

# **CEIAG (Careers Education Information Advice & Guidance)**

## **At Portal House School**

In accordance with the 2018 Department for Education Careers Strategy, Portal House School functions to support each student (designated as SEMH) in their secondary education phase. Focus and support is given so every student has the opportunity to attain an individualised post 16 pathway with the aim for all students to access a suitable career path. Portal House places great importance on supporting and guiding all students in planning their educational and career pathway. We want students to go as far as their talents will take them and to have a rewarding career. All staff at Portal House work collaboratively to advise and guide each student on to their desired career choice with the education, information, advice and guidance they require to understand the range of opportunities available to them in today's economy. If it not possible for them to acquire the skills and qualifications they need to succeed in the workplaces of the future here at Portal House then they are given accurate and up to date, impartial information for them to make the right choices for post 16 development. Using their educational achievements from Portal House as their foundation.

### **STUDENTS MAKING CHOICES**

Every students is encouraged to discover courses that would best suit their needs.

1. Students are encouraged to talk with their parents/carers, teachers and Careers Adviser about the best option for THEM
2. Students are encouraged to do their research – use the websites and other sources of information to help make THEIR decision
3. This is the first time in their lives where they are making a huge decision, it's THEIR decision.
4. Aim high, we have every confidence in THEM. Challenge THEMSELVES and go for it!
5. This year is important, don't lose sight of their GCSE exams, the grades matter when it comes to their next step

### **“THINGS TO CONSIDER”**

Focus – what are your expectations, aspirations, do you have an idea of career choice?

Information – have you done your research, looked at labour market information, thought about training and qualifications, universities?

Realistic – are their thoughts realistic? Do you want to be a tomato picker but they are colour blind? If you don't want to leave home what options are there locally for you or is the sky the limit?

Scope – how far can you go in their chosen career, are you aiming at the right pitch, have they thought about how far you can go in this field?

Tactics – moving forward, what next, what does the development of this idea look like?

Careers Education, Information, Advice and Guidance (CEIAG)

### **AIMS**

We will inspire and engage our students in planning their own career path and increase their motivation to aim high using appropriate labour market information and online tools. We will engage with a number of employers and other organisations, including colleges and apprenticeship providers in a range of ways to give students real life experiences of the world of work. We will inspire students to achieve their maximum potential in order to give them the opportunities they aspire to both academically, personally and in relation to their future.

### **INTERNAL STRUCTURE**

Assistant Headteacher to oversee the delivery of CEIAG imbedded into the PHSE curriculum for KS3 & KS4.

Staff with responsibility for teaching PHSE to liaise with Assistant Headteacher with regards Careers matters.

Assistant Headteacher to organise 1to1 UCAS applications leading up to Annual Review day for year 11s (Scheduled for Nov of their year 11).

Assistant Headteacher to oversee the allocation of Work Experience (WEX) in the 4<sup>th</sup> term of year 10.

Assistant Headteacher (and any other staff who wish to) to organise outside careers, FE, apprenticeship speakers to come in to give talks and offer guidance to students. This to be liaised with member of staff responsible for organising weekly assemblies.

A planned progressive programme of activities supports our students throughout years 7 to 11. It provides guidance and gives students the confidence to choose pathways that suit their interests and abilities. The programme's aim is to raise aspirations and support students to achieve their full potential but importantly it is there to help students pursue relevant and realistic goals for education, training and work and sustain employability throughout their working lives.

All staff at Portal House School contribute to the development of each student through a planned series of events delivered through the PHSE curriculum, enrichment programmes, visits, trips, assemblies and special events as well as within individual departments and through form time. All staff encourage the relevance of their subject specialism to a potential career pathway.

Our careers provision is influenced strongly by the Gatsby Benchmarks (a framework of 8 guidelines about what makes the best careers provision in schools) so that we as a school can offer the best we can in Careers Education, Information, Advice and Guidance (CEIAG)

The eight Gatsby benchmarks of Good Career Guidance

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

To measure our progress towards achieving the Gatsby Benchmarks we utilise tools such as 'Compass' and obtain feedback from students, staff, parents, employers and Governors throughout the year.

Portal House School encourages all students to learn to self-improve as learners and foster positive attitudes to lifelong learning as well as learn the skills of planning, review and reflection. For students to learn about a wide range of careers and the world of work. To investigate jobs and labour market information (LMI), particularly in the local area and to learn to value equality, diversity and inclusion within the British society, and establishing long lasting relationships with local employers.

