



*Saint Joseph's*  
CATHOLIC SCHOOL

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# **CEIAG Learner Entitlement Statement**

June 2019

ST JOSEPH'S CATHOLIC SCHOOL  
CHURCH ROAD  
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SALISBURY  
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# St Joseph's Catholic School – 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 of this is currently delivered through a structured careers programme across all year groups. Learners have access to relevant up to date information via Career Companion; 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 out of school. All Year 10 and 11 learners attend a careers fair inviting a full range of employers, training providers, voluntary sector, 6<sup>th</sup> Form, Colleges and Universities attend.

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.

Parents are actively encouraged to be involved in all aspects of their child's progression and prospects. They have access to form tutors, subject leaders, heads of houses and specialist advisors, through parent's evenings, careers fairs, initiative evenings (e.g. Work Experience introduction) and progress review meetings. CEIAG is available to them direct; via Career Companion 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.

## Key Stage 3

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 (January 2018)
- 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.
- Access to an independent and impartial careers adviser through lunchtime drop-in.
- Introduction to Progress Files.

## **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 (January 2018).
- 1-1 with a Deputy Head to discuss personalised curriculum (Options). Parents are actively encouraged to attend the meeting. Predicted grades, subject preferences and suitability of courses are discussed in line with learner's career plan. An interview can also be arranged with our independent and impartial careers adviser.
- Solomon Theatre Company highlighting Post 16 choices in Further Education & Higher Education progression routes and promoting apprenticeships.
- 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.
- Higher Attainers encouraged to raise aspirations through team events, activities and curriculum based booklets (History Club advising Salisbury Museum).
- Higher Education Awareness – Bath Spa University – targeted at Pupil Premium Pupils.
- Updating Progress Files.
- SEN learners have a transitional review – Outside agencies attend and compile an action plan – progress monitored into KS4
- Introduction to Careerpivot to support GCSE option choices.
- All year 8 pupils have access to 1:1 guidance interviews and lunchtime drop-in sessions with our impartial independent careers adviser.

## **Key Stage 4**

Learners in KS4 concentrate on preparing for the “world of work” by exploring options and pathways open to them post 16. Pupils spend one or two weeks on work experience where they learn about the work placement, health and safety and experience what it is like to be an employee. Pupils are supported to make informed decisions when planning their future. All learners are catered for with specialist SEN support and able, talented and gifted 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 (January 2018)
- All Year 9 pupils have access to 1:1 guidance interviews and lunchtime drop-in sessions with our impartial independent careers adviser.
- Introduction to Careerpivot and Careerpivot sessions in school for awareness about Post 16 options.
- Range of structured lessons promoting British Values and Skills for Life, road safety, drug awareness, challenging stereotypes and looking at their “personal Curriculum” – delivered fortnightly through structured PSHE lessons.
- University visits to promote and raise awareness of Higher Education. Bath Spa University – for Pupil Premium pupils.
- Higher Attainers encouraged to raise aspirations through team events, activities and curriculum-based booklets in English Language, French, Spanish, History, Geography, Sociology and RE.

- Enterprise Day – Range of hands-on activities promoting apprenticeships and employment opportunities provided by local FE College and Training Providers. It also provides opportunities to experience STEM workshops with employers.
- Entry to the Salisbury Schools Challenge Competition, run and organised by the Salisbury Chamber of Commerce.
- Updating Progress Files.

## **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 (January 2018).
- 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 British Values and Skills for Life delivered fortnightly through structured PSHE lessons.
- Interview preparation and Mock Interview Day– Learners are taught how to write a CV, letter of application, and complete an application form. 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.
- Health and Safety training completed for Work Experience
- Work Experience – A 1 week placement with an employer, experiencing the world of work – this is evaluated by the employer and a self-evaluation completed by the learner
- SEN, vulnerable and children in care 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 “Skills Taster Day”, “Careers Fair” – to promote awareness of future career opportunities.
- Women in Engineering Day at Chippenham College.
- Geoscience day including workshops, S6C.
- 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.
- Oxbridge Awareness Day – South Wilts Grammar School.
- Further Education & 6th Form visits for all pupils.
- Apprenticeship briefing sessions – ASK.
- Outside employers support for pupils producing personal statements and CV preparation alongside our independent Careers Adviser.
- Updating Progress Files.

## **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 (January 2018).

- Range of structured lessons promoting British Values and Skills for Life delivered fortnightly through structured PSHE lessons.
- SEN, vulnerable and children in care 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 quarterly 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.
- Further Education, Higher Education and apprenticeship awareness sessions are arranged. Providers are invited to address the year group and promote their offer.
- Access to attend Careers Fair – to promote awareness of future career prospects
- Support via Careers coordinator/Independent Careers Adviser/Form Tutors to complete FE application forms.
- Regular monitoring by careers coordinator to ensure learners are fully prepared for post 16 decisions.
- Higher Attainers encouraged to raise aspirations through team events, activities and curriculum-based booklets in English Language, French, Spanish, History, Geography, Sociology and RE.
- Updating Progress Files.

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