



Saint Joseph's
CATHOLIC SCHOOL

Policy for Careers Education, Information, Advice and Guidance (CEIAG)

Version 6.0 March 2023

ST JOSEPH'S CATHOLIC SCHOOL
CHURCH ROAD
LAVERSTOCK
SALISBURY
SP1 1QY

Success Criteria:

Aim:

'High quality careers education and guidance in school or college is critical to young people's futures'¹ and it is a responsibility that St Joseph's Catholic School takes very seriously: we look to maximise the broadest range of life chances for all our pupils. We look to ensure that all our pupils hold ambitions that challenge both their own, and others' expectations: the CEIAG programme, which runs from Year 7 to Year 11 is an integral part of ensuring our learners are able to do this with success and confidence. At St Joseph's we recognise that each child is an individual and made in the image of God. This therefore means that CEIAG opportunities will be tailored with the needs of the individual constantly in mind.

Monitoring Procedures:

| | | |
|--|--------------------------|---|
| By Whom: Governors' Pastoral Committee | When: Annually | How: Reports to the Pastoral Committee of Governors |
|--|--------------------------|---|

Evaluation:

| | | |
|---|--------------------------|--|
| By Whom: Headteacher and Careers Adviser, Careers Leader, and Careers Coordinator | When: Annually | How: Careers Adviser, Careers Leader, and Careers Coordinator to review provision ² |
|---|--------------------------|--|

Revision History:

| Version | Approved and Ratified | Review Date | Additional notes |
|----------------|------------------------------|-----------------------|-------------------------|
| V 6.0 | July 2023 | May 2024 | |
| V 5.0 | May 2022 | May 2023 | |
| V 4.0 | May 2019 | May 2020 ³ | Reviewed and updated |

¹ *Careers guidance and access for education and training providers* Statutory guidance for schools and guidance for further education colleges and sixth form colleges, Department for Education, January 2023

² The team uses the CDI Career Development Framework launched April 21st 2021, and also maps provision against the 8 Gatsby Benchmarks

³ The CEIAG policy was reviewed regularly during the national pandemic and with the release of the CDI Career Development Framework and the new statutory guidance of January 2023, policy has been updated accordingly

Vision Statement:

St Joseph's is a co-educational, 11-16 Catholic voluntary-aided school in the diocese of Clifton and the county of Wiltshire. Our aim is to provide a caring educational environment where each person is valued and is given the dignity due to a child of God.

At the heart of our school is the Christian vision of the human person. We want each member of our community to grow as an individual witness to the gospel values of love, truth, and justice. We want each pupil to be healthy in mind, body, and spirit.

Each member of our community should feel safe and secure in the learning environment. We aim to develop a sense of self-discipline and responsibility in our pupils. Everyone in our community should show respect for themselves, respect for others and respect for the environment.

We believe that each pupil should have the opportunity to enjoy and achieve to their full potential. We are committed to praising and celebrating achievement. We want our pupils to have high expectations of themselves to understand the value of service to others and our responsibility as stewards of the environment. Everyone has a contribution to make in helping to build the common good. We aim to equip our pupils with the ability to make good choices in their lives based on the positive relationships and values they have learned in St Joseph's.

We aim to help each of our pupils to develop morally and spiritually. We want them to achieve economic well-being while being mindful of the needs of others who are less fortunate.

We are committed to aspiring for excellence in all that we do for the sake of the Gospel.

Head teacher

National Policies and guidance/courses referred to and incorporated into SJCS Policy:

| Document/Course Title: | Document/Course Date: |
|---|--|
| <i>Careers guidance and access for education and training providers</i> Statutory guidance for schools and guidance for further education colleges and sixth form colleges | Department for Education, January 2023 |
| CDI Career Development Framework | Career Development Institute, April 2021 |
| <i>Good Career Guidance: Reaching the Gatsby Benchmarks</i> | Gatsby, April 2018 |

Other SJCS Policies that relate to this Policy:

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|--|
| Safeguarding & Child Protection Policy |
| SEN Policy |
| Safer Recruitment Policy |
| Curriculum Policy |
| Work Experience Policy |
| Provider Access Policy |
| PSHE Policy |
| Equality and Diversity Policy |
| Staff Development Policy |
| School Improvement Plan |

Rationale and Context for CEIAG

Careers Education, Information, Advice and Guidance (CEIAG) is an integral part of St. Joseph's Catholic School which is delivered through the curriculum, tutorial programmes and organised activities by staff with support, where appropriate, from our Careers Lead and an independent Careers Adviser who is an impartial qualified deliverer of guidance.

