

Careers Education Information Advice and Guidance (CEIAG) STATEMENT

Tutorial and Timetabled Programmes

Careers Education Information Advice and Guidance is taught within the framework of the Personal Development Course, which also encompasses Citizenship, and PHSE.

Careers Information Advice and Guidance is delivered through the Timetabled course for students in Years 7 to 11 and within the Tutorial programme in Years 12 and 13.

Staffing

The tutors deliver the CEIAG Sessions within the Timetabled Programme. They are provided with a Personal Development Reference on 'N Drive', which contains:

- schemes of work
- teacher's lesson notes
- resource booklets
- matrices indicating the aspects of Careers Education and Guidance National Framework, Citizenship, PHSE, and Spiritual, Moral, Social and Cultural Education.

Accommodation/Careers Library & Connexions Access

The Learning Resource Centre has a range of resources for pupils to access, including Internet, CD material, video, information books and pamphlets, ICT programmes.

The Careers Library holds information on:

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| <ul style="list-style-type: none"> • Apprenticeships • Entry to Employment • Universities • UCAS • Local Further Education Colleges • Occupational information | <ul style="list-style-type: none"> • Application Advice • Interview Advice • General Career information • Computer Programmes: Wise up to Work – Health & Safety |
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Work Related Learning

Careers Education Information and Guidance is part of the Work Related Learning. There are links with industry, work based training agencies, further education and higher education establishments, and WRL support agencies.

Inclusion

Unless specifically stated, all activities, events and opportunities are inclusive and available for all pupils.

The Careers Education Information and Guidance programme can be adapted for meeting an additional need of a pupil.

Monitoring and Evaluation

The CEIAG Programme is evaluated and developed continuously.

There are some lessons in the KS3 and KS4 programmes that *must* use current material or be updated on an annual basis eg Personal Finance

Schemes of Work

The Schemes of Work are reviewed on an annual basis due to regular changes and new opportunities in Careers Education Information Advice and Guidance.

Work Related Learning opportunities and enterprise activities are introduced in Year 9.

Calendar of Events

There is a Calendar of Events for Year 11 pupils, parents and carers. Staff have a Calendar of Events that now incorporates Citizenship and CEIAG (as part of Personal Development).

Careers Education and Guidance Review

Review involves:

- The CEIAG Improvement Plan.
- The Connexions Partnership Agreement review.
- Staff evaluations and review of the Programme.
- On-going review and updating of lesson information
- Pupils' self assessment and lesson evaluations at the end of each session/topic

Gifted and Talented

Gifted and talented pupils are encouraged to attend suitable events and activities.

ICT

Key Stage 3

- Pupils are directed to websites for personal research.

Key Stage 4

- pupils are directed to websites for personal research.
- pupils are shown how to prepare their CV using the template on the school's intranet.

Key Stage 5

Pupils are shown how to research university and occupation websites:

- UCAS
- UNIFROG
- Coursefinder UK
- Individual university websites
- Individual company websites

There is a Careers Education Information Advice and Guidance folder on the school's website and a folder on the Intranet containing careers information.

All schemes of work, resources and lesson notes are available for staff on the staff section of the school intranet.

The Connexions 'Really Useful E-guide to Information' is available for pupils to access up-to-date website information based on all aspects of Connexions provision, e.g. General Information Years 7-post 16, Education, Careers, Social, Law, Money, Health issues, Housing, Free-time, relationships, Travel and Transport, Where to get help, Work and Training, and Occupational areas.

Careers Education Information Advice and Guidance: **Timetabled Course Scheme of Work Years 7 - 11**

The Timetabled Scheme of Work has been specifically designed to support the non-specialist in delivering Careers Education and Guidance.

Each lesson is a discrete lesson in which teachers are provided with a package that includes teacher's notes and a pupils' resource booklet. The package provides a framework for the different teaching and learning styles, suitable for tutors, substitute teachers and supply teachers.

The teachers' notes are not lesson plans. They are a reference from which individual tutors can design their lesson plan.

Teachers are expected to adapt and modify the content of the lessons to meet the needs of the class.

Teachers are provided with schemes of work that are linked with the five outcomes of Every Child Matters and lesson matrices that indicate which aspects of Careers Education Information Advice and Guidance, Citizenship, PHSE, and the Spiritual, Social, Moral and Cultural elements that are drawn upon in each lesson. If there are a limited number of links with a particular area, then the links are shown as part of the scheme of work rather than in the matrix format.

