



Careers Education, Information, Advice & Guidance Strategy

Career Lead:
Mrs J Devereux
Tel: 01767 680598
Email: jdevereux@sandyupper.net

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Background and Ethos

All students have an equal entitlement to high quality Careers Education, Information, Advice and Guidance that provides them with an understanding of the world of work, helps them to explore career options and supports them in making effective decisions about the various opportunities open to them.

At Sandy Upper School we have a comprehensive CEIAG Policy which we feel is crucial in order to enable all students to meet their full potential in life. The delivery of the CEIAG Policy, along with providing outstanding support and intervention for students, and their families, in order to maximise student achievements and outcomes, will ensure better life chances for all students.

The aim of this Strategy is to ensure the effective implementation of the CEIAG Policy across all year groups through the following delivery of CEIAG.

Delivery and Content

Year 9:

- Dedicated careers lessons will be delivered through form time and collapsed timetable days.
- Information, Advice and Guidance delivered through assemblies on a regular basis.
- Sixth Form and Further Education Providers will also be regularly promoted in assemblies.
- Information events and the “Aim Higher” programme to include visits to universities.
- Focus on further options choices, linked to possible careers, given during the Spring term.
- “Where Next” questionnaire completed during the Summer Term so that targeted information, advice and guidance can be given in Year 10 and 11.
- Subject specific information and guidance, including links to possible careers, is also highlighted in lessons.

Year 10:

- Dedicated careers lessons will be delivered through form time and collapsed timetable days. Information from the “Where Next” questionnaires completed in Year 9 will enable information to be targeted at specific students during collapsed timetable days.
- Information, Advice and Guidance delivered through assemblies on a regular basis.
- Sixth Form and Further Education Providers will also be regularly promoted in assemblies.
- Information events and the “Aim Higher” programme to include visits to universities.
- Apprenticeship, Careers and FE provider information available at Year 10 parents’ evenings.
- Individual interviews with the relevant House Staff and/or CEIAG Coordinator offered to all Year 10 students. Targeted students identified through “Where Next” to be encouraged and supported to arrange interviews.
- Further information gathering, through “Where Next” to take place again during the Summer Term.
- Assistance, guidance and support offered to students organising work experience.
- Subject specific information and guidance, including links to possible careers, is also highlighted in lessons.

Year 11:

- House Staff will interview each Year 11 student at the beginning of the Year to ascertain destinations choices for next year, possible career choices, support required in specific subjects. (Any possible NEET students to be identified. These students will be interviewed again, meetings arranged with parents and support considered from external agencies. Principal and CEIAG Coordinator also involved.)
- Dedicated careers lessons will be delivered through form time and collapsed timetable days. Information from the “Where Next” questionnaires completed in Year 9 and 10 will enable information to be targeted at specific students during collapsed timetable days.
- Information, Advice and Guidance delivered through assemblies on a regular basis.
- Sixth Form and Further Education Providers will also be regularly promoted in assemblies.
- Apprenticeship Roadshow and Careers Fair visit arranged for identified students.
- Business Breakfast Club to be arranged on a termly basis. Representatives from local businesses, industries, apprenticeship and FE providers will all be present.
- Visits from other FE providers, Armed Forces and other possible careers providers will be organised - either during the school day and/or at Parents’ Evenings.
- Individual interviews for specific students will be arranged with the CEIAG Coordinator using the information from the Year 11 interviews. (Students may also request an interview themselves.)
- Further destination interviews will take place again during the Spring Term and again support, advice and guidance will be given to targeted students.
- Computer rooms (banks of laptops) to be made available for research on careers options using websites such as “Plotr” and “National Careers Service”.
- Support with completing applications and interview techniques given through assemblies and form time. Further support available from the relevant House Staff and/or CEIAG Coordinator as requested.
- Assistance, guidance and support offered to students organising work experience.

Year 12/13

- Tutor time and Future First time set aside to prepare for university applications or to have conversations about future plans
- Presentations in assembly to support students completing UCAS forms
- IAG given via assemblies with notices about positions/courses available.
- IAG given via assemblies with guest speakers from local universities and employers
- Information evening about going to university and costs of Higher Education for parents
- Apprenticeship roadshow
- Challenge days for G & T students at Cambridge/Oxford etc.
- HE convention in March (UCAS fair with all Higher Education Institutions present)
- Opportunities for students to attend Open Days
- Poster/information board w/ dates + university promotions
- Future First time given to students to prepare for interviews or CVs
- Open door policy to Sixth Form team re interviews/CVs/ personal statements

In addition, across all year groups the following will take place:

- Schemes of Work for all curriculum areas will recognise the importance of Careers Education

- Lesson plans will include work related learning opportunities, where appropriate
- Curriculum areas will display subject links to occupations and progressions.

This CEIAG Strategy will be evaluated on a regular basis to ensure the effective delivery of CEIAG across all year groups