The CEIAG programme is designed to meet the needs of all pupils at St Joseph's Catholic School. It is differentiated and personalised to ensure progression through activities that are appropriate to pupils' stages of career learning, planning and development.

The CEIAG programme makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing 14 – 19 pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives. The Covid-19 pandemic has had an unprecedented impact on the economy, education and opportunities for young people and a rigorous careers programme helps them to acquire the self-development and career management skills they need to achieve positive employment destinations.

St. Joseph's Catholic School has achieved the Career Mark Gold Award which recognises the high quality of provision of CEIAG in the school.

The school has a strong and effective pastoral and tutorial systems which provide the means to ensure pupils receive support and guidance at transition points. Referral systems (including diagnosis of needs using Careerpivot) ensure that pupils requiring more specialist guidance can receive it and this may involve other agencies.

Related Policies

CEIAG is underpinned by all of the current policies held within the school (see previous page).

The Aims of our CEIAG Policy

The CEIAG programme is designed to meet the needs of all pupils at St. Joseph's Catholic School. It is differentiated and personalised to ensure progression through activities that are appropriate to pupils' stages of career learning, planning and development.

The Careers Education programme is defined to prepare pupils for adult life by providing them with a better understanding of the world of work. It provides opportunities for pupils to learn from direct experience of work through providing a week of work experience for year 10 pupils, careers events, enterprise activities and a broad differentiated curriculum enabling pupils to develop knowledge and understanding of the opportunities available to them. It also purchases 64 days of external careers guidance with a qualified and independent Careers Adviser. We support our pupils to grow throughout life, explore possibilities, manage career, create opportunities, balance life and work and see the big picture.

The proportion of pupils with Special Educational Needs (27.75%) is higher than the national average. The proportion eligible for Pupil Premium (34.23%) is higher than the national average.

The CEIAG programme is a planned progressive and developing programme of activities which supports our pupils choosing 14–19 pathways that suit their interests and abilities and helps support their career journey through life.

- To contribute to strategies for raising achievement by increasing motivation and attainment for all pupils and to help them understand themselves and develop their capabilities.
- To encourage participation in continued learning including further/higher education or apprenticeships.
- To develop an understanding of the range of opportunities available at 14+, 16+ and 18+ including technical training/education routes and apprenticeships that are appropriate to their longer-term aspirations and needs.
- To develop skills, relating these skills, attitudes, concepts and knowledge learned in school to applications in the wider world.
- To meet the needs of pupils through appropriate differentiation.
- To provide pupils with the statutory entitlement of preparation for adult life.
- To focus pupils on their future aspirations improving employability through developing effective links with external partners and to increase access and choice.
- To support learners to be aware of career opportunities available to them as individuals

Objectives

Our learning aims and learning objectives will be mapped against the new CDI Framework, Gatsby Benchmarks and Ofsted Handbook.

- A programme of CEIAG within PSHE begins in Year 7 and continues through to year 11. Tutors are supported to help deliver aspects of the programme and ensure that all pupils gain confidence with regard to careers.
- All pupils at St Joseph's school register with Careerpivot and gain confidence using the online platform to plan, explore and review their next steps
- Work-related learning is delivered through the PSHE programme, Work Experience, Mock Interview Day Preparation, Mock Interview Day, external speakers the business sector and a whole school Skills Day. Although no longer statutory, St. Joseph's School fully supports the importance of CEIAG within its curriculum, offering a week's work experience for Y10 in the summer term. Due to Covid-19 much of the delivery has been virtual for the past two years (2020 – 2022) and we will continue to offer both virtual and face to face delivery for the foreseeable future.
- All learners have open access to the careers resource area and careers resources within the careers area and on line.
- Careers Guidance is offered by an independent and qualified guidance Careers Guidance Adviser who holds a Level 7 qualification and who is a Registered Professional with the Careers Development Institute.
- Learners have their individual needs taken into account and are supported in the development of their understanding of CEIAG by the Careers Adviser, Co-ordinator, Careers Lead, their teachers within subjects, their tutors, Director of Learning and their SENCO. The Careers Adviser attends all

annual reviews of pupils with EHCPs and all CLAs have annual meetings with her to ensure pathways are opened up, understood and explored

- All learners have the opportunity to benefit from careers information advice and guidance that is balanced and ensures all learners, particularly those at KS4, have access to information about technical choices as well as academic routes for the future.
- Career Mark Gold is revalidated Jun 2022 and platinum planned for and reached thereafter.

