

# CEIAG

## (Careers Education, Information, Advice & Guidance)



We provide our students with a full Careers Education, Information, Advice and Guidance (CEIAG) Programme to ensure that our students are ready and prepared for their next steps. Various experiences, opportunities and information are coordinated to help students make informed choices for future study and work.

At The Lakes School we aim to deliver CEIAG through an integrated programme providing students with a wide ranging input from school staff, our students, parent/carers, the business community and employers, and a range of education providers – colleges, universities and training institutions.

The ongoing development of CEIAG is guided by the Gatsby Benchmarks via the Department of Education. As a school we review and update our provision through feedback, evaluation and the 'Compass Audit'. We attend regular meetings through the South Lakes Federation to discuss our career programme and share best practice to give our students the best possible advice.

Mr Griffiths, Head of Humanities, has responsibility for CEIAG in the school. He can be contacted through the normal school channels.

### Whole School Overview of CEIAG

Careers advice can be accessed throughout the year by organising an informal meeting with Mr Griffiths. Students from any year group are welcome to drop in at break or lunch with any queries about colleges, apprenticeships, universities or careers in general. We are developing opportunities for further impartial careers advice from service providers in the county. These opportunities will be available later in the school year.

We have a dedicated section of the library for careers and a further set of resources can be accessed in the Sixth Form area. There are prospectuses from all the local colleges and training providers, along with a large selection of university brochures on display. There is also a selection of books about various different careers and pathways including apprenticeships.

All students in Years 9, 10 and 11 are given the opportunity to discuss their future career plans and their options moving into GCSE or further education. These will be conducted at key points during the year in order to give the best possible advice prior to decisions such as GCSE options and post-16 pathways. These will be conducted by members of SLT or Form Tutors.

The Lakes School runs an annual Careers Fair organised by our Sixth Form Business students and this is well attended with representatives from both local and national employers as well as colleges, universities and volunteer organisations. Year 9, 11, 12 and 13 all attend the careers fair.

Employer voice is an important aspect of careers advice and at The Lakes School we provide numerous opportunities for pupils to hear directly from employers across the county. This will often be via year group assemblies but is also made possible with visits organised throughout the year to Careers Fairs held at a wide range of locations. In some cases we may advise attendance to events geared towards a specific year group. In other cases we will select smaller groups of pupils who have a specific career focus eg NHS recruitment.

Inspira also meet our CLA students and EHCP Yr 11 students.

Lakes School students can expect the following CEIAG provision through the school.

### **Career Programme: Year 7**

- Students will complete the “Aspirations” unit as part of the PHSE programme. In this unit pupils meet with our current sixth form to discuss career paths and ambitions.
- Employer voice is provided via year assemblies to allow students to meet inspirational business people who talk about their career paths.

### **Career Programme: Year 8**

- Students will complete a skill-based unit which aims to develop articulation and presentation skills.
- Assemblies are used for inspirational speakers.

### **Career Programme: Year 9**

- Students take part in a “Managing Finances” project delivered through the PHSE programme
- Students complete a further research-based unit investigating the range of career pathways and linking this to option choices.
- All students attend the GCSE open evening at school to speak to subject staff with their parents.
- All students have a meeting, with a senior member of staff to discuss their possible future career and their GCSE choices.
- All students attend the careers fair in school.

### **Career Programme: Year 10**

- Students will complete a focussed unit on careers-based skills including CV writing, Letter writing, Job-Advert responses.
- Students will have the opportunity to complete the Myers-Briggs test and discuss their responses in relation to careers and ambitions.
- All students have a meeting, with a senior member of staff to discuss their possible future career and future choices post 16.
- All students have mock interview with employers who provide feedback about their interview.
- All students are encouraged to participate in employer talks.
- Students with identified interests in career opportunities will be guided to a range of county-wide career fairs, college open days.

### **Career Programme: Year 11**

- All students attend the careers fair at TLS where they can meet employers, universities and colleges.
- All students are encouraged to participate in employer talks.
- Groups of students attend a college open day in school time. Open evening events for college providers are shared via form tutors and parents.
- Students interested in attending Sixth Form attend our open evening where we also have an impartial careers adviser and NCS.
- NCS (National Citizens Service) assemblies.
- All EHCP and CLA students meet Inspira as well as any student identified as a possible NEET.
- Apprenticeships assembly led by Inspira.

### **Career Programme: The Lakes School Sixth Form**

- All students attend the Careers Fair at TLS where they can meet employers, Universities and Colleges.
- All students are encouraged to participate in employer talks regularly held in school.
- NCS (National Citizens Service) assemblies.
- All students interviewed to discuss possible career paths and FE/Apprenticeship ideas.
- All students supported through the UCAS process with ongoing advice from Form Tutors
- Open days are advertised through Form Tutors and noticeboards.
- Apprenticeship opportunities are advertised through Form Tutors and parents/carers are emailed with details of apprenticeships.
- Employer voice is used to advise pupils via assemblies on local and national job opportunities and training courses and apprenticeships.
- Students are encouraged to complete work experience and other voluntary work in their study periods.
- Our Careers Library is accessible to all students and has University prospectuses, information about UCAS applications and careers in general.