Careers Education Information Advice and Guidance: **Tutorial Programme Key Stage 5**

Year 12 and 13 tutors deliver the CEG lessons.

Students are provided with individual appointments and are able to make appointments at any time to discuss their progress and post 16 and 18 opportunities with the Guidance Team.

Members of the Guidance Team work with the Head of Sixth Form to support students who might need additional advice and guidance during the course. Students are seen on an individual basis and parents are involved where appropriate.

Students are encouraged to attend University Open Days (usually two per student) and attend university events.

St. Anthony's is a member of the University of Newcastle Partnership Scheme in which all students are able to take advantage of events, activities, presentations, and advice throughout the programme. However those students with additional needs – social, emotional, or physical – which could be seen as a barrier to accessing higher education are able to apply to University of Newcastle Partner Scheme. This provides the student with additional support on entering the University of Newcastle, which also includes a lower grade entry requirement and a compulsory assessed summer school.

St Anthony's also participates in the Supported Progression Scheme at Durham University in which all students are able to take advantage of events, activities, presentations, and advice throughout the programme.

INSET

All Personal Development Teaching staff are encouraged to attend INSET. This involves Connexions events and update sessions.

Communication with Staff

Meetings

The Personal Development staff meet regularly. Agendas are distributed to staff in the week prior to the meeting and minutes are recorded and placed in a file for reference. Copies are given to the member of the Senior Management Team with responsibility for Personal Development.

Careers across the Curriculum

Information posters for appropriate occupations and courses are passed on to departments as and when they are available.

Together for Children (Connexions)

The School's Together for Children (Connexions) Personal Adviser is Tracey Dale.

Introduction to Connexions

Pupils in Year 8 are introduced to Connexions in their Assembly, when they are provided with leaflets and other information for their parents.

Year 11 Consultation Interviews

A Consultation Interview is arranged for some pupils in Year 11 by Tracey Dale, Connexions PA. Other Connexions colleagues support Tracey Dale during the programme. Interviews take place in Designated Room in Main Building.

Sponsorship Information

Tracey is our consultant regarding sponsorship opportunities for students in Year 12/13 in general and in specific areas.

General Careers Information

Tracey Dale provides support to the School regarding specific careers guidance information.

The Together for Children Partnership Agreement is updated and signed by the Headteacher on an annual basis.

Work Experience

Key Stage 4

The Work Experience Programme is a major part of the Key Stage 4 Programme. Pupils cover aspects of preparation in the Timetabled Programme. Pupils are encouraged to make their own arrangement for their placement.

Pupils begin their preparation for work experience at the start of Year 10, which takes place at the end of Year 10.

Key Stage 5

Year 12 students are given the option of undertaking a weekly afternoon/morning work experience placement. It is stressed that work experience is particularly important for those students who are interested in pursuing a medical, veterinary, or teaching career.

Students are also able to undertake a career focused work experience placement for up to one week at a date that has been negotiated with the Head of Sixth Form.

Students are able to visit different industries throughout the year.

Sunderland LA Guidelines are followed regarding the safeguarding of pupils undertaking block or extended work experience.

All Work Experience Placements are via the Connexions Service and a Service Level Agreement is reviewed annually.

Budget

Typical expenditure:

- Photocopying
- Paper
- Stationery
- Resources - updating material
- Sixth Form: HEAP

Key Stages Events

Examples of Events

Key Stage 3	Key Stage 4	Key Stage 5
<ul style="list-style-type: none"> • Year 9 Options Evening • Connexions PA attends SEN Reviews • WRL and careers guidance visits/events and opportunities • Careers Advice Drop-in sessions • Individual careers advice and guidance appointments for pupils and parents • Introduction to 'Together for Children' Advisor 	<ul style="list-style-type: none"> • Interview advice • Post 16 options presentation • Connexions Careers Consultations Interviews • WRL and careers guidance visits/events and opportunities • Work Experience • Year 11 Options Evening • Tour of Sixth Form • Connexions PA attends SEN Reviews • Enterprise activities • Individual appointments to discuss Sixth Form choices • Careers Advice Drop-in sessions • Individual careers advice and guidance appointments for pupils and parents 	<ul style="list-style-type: none"> • Newcastle University Partners' Scheme • Supported progression Scheme (Durham University) • Individual careers advice and guidance appointments for pupils and parents • Personal Statements support • UCAS application training • Student shadowing • University Taster/Study Days • University Open Day visits • Year 13 University Finance talk for students and parents • Work Experience option in Year 12 and 13 • 'Year in Industry' opportunities • Gap Year • Careers Advice Drop-in sessions