CEIAG Curriculum Delivery

The CEIAG curriculum is delivered to all pupils, who are encouraged to follow career paths that suit their own particular strengths, skills and interests without stereotyping. All pupils are given the same opportunities and diversity is encouraged and celebrated. Careers education is delivered through PSHE in years 7 to 11. In addition, we invite outside stakeholders to enrich our programme through either face-to-face delivery in assemblies, tutorials and 1:1 sessions or external visits. The delivery is both formal and informal and permeates the whole curriculum. These include visitors from FE/HE and local Training Providers and Employer Encounters. We also have strong links with the Careers & Enterprise Company and a Careers & Enterprise Adviser. Careers insights are also delivered through different subject areas, linking curriculum with careers. Tutorial time is also utilised for delivery of careers related information.

Our independent, professionally qualified Careers Adviser (Level 7) comes into school 2 days a week and conducts 1:1 50-minute interviews with all Year 11 pupils and other targeted pupils throughout the year. We recognise the key role that parents and carers play in career choices and they are welcome to attend these interviews with their children. The Careers Adviser also leads group work sessions with pupils, attends careers events, curriculum and parents' evenings. The work she does with pupils is documented and pupils are tracked through the school to ensure that they make well informed choices post 16 and manage that transition successfully.

Our adviser also supports our SEN pupils offering guidance interviews from Year 7 onwards and attends Annual Review Meetings.

Careers information and advice can also be accessed via our [Careers Portal](#) on the school website through Careerpivot, Career Companion and E-Clips (on-line). We also offer paper-based materials including information leaflets and prospectuses which are available in the designated careers area and in the resource centre.

The careers education programme for each year is set out in the Learner Entitlement Statement – [Appendix 1](#) and the Medium Term Plans (MTPs).

Entitlement

Pupils are entitled to CEIAG which meets professional standards of practice, and which is person-centred, impartial and confidential. It will be integrated into pupils' experience of whole curriculum, and be based on a partnership with pupils and their parents/carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity, and also promote equality of opportunity, inclusion and anti-racism. The Learner Entitlement can be seen in [Appendix 1](#).

Monitoring, Review and Evaluation

The careers education programme is monitored and evaluated annually by the Careers Leader, Careers Co-ordinator and independent Careers Adviser and a Strategic Action Plan is prepared – [Appendix 2](#). The programme is mapped against the [CDI Career Development Framework](#) and [Gatsby Benchmarks](#). When reviewing the programme, the [School Improvement Plan](#) will also be incorporated to ensure that the careers department is fully supporting the whole school aims. The careers programme is also audited against the CEC Compass Self-Audit tool. This helps logs the activities undertaken and supports strengths and areas for improvement.

Evaluations are given to staff, pupils, parents/carers and all stakeholders who support the school. These are analysed and the results form part of the annual review. These outcomes identify areas for development which can be implemented.

Careers Guidance is monitored and evaluated annually through discussion with key staff, senior leadership team and by way of questionnaires to pupils after their 1:1 guidance interview. The contract between the independent career's adviser is evaluated annually.

Year 11 progression data (destinations) is used to monitor the effectiveness of both careers' education and careers guidance.

Staffing

Responsibility for CEIAG within St Joseph's Catholic School is a partnership between the teaching staff, Careers Leader, Careers Co-ordinator and the Independent Careers Adviser who are responsible to the Head and Governor with responsibility for Careers.

Work experience is planned and implemented by the Careers Co-ordinator.

