xello, a state-of-the-art online careers platform for all students in Years 7 to 11. This online platform uses a variety of tools to ensure inclusion for all students.

Xello includes:

- personalised student portfolios to address the needs of each pupil and help with personal guidance
- assessments that build self-knowledge
- 500+ job roles – each career links to relevant career clusters and similar careers

- personalised interactive lessons to help teach critical concepts like getting work experience, workplace skills and attitudes, learning pathways, career demand and more
- post-16 course and apprenticeship data
- the ability to record and reflect on their experiences and achievements.

Xello enhances our overall provision of CEIAG by helping our students to develop both self-awareness and responsibility in exploring and making choices about their individual pathways. Xello is designed to be easily accessible for parents, carers, teaching staff and employers so that students can share information and involve them in discussions about options and plans.

Employers and Alumni

Talks by our alumni and industry experts are a valuable addition to our Careers programme. Employers and employees have an active role in sharing real life experiences that relate to the virtual activities and experiences students are able to access through Xello. They are also able to support activities that help students link their curriculum subjects and interests to existing and future careers. These encounters help our students to consider their future roles in the labour market.

Note: whilst such activities remain part of our planned careers provision to all students, we remain aware of and compliant with any limitations or restrictions to this programme as a result of the latest Coronavirus guidance.

Preparation for Work Experience

Access to the world of work is an important part of a careers programme, not only to allow students to apply what they have learned from it, but to inform later choices. It is also valued by employers in the recruitment process.

We offer employability skills sessions to students from Year 10. The knowledge and skills gained through an employability programme will assist our students in finding work experience or work shadowing opportunities as well as gaining employment in the future. By ensuring that our students are competent in drafting a CV and completing an application form and experience a face to face interview with industry experts, we aim to provide them with all the necessary skills to support their journey in gaining experience of workplaces, employers and employees in our school breaks and holidays.

Key contacts for CEIAG

Key members of our wider organisation who take a lead in CEIAG are:

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| Governor | Tom Ratcliffe |
| Careers Leader | Beverley Tucker (Deputy Headteacher/DDSL) |
| CEIAG Co-ordinator | Angela Hahn |
| Enterprise Co-ordinator | Darian Vomund |

The CEIAG Co-ordinator is available from 8.30am to 4.30pm Monday to Thursday and from 8.30am to 4.00pm on Friday for individual student and parent appointments and for sourcing additional information directly from other educational establishments, training providers, employers and online websites.

Additional resources

The KEVI School website includes links to a comprehensive range of careers information, including useful websites, employment and work experience opportunities, college open events and spotlights on specific careers: <https://www.king-ed.suffolk.sch.uk/category/iag-blog/>

Hard copy careers information and resources are located in our main library, which contains up-to-date, impartial information presented in a variety of media. College prospectuses are current and visual displays on the noticeboards are kept up-to-date. These are reviewed and renewed on a regular basis by the CEIAG Co-ordinator and Librarian. The CEIAG library can be accessed by students during lunch times and after school.

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