

## Simon Langton Grammar School for Boys

### Careers Education, Information, Advice and Guidance (CEIAG) Programme 2018

We recognise the importance of supporting and guiding our students through the process of planning their futures, in further education (FE), higher education (HE) or in employment opportunities. A CEIAG programme has been formulated to make sure that students are able to make informed decisions and choices at the different transitions points.

All staff play a pivotal role in preparing students for their future education and career choices. CEIAG is delivered in a variety of contexts, viz through PSHE, tutor time, special events, assemblies and within individual departments.

#### Objectives

Pupils will, as a result of the CEIAG programme:

- develop a greater understanding of their abilities and attributes
- secure improved understanding of the opportunities open to them
- understand more effectively the labour market and expectations of employers
- learn to make pertinent decisions about their futures
- be able to manage change at key transition points in their scholastic careers
- discover how to improve their employability: how to look for employment, how to obtain employment, how to progress their careers

The STEP programme (further details are detailed below) in Years 7-11 provides the foundation for achieving the above objectives. However, assemblies by AOTS in Year 8, an Enterprise Day in Year 9 and additional CEIAG lessons undertaken in Year 10 PSHE and a successful Year 11 mock interview day in October each year supplement the activities undertaken by FTs in tutor time. In Term 6 of Year 12, a number of presentations relating to university are made by both Langton staff and external speakers primarily to students but also to parents. In mentoring sessions, FTs play an important role in helping students with advice and guidance on potential career paths and post 18 options.

In addition to the STEP programme, the school pays a subscription to take advantage of a complete careers package developed by SACU Limited. It offers an independent and impartial source of careers information to students, parents and teachers, in line with Ofsted requirements.

The package provides students with all the tools they'll need to research all their possible future options, including the following features:-

Student career quiz (Spartan Test) - shows careers, UCAS courses, apprenticeships, Labour Market Information, job vacancies.

Student research zone- students can access the latest Spartan Test, create course shortlists and mark off what research activities they have completed.

Research progress monitoring

Labour market information

Apprenticeship exploration

Every HE/FE course

Completely independent

School wide reporting

### **Student Career Quiz- Spartan Test**

The Spartan Test – named after Cheltenham Spa Town – is incredibly easy to use. It doesn't take training to get started and students don't need to have begun planning their future yet.

Students can select images again and again, making quick instinctive decisions on which image (if any) best represents them. All the complicated scoring, algorithms and databases that drive this visual quiz are behind the scenes.

The Spartan Test can be used with students from all year groups and can be taken again and again.

### **Interactive Career Clouds**

Completion of the Spartan Test provides students with personalised clouds of their:

- degree subjects
- careers
- apprenticeships

Clicking on any course, career or apprenticeship takes the student into the explore tools where they can find out a whole host of useful information on entry requirements, where they can study, job roles, progression opportunities, salary information and much, much more.

### **Student Research Zone**

Each student gets their own area to keep a record of the research activities they've been involved in.

They can bookmark courses, apprenticeships and careers, check back on their personalised clouds, make notes and compare their shortlisted courses.

### **Schoolwide Reporting**

Career Cloud has simple to use reporting tools that can be accessed by teachers, advisers and careers professionals to help the school meet the Ofsted requirements.

### **Attitude to university**

See the desire for higher education from the students' perspective.

### **When students are researching their future**

Embed careers research through each year group.

### **Attitude to apprenticeships**

Do the students want to do an apprenticeship?

### **See popular research areas**

Help tailor careers efforts in the school to the interests of the students.

## Curriculum Outline

### Year 7

The Step Up programme in Year 7 builds on work that may already have taken place in primary school where pupils would have been introduced to the world of work through a programme of visitors to school, or other experiential learning outside the classroom which encourages them to think about their future. Pupils are asked to look back on their achievements, changes to date, skills for life, how to learn, what is work, changes in the world of work and target setting and they are also introduced to some of the major themes of careers education.

### Year 8

The Step On programme in Year 8 builds more depth of knowledge from Step Up. Students are asked to challenge some common myths and beliefs about 'career'. Activities focus on beliefs, differences between school and work, predicting the future, being assertive, budgeting and how to make decisions.

### Year 9

The Step Ahead programme is aimed at pupils who are making option choices for study up to the age of 16. The decision about KS 4 subjects takes place in March each year. Pupils undertake a number of activities relating to planning, personal qualities job and life skills, enterprise (supplementing the Enterprise Day in March), qualifications and choosing options.

### Year 10

The Step Forward programme is aimed at helping pupils to understand more about the real working world, exploring career possibilities, what employers want, work and lifestyle, world of work, applications for employment, managing money and thinking about life beyond GCSEs. PHSE lessons complement these activities by focusing on choice of career, career pathways, how to apply for a job, positive attributes, CV writing and letters of application, interview preparation and networking.

### Year 11

The Step into the Future is for students in their last year of compulsory schooling who are making concrete decisions about their options at 16 and beyond. Pupils are encouraged to review their planning, skills and interests. They assess their options and potential qualifications. There are exercises to help them make sense of the labour market, the changing job market and to help them to apply for opportunities in learning and work.

## Years 12/13

The Step Further programme brings together a mixed offering of activities around attitudes to work, HE, apprenticeships and volunteering. There are activities on effective utilisation of social media in job hunting and a final self-assessment.

In Term 6 of Year 12, the students receive a number of presentations on the UCAS application process, delivered by both Langton staff and external speakers. The aim is to provide students with all the necessary information to make a reasoned choice of courses and universities for the start of Year 13. Students are required to submit their personal statements for feedback by subject staff and form tutors. Parents are invited to an information each July.

In Year 13, students are fully supported by a team of Langton staff to meet the 'early' deadline of October 15, which applies to Oxbridge applications, plus medicine, dentistry and veterinary science courses. Students applying for other courses with a later deadline (January 15<sup>th</sup>) are also wholly supported by these staff, by form tutors and by Ms Barker.

## Alternatives to University

As soon as the UCAS applications are processed by the beginning of January in Year 13, the focus of attention is applied to giving guidance and information to non HE students, who need to apply to Higher Apprenticeship or school leaver programmes which are becoming increasingly popular. We have students who have successfully gained employment of this type with prestigious companies like JP Morgan and Mercedes Benz in the last year.