All staff contributes to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered by form teachers and complemented by external providers which include both external and internal visits. The careers programme is planned, monitored and evaluated by the Careers Co-ordinator and overseen by the Careers Leader. The independent Careers Adviser provides specialist careers guidance. Careers information is available via the Careers Portal and all relevant FE & HE prospectuses and paper resources are available in the Careers designated area and the Resource Centre. Both of these areas are maintained by the Careers Co-ordinator. Careers information can be accessed via the internet. Staff training needs are identified and form tutors are kept updated via small group sessions with our independent Careers Adviser. The school endeavours to meet training needs to ensure that staff is up to date with the latest requirements. Any external training is disseminated back to relevant staff.

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved. All online resources are easily accessed through the links on the school website. Parents are kept up to date with careers related information through emails and text messages sent out by the Careers Co-ordinator.

Role of the Careers Leader

In line with current statutory guidance, St. Joseph's Catholic School has appointed a Careers Leader whose role is to assist young people's career learning, planning and development by leading and managing the development of careers education, information and guidance (CEIAG). The Careers Leader advises the Senior Leadership Team and governors, facilitates the contribution of colleagues and partners, develops the careers programme, organises resources and secures high standards of teaching, learning and guidance.

Key accountabilities:

- To support the development of effective and continually improving careers education, information and guidance for young people.
- To support pupils and parents through the delivery of high-quality careers guidance.
- To facilitate the contribution of colleagues and a range of partners to young people's career learning, planning and development.
- To select and provide curriculum resources, activities and services to meet young people's career needs.
- To ensure continuing professional development for themselves and others to secure high standards of careers teaching, learning and guidance.

Resources

Funding is allocated in the annual budget with the Careers Leader being responsible for the effective deployment and preparation of resources. Resources are maintained centrally on the school shared resources are for all staff to access.

Information and Implementation

- Careers resources
 - a wide range of materials and access to ICT
 - open throughout the school day
 - situated in the career's office in the Benedict Building
- Independent Careers Adviser
 - available to all pupils at lunchtime drop-in sessions on Mondays and Tuesdays
 - individual interviews with year 11's and other identified pupils throughout the year
 - available at parents/carers evenings
 - appointments available for parents/carers by request
- Parents/Carers Evenings
 - Careers Adviser and Careers Lead are available at Parents/Carers Evenings and Options Evenings from years 9-11.

- IT
 - A range of software products are available for pupils and parents/carers to use and can be accessed through the Careers Portal. These include:
 - Careerpilot
 - Careercompanion
 - E-Clips
 - National Careers Service
 - Gov UK Apprenticeship Site
 - Labour Market Intelligence – Work Wiltshire

Recording Mechanisms for CEIAG

CEIAG is recorded through the following:

- Action Plans – Careerpilot post all 1:1 guidance interviews and follow-up interventions
- Tracking and Monitoring Sheets
- Destinations Reports
- Compass Audit Tool

Partnership Working

St. Joseph's Catholic School continues to strive to form effective partnership links with local employers, 14–19 providers in both education and training and HE providers (See Appendix 3)

Handling Sensitive and Controversial Issues

The nature of CEIAG means that sensitive and controversial issues may arise. Any issues arising should immediately be reported to the designated Safeguarding Lead within school and dealt with in line with the relevant school policies and approaches. Referrals will be made only by the named member of staff and must be dealt with sensitively by all parties involved.

Quality Assurance

St. Joseph's Catholic School completes the Careers and Enterprise Company's Compass Tool audit on a 4 monthly basis, to monitor the progress towards meeting the 8 Gatsby Benchmarks as part of the statutory duty.

St. Joseph's Catholic School is currently working towards re-accreditation of CEIAG by revalidating its Quality in Careers Standard award, provided by Career Mark to quality assure the provision of CEIAG delivered in the school. Career Mark is important as the school wants the pupils to achieve high standards, see the value and relevance of their learning, both to themselves and the working world and to make good choices that are successful to them. Using Career Mark will enable St. Joseph's Catholic School to deliver the best possible careers education and employability skills development programme, which is sophisticated, integrated and effective.

