

## CEIAG programme

### Student entitlement at Swanlea School

<b>By the end of Year 9, students will:</b>
Have found out more about themselves, including their skills and talents, personal qualities, and possibilities for change
Know how to make decisions, such as choosing GCSE/BTEC options, and being aware of future choices and pathways e.g.
Have learned about equal opportunities
Have used online portals (such as National Careers Service website, Unifrog) to find out more about the types of work they are suited to and interested in and education pathways
Have discovered more about the world of work and the choices they have to make
Have started the process of action planning for life after education
Have an opportunity to visit a place of higher education
Have access to careers interviews with the independent careers advisor
<b>By the end of Year 11, students will:</b>
Have had at least 5 encounters with employers,
Have found out more about the types of work in which they are interested in
Have explored their future career paths and made informed decisions about their post 16 choices
Have received information about their post-16 options
Have had a guidance interview with the independent careers advisor and developed an action plan
<b>By the end of KS5 all students will have:</b>
Extended their self-knowledge, career exploration, career management, key employability skills
Developed their career capital
Devised a set of personal criteria to help them identify appropriate routes to their goals
Researched, evaluated, obtained guidance on, chosen and applied for an appropriate opportunity and if necessary financial support
Made a back-up plan in case things go better or worse than expected
Have access to careers interview with the independent careers advisor

### Activities

#### **Intentions survey**

We offer pupils a wide range of experiences and activities throughout their time at Swanlea School, at the start of Year 7 and Year 10 students will be asked to fill in a survey identifying up to 5 areas of work that they are interested in finding out more about, and for them to think about their future aspirations. The information is also used to provide activities and speakers to facilitate their understanding of that type of work.

#### **PHSEE careers programme**

Every student in the school **has one lesson every half term dedicated to careers** as part of the PHSEE programme of study. The lessons are provided with resources to enable students to learn about their future careers and develop employability skills.

#### **Meet the professional**

As well as the PHSEE programme, Swanlea School is developing students' awareness of careers throughout the curriculum. Speakers from different industries are invited into lessons and assemblies to speak about their job/career.

### **One to one careers interview**

Independent careers advice and guidance is a crucial part of supporting students with choices and aspirations. Students in Year 11 will have their one to one careers interview with an independent careers advisor. All other students are informed about the one to one interview provision via the Aspire notice board outside the library so can self-request, they can also be referred by their tutor or their teachers. The careers advisor is able to offer advice to student in the following areas:

- Careers advice
- Part-time work and CV writing
- Volunteering opportunities
- Getting involved in activities outside of school such as youth clubs, drama or sports
- Student finance

### **Careers fair**

A careers fair is organised where a number of exhibitors (up to 20) from different industries including Universities and legal practitioners attend school in order to facilitate direct interaction between students and industry representatives.

### **Professional interview day**

Students in Year 10 participate in the professional interview day, where they are interviewed by professionals. This teaches the students key employability skills as they receive feedback on their presentation and performance at the interview.

### **Careers information and advice**

Every student has access to the online portal Unifrog which is a digital platform that supports careers and aspirations by combining a comprehensive source of information with a personalised student experience.

### **Other information**

Parents who would like further information about the CEIAG programme at Swanlea School can contact the relevant tutor, Learning Co-ordinator or Careers Leader (contact details below). The school measures and assesses the impact of the careers programme on students by carrying out surveys with all students, takes feedback via the school council and carries out evaluations of CEIAG activities.

The CEIAG programme at Swanlea School ensures opportunities for a range of education and training providers to access all pupils for the purpose of informing them about approved technical education qualifications and apprenticeships. Any providers wanting to access students can contact the Careers Leader via the details below. Granting and refusing requests for access will be dependent on availability of providers to attend timetabled careers lessons, assemblies or careers events. Providers should also refer to the school's Safeguarding policy available on the School website. The school will provide the appropriate school facilities (classrooms, assembly hall, sports hall, gym, events rooms) and resources to support a provider visit.

### **Careers Leader contact details:**

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