



**King Edward VI School**

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

<b>Version Number:</b>	Version 4
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<b>Reviewed by:</b>	Deri O'Regan
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# 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 interests	Understanding character strengths	Linking school subjects with interests and character strengths  Exploring the Jobs of the Future
Year 8	Time management	Exploring learning styles	Learning about Biases and Career choices
Year 9	Trip: Suffolk Skills & Careers Festival (engaging with employers and employees)  Discover Learning Pathways	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  Learning about optimum Study Skills and Habits	Careers Fair: employer engagement and learning about different career paths  CV Writing Skills & 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 Post -16 choices and 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, King Edward VI School has invested in a state-of-the-art online Careers platform, [Xello](#), which is accessible to all students in Years 7 to 11. This online platform uses a variety of tools to ensure inclusion for all students. Xello is also designed to be easily accessible for parents, carers, teaching staff and employers so that students can share careers information and involve them in discussions about options and plans. Parents and carers are able to create a [Family Account](#) in Xello to share in and support their own child(ren)'s exploration of careers. Xello features include:

- personalised interactive lessons to help teach critical concepts like getting work experience, workplace skills and attitudes, learning pathways, career demand and more
- goal setting and cv tools

- quizzes and assessments that build self-knowledge
- 500+ job roles – each career links to relevant career clusters and similar careers
- post-16 and post-18 education and training course information and apprenticeship opportunities
- personalised student portfolios to address the needs of each pupil
- the ability to record and reflect on experiences and achievements.

Xello enhances our overall provision of CEIAG by helping our students to develop self-awareness and ownership in exploring and making choices about their individual pathways.

## **Employers and Alumni**

Talks by 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. Alumni can support our students' aspirations by sharing their real-world experience of work and their career journeys.

## **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.

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 supporting our students in drafting a CV, completing an application form and learning about interview techniques, we aim to provide them with all the necessary skills to support their journey in gaining experience of workplaces in our school breaks and holidays.

## **Key contacts for CEIAG**

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

<b>Governor</b>	Tom Ratcliffe
<b>Careers Leader</b>	Beverley Tucker
<b>CEIAG Co-ordinator</b>	Angela Hahn
<b>Enterprise Co-ordinator</b>	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 Careers section of 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: [Careers - King Edward VI School \(king-ed.suffolk.sch.uk\)](https://www.king-ed.suffolk.sch.uk/careers)

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.