Consultation, Dissemination and Review

- Careers Education is monitored and evaluated annually. Careers Guidance is monitored and evaluated with the independent Careers Adviser on an annual basis to ensure that the provision is meeting the needs of the pupils.
- The programme is reviewed annually by the Careers Leader and SLT. Changes and improvements to the programme feed into the Department Improvement Plan along with timescales for completion.
- When reviewing the programme, the School Improvement Plan is used to ensure that the Careers Department is fully supporting whole school aims.
- All staff are made aware of the CEIAG Policy and their role in supporting it.
- This policy will be published on the school's website in a way that it enables pupils, parents/carers, teachers and employers to access and understand it.

APPENDIX 1 – CEIAG Learner Entitlement

Overview

CEIAG is an important and integral part of the work and life of our school.

All learners have access to unbiased, free, and impartial careers advice and are actively encouraged to take responsibility for their futures and plan and manage their own personal development and career progression. All this is currently delivered through a structured careers programme across all year groups. Learners have access to relevant up to date information via Careerpivot, Career Companion and eCLIPS; they are given opportunities to taste or try out possible careers through taster sessions and work experience and can take part in a full range of careers activities both in and outside of school. In 2022, we have been able to introduce Skills Day across the whole school, a day in which all learners are enabled to access a diverse range of employers, apprenticeship and training providers alongside FE and HE contributors. These outside agencies led workshops accessible for all year groups. Our school is both flexible and adaptable in its approach to careers education. Individual learner's needs are constantly evaluated and the programme changed or adapted to ensure that it is fit for purpose and supportive of equal opportunities. The most important aspect of CEIAG is to ensure that learners are prepared and supported to make well informed and realistic decisions post 16 and develop skills as lifelong learners.

Parents are actively encouraged to be involved in all aspects of their child's progression and future prospects. They have access to form tutors, subject leaders, Directors of Learning and specialist Advisers, through parents evenings, careers fairs, initiative evenings (e.g. Work Experience introduction) and progress review meetings. During the period of the pandemic, these have taken place virtually. CEIAG is available to parents and carers direct; via Careerpivot but 1-1 meetings can be arranged with specialists if required.

Curriculum

All learners experience a relevant and appropriate careers curriculum which promotes equal opportunities, British Values, challenges stereotypes, raises aspirations and encourages learners to reach their full potential. Learners are taught to take responsibility for their futures and encouraged to make full use of the learning opportunities, resources and events made available to them.

Careers Education at KS3 & KS4

Access our Career Development Audit mapped against the CDI framework here:

<https://sjcs.org.uk/career-development-audit>

Learners in KS3 begin discovering and exploring options and pathways open to them. They learn about the value of investing in learning, career development and start planning for their future. All learners are catered for with specialist SEN support and higher attaining pupils identified and encouraged to raise aspirations and achieve their full potential.

Year 7

- Careers education programme delivered through fortnightly PSHE sessions by form teachers through structured lessons mapped against the CDI Framework for careers, employability and enterprise education
- 'Challenging Stereotypes' assembly: an introduction to CEAIG with a focus on tackling gender stereotypes and pre-empting prejudice by inviting outside agencies into school
- SEN pupils identified and supported by SEN team (information passed to outside agencies).
- Higher Attainers encouraged to raise aspirations through HA booklets and HA extra-curricular events.
- Higher Education awareness – Bath Spa University – targeted at Pupil Premium pupils.
- All Year 7 pupils have access to 1:1 guidance interviews and lunchtime drop-in sessions with our impartial independent careers adviser.
- Introduction to Careerpilot
- Virtual and in person employer engagement
- Skills Day – an opportunity to explore a full range of possibilities for their future

Year 8

- Careers education programme delivered through fortnightly PSHE sessions by form teachers through structured lessons, including an introduction to the Buzz Test, mapped against the CDI Framework for careers, employability, and enterprise education
- Embedding the importance of careers education by developing the skills they need to start planning and managing their own personal and career development.
- Various external and internal visits promoting STEM pathways (e.g. Sparsholt visit, Skills Day)
- Higher Attainers encouraged to raise aspirations through team events, activities and curriculum-based booklets
- Higher Education Awareness – Bath Spa University – targeted at Pupil Premium Pupils.
- Introduction to Careerpilot.
- All Year 8 pupils have access to 1:1 guidance interviews and lunchtime drop-in sessions with our impartial independent careers adviser.
- Virtual and in person employer engagement
- Skills Day – an opportunity to explore a full range of possibilities for their future

Key Stage 4

Learners in KS4 concentrate on exploring post-16 opportunities, which includes preparation for the “world of work”. Pupils spend one week on work experience where they learn about the work placement, health and safety and experience what it is like to be an employee. Pupils also have the opportunity to apply for virtual work experience placements throughout the year using platforms which include Speakers for School, Springpod and Pre-med Projects. Pupils are supported to make informed decisions when planning their future. All learners are catered for with specialist SEN support and higher attaining pupils identified and encouraged to raise aspirations and achieve to their full potential.

Year 9

- Careers education programme delivered through fortnightly PSHE sessions by form teachers through structured lessons mapped against the CDI Framework for careers, employability and enterprise education
- All Year 9 pupils have access to 1:1 guidance interviews and lunchtime drop-in sessions with our impartial independent careers adviser.
- Introduction to Careerpilot and Careerpilot sessions in school for awareness about Post 16 options.
- Range of structured lessons promoting British Values and Skills for Life, road safety, drug awareness, delivered fortnightly through structured PSHE lessons.
- University visits to promote and raise awareness of higher education. Bath Spa University do workshops for Pupil Premium pupils in school, and there is a visit to Bath Spa for Year 9 in the summer term.
- Higher Attainers encouraged to raise aspirations through team events, activities and curriculum-based booklets in English Language, French, Spanish, History, Geography, Sociology and RE.
- Entry to the Salisbury Education Challenge Competition, run and organised by the Salisbury Chamber of Commerce.
- Virtual and in person employer engagement
- Career workshops as opportunities arise
- Virtual Work Experience opportunities
- Skills Day – an opportunity to explore a full range of possibilities for their future

Year 10

- Careers education programme delivered through fortnightly PSHE sessions by form teachers through structured lessons mapped against the CDI Framework for careers, employability and enterprise education
- All Year 10 pupils have access to 1:1 guidance interviews and lunchtime drop-in sessions with our impartial independent careers adviser
- Range of structured lessons promoting skills for life delivered fortnightly through structured PSHE lessons
- Use of Careerpilot to research labour market, raise aspirations and explore possibilities for their future
- Interview preparation and Mock Interview Day– learners are taught how to write a CV and letter of application. Their paperwork is then scrutinised by local businesses who then offer their services for Mock Interview Day where pupils go through the process of a formal interview. After the mock interview, they are given feedback by the employer and a self-evaluation is completed by the learner
- Work Experience Parent/Carer Information session
- Work Experience – A 1 week placement with an employer, experiencing the world of work – this is evaluated by the employer and a self-evaluation is completed by the learner
- Updating Progress Files
- SEN, vulnerable and children looked after have a 1-1 interview with an independent careers adviser – an action plan is compiled and their progression monitored to ensure sufficient IAG and support are in place for post 16 decisions
- Learners tracked to ensure progress is being made and learners are on target to meet predicted grades.

- Encouragement to attend raising awareness events such as a Careers Fair/information sessions to promote awareness of future career opportunities
- Skills Day – an opportunity to explore a full range of possibilities for their future
- Women in Engineering Day at Chippenham College
- Virtual and in person employer engagement
- Visit to Winchester University
- Higher Attainers visit to Oxford University
- Higher Attainers encouraged to raise aspirations through team events, activities and curriculum-based booklets in English Language, French, Spanish, History, Geography, Sociology and RE
- Further Education & 6th Form visits for all pupils
- Post-16 Parent/Carer Information evening
- Career workshops provided by external agencies
- Enterprise Adviser briefing session about the world of work and employer expectations
- Apprenticeship briefing sessions – ASK on all Level available (including Higher and Degree)
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Year 11

- Careers education programme delivered through fortnightly PSHE sessions by form teachers through structured lessons mapped against the CDI Framework for careers, employability, and enterprise education
- Range of structured lessons promoting skills for life delivered fortnightly through structured PSHE lessons.
- Further Education, Higher Education and apprenticeship awareness sessions are arranged. Providers are invited to address the year group and promote their offer.
- Oxbridge Awareness Day – South Wilts Grammar School.
- Apprenticeship briefing sessions – ASK on all Level available (including Higher and Degree)
- SEN, vulnerable and children looked after have immediate access to any number of 1-1 interviews with our Independent Careers Adviser – Action plan compiled and results shared with form tutor/careers coordinator to ensure any action points are addressed and any support required put in place
- All Year 11 pupils have access to 1:1 guidance interviews and lunchtime drop-in sessions with our impartial independent Careers Adviser
- Learners tracked to ensure progress is being made and learners are on target to meet predicted grades– any additional support required is identified and put in place
- Encouragement to attend raising awareness events such as a Careers Fair/information sessions to promote awareness of future career opportunities.
- Virtual and in person employer engagement
- Support via Careers coordinator/Independent Careers Adviser/Form Tutors to complete FE application forms.
- Skills Day – an opportunity to explore a full range of possibilities for their future
- Updating Progress Files
- Finance Workshops – True cost of living
- Regular monitoring by careers coordinator to ensure learners are fully prepared for post 16 decisions.

All aspects of the curriculum are planned and delivered in accordance with the school development plan and careers policy.

APPENDIX 2 – CEIAG Strategic Action Plan 2022–23

Vision

At St Joseph's we look to maximise the broadest range of life chances for all our pupils. We look to ensure that all our pupils hold ambitions that challenge both their own, and others' expectations.¹ With regard to CEIAG, this means that we are absolutely committed to:

- Grow throughout life
- Explore possibilities
- Manage career
- Create opportunities
- Balance life and work
- See the big picture²

At St Joseph's we recognise that each child is an individual and made in the image of God. This therefore means that CEIAG opportunities will be tailored with the needs of the individual constantly in mind.

Strategic Objectives

Objective 1: Gatsby Benchmarks 1–8

Review the CEIAG offering of St Joseph's mapped against the Gatsby Benchmarks and new CDI Framework

Objective 2: Gatsby Benchmark 1, 3, 4

Development of CEIAG in the curriculum – identify and evidence about when, where and to what extent teachers talk to students about careers using their subject.

Objective 3: Gatsby Benchmark 3, 4, 5, 6

Progress Files Development – reinstate the use of Progress Files for Year 10 students, utilising a student working group to advise and develop.

Objective 4: Gatsby Benchmarks 1, 2, 3, 4, 5, 7, 8

Evaluation of CEIAG opportunities for pupils, parents/carers, staff and all stakeholders – audit and then add to opportunities to evaluate CEIAG across all stakeholders

¹ St Joseph's Catholic School Curriculum Intent

² *Career Development Framework* Career Development Institute, April 2021 [CDI 107–Framework Handbook.indd \(thecdi.net\)](#)
CEIAG Policy

Action Plan³

| Objectives | Actions | Responsible | Time | Outcomes | Progress |
|--|---|--------------------------------------|---------------|---|--|
| 1) Review the CEIAG offering of St Joseph's, mapped against the Gatsby Benchmarks and new CDI Framework | Review all aspects of CEIAG – activities, opportunities, events, lessons, individual interviews, small group workshops | SFE, SGL and FNO | By July 2022 | Inform Careers Team of any gaps in CEIAG and provide a progressive programme for all learners | Will lead to development of progressive careers programme shaped and driven by a strategic careers plan, enabling students to make well informed choices |
| 2) Development of CEIAG in the curriculum – identify and evidence about when, where and to what extent teachers talk to students about careers using their subject | Discuss with RRO with regard to disseminating a 'Careers in the Curriculum audit': things that have happened or will be happening from Sept 2021 onwards in departments. Identify lessons in which students have been specifically told about any careers relating to the subject | SGL, SFE and FNO | By April 2022 | Identify subjects that are contributing to CEIAG knowledge formally and informally | Training to be delivered to staff summer 2022 so that they are confident sharing knowledge of CEIAG within curriculum area. Staff to feel empowered discussing subject career opportunities. To be audited 2022-23 |
| 3) Progress Files Development – reinstate the use of Progress Files for Year 10 students, utilising a student | Planning meeting with small group of Year 10s to discuss Progress Files and reinstating them. Invite OFO to share importance. | SFE, FNO and SGL Support from CBL | Asap 2022 | Progress Files to be evaluated | Progress Files to become an important part of the KS4 CEIAG curriculum: providing a tool for students to capture, organise and communicate their work and achievements |

³ Format as advised by the Careers and Enterprise Company
CEIAG Policy

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| working group to advise and develop | Plan with students and staff what to be included and when to start using them. | | | | |
| 4) Evaluation of CEIAG opportunities for pupils, parents/carers, staff and all stakeholders – audit and then add to opportunities to evaluate CEIAG | Write audits to be completed by students in PSHE/tutor sessions regarding recent CEIAG activities. Create SurveyMonkey questionnaire for staff Write CEIAG information letter for parents/carers of relevant year groups Parent/carers evaluation to be encouraged Feedback requested from Enterprise Adviser and other stakeholders | SFE, SGL and FNO | To Sept 2023 | 2022: 3 year groups to be targeted with parental/carer information, audits Staff Survey Monkey 2023: all parents/carers to be contacted with information and audited | Careers Team to be fully aware of gaps in CEIAG provision through audits by July 2022. Any gaps in provision to be amended. |

Appendix 3 – Partnership with local employers, 14–19 providers in both education and training

WITH THANKS

We would like to say a huge “THANK YOU” to all the employers who have come into St Joseph’s School to support our pupils with Mock Interview Day:

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| DSTL | National Citizen Service West |
| DSTL Police | Bluebird Care |
| Premier Fire Security | Babcock International |
| Motor Vehicle/Sport | Sid Hayden – Avon Protection |
| Army Recruitment ACC Salisbury | Roger Thomas – Art of Training |
| Bluebird Care | Daniel Rhind-Tutt – Chamber of Commerce |
| Five Rivers Recruitment | Rosie Fellows – WIN : Bath University |
| Blue Bee Solutions | Jenny Cooper & Clare Threadgold – Wiltshire Creative |
| Assistant BTEC Sport Lecturer & Coach Saints Foundation | Neil Prigent – JASHair |
| Andover/Sparsholt College | WON – (Wessex Outreach Network) |
| Wiltshire College (Salisbury) | Catenians |
| ABC Networking Ltd | |

Colleges/6th Forms/FE/HE/Employers who have supported us throughout the years delivering information sessions/workshops to our pupils:

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|--|----------------------------------|
| Bath Spa University | ASK |
| Winchester University | Department of Work and Pensions |
| Oxford University | CSW Enterprise |
| Wiltshire College (Chippenham) | Wiltshire Council |
| Wiltshire College (Salisbury) | Careers and Enterprise Company |
| Salisbury 6 th Form College | Chamber of Commerce |
| Andover College | Princes Trust |
| South Wilts Grammar School | Five Rivers Recruitment |
| Sparsholt College | Wessex Outreach Network (WON) |
| Burgate 6 th Form | Wessex Inspiration Network (WIN) |
| Brockenhurst College | Education Business Partnership |
| Sarum Academy | Sports for Champions UK CIC |
| Bishop Wordsworth 6 th Form | Wessex Archaeology |
| Babcock International | Salisbury Museum |
| The Talent Foundry | Chelsea FC Foundation |
| Solomon Theatre Company | Salisbury Army Careers Centre |
| Risky Business (H&S Training) | |



Skills Day 2022 – Partnerships with local employers, 14–19 providers in both education and training.

Andover College – Music
Andover College – Hairdressing
Andover College – Explore Andover College
Army – Out on the Field
Arts University Bournemouth – Creative Careers
Babcock – Making Planes
Boeing – Making Parachutes
Careers at Sea
DSTL – Engineering
Five Rivers – Care Industry
Go Green – Waste Management and Sustainability
Haddon Training – Equine
National Air Traffic Control – Air Traffic Control
New Forest Education – Green Careers
RACPD – Equine Apprenticeships
RAF
S6C – Marketing and Building a Brand
S6C – Film Directing
S6C – Sport out on the field
Salisbury Museum – Routes into Heritage Museums, Archaeology and History
Sarum Academy – Exploring Sarum Academy
Sodexo – Hospitality and Catering (Cake making)
STEM – Measuring and Evaluating Sound
STEM – Civil Engineering and the Built Environment
Totally Living Care – Care
Wessex Archaeology – Carousel of Archaeology
Wiltshire College – Working with Green Screens
Wiltshire College – Motor Vehicle
Wiltshire Council – Apprenticeships