### **EMPLOYER ENGAGEMENT IDEAS**

Business Lunches – each year Portal House School is planning to invite professionals and local employers into school to dine with our students and share their career experiences and labour market information

Local Career Events – every year Portal House School organises class groups to take part in these events. Local employers are invited to participate in Jobs/Careers Fairs (supported by the local MP in Dover) and students visit in given time slots to explore what local opportunities for employment exist. Such fairs occur in Dover, Folkestone and Sandwich (Discovery Park).

Seminars – take part in Key Stage assemblies where Apprenticeship partnership experts are invited in from The Education People & key personnel from local colleges are invited in to talk about post 16 choices. From these assembly talks, visits are coordinated and some taster sessions organised so student feel connected with the post 16 placements they are looking into.

### **PARTNERS**

All local colleges and post 16 providers, including apprenticeship providers, are invited in to speak to year 10 & 11 as a whole in Key stage Assemblies. These organisations are also invited in for academic review days and events to speak to parents/carers.

Seal of Approval offer bespoke Work Experience placements for each students and 1 to 1 work experience guidance and feedback.

The Education People also offer 1to1 bespoke meetings to discuss the option of apprenticeships with year 10 and year 11 students.

### **CURRICULUM**

CEIAG is delivered through our robust PHSE curriculum offer which is monitored and updated though liaison with Careers Lead & teaching staff delivering the Careers aspects.

Training for new staff members and ongoing staff development includes strategies to include careers in the classroom and linking subjects to various different sectors.

Careers Education, Information, Advice & Guidance by Year Group as part of the PHSE curriculum

**Year 6 (before students get to Portal House School)** Transition into year 7. Portal House Staff visit future year 7 students at their own primary schools in an informal manner to get to know the students on an individual basis. Transition days (and half days) at Portal House School in the summer term of their year 6 education are arranged. Students are supported during their move to Portal House School with advice on coping with the change, getting to know the new environment, students, teachers and support staff and classes. Lots of information is given on where to go and who to ask for help and support.

Raising Aspirations for FE & Enterprise. Access to inspiring individuals and organisations in school and at universities.

**Year 7** Continued raising Aspirations for FE & Enterprise. Access to inspiring individuals and organisations in school and at universities. Aspiration, British Immigration (work), The Importance of Sleep (for work), Friends, Healthy Living, Racism in the workplace, Needs & Wants.

**Year 8** British values – tolerance – racism, xenophobia and extreme nationalism in the workplace and careers. Communication and Teamwork Skills, Self- Awareness, Enterprise and entrepreneurship, Goal and Target Setting, Internet Safety, LGBT in the workplace, Safety, Discrimination, Stereotypes.

**Year 9** Alcohol,, Drugs Awareness and Law in the workplace. Money, Gambling, Savings and Loans, Social Media Pitfalls, Internet Safety, Stress in the workplace.

**Year 10** World of Work, Enterprise & Further Employer Engagement. Work with other organisations including Young Peoples Support Services, Post 16 providers including sector specific options, all available colleges, apprenticeship providers and sixth form offer. Careers Advice, Guidance & Development. Further use of LMI to inform decisions.

#### **INDEPENDENT RESEARCH**

All year 10 and 11 students are actively encouraged to research labour market information and look in depth at local provision and to share this information with parents/carers at home. Challenge stereotypical careers and manage risks within the workplace. Preparation for Employment. Students will learn how to write an effective CV and develop the skills required for a successful interview. All year 10 & 11 students are given the opportunity to attend local Jobs/Skills Fairs every year. Employer and FE College liaisons visits take place for KS4 & for KS3 Assemblies.

Part of the year 10 PHSE curriculum is focussed on Work Experience (WEX) Week. Students participate in a week long bespoke Work Experience. Seal of Approval meet the students on a 1 to 1 basis in the first term to discuss their individual expectations for their week of work experience in the April/May of their year 10. Seal of approval return in the 3<sup>rd</sup> term to meet 1 to 1 again with each student do go through the placements that have been found or to discuss any adjustments that need to be made. Students are issued with a WEX diary that plays an important role in their personal reflection of their time in their individual and bespoke WEX placements. Theses diaries form part of the PHSE curriculum in year 10.

Once placements are agreed, the students are supported in visiting the placements to orientate themselves with the placement layout, the employees there, and transport issues for their forthcoming work experience. All students are supported to ease any potential anxieties that may arise but the idea is that each student will develop themselves through this experience to develop an understanding of careers, employability and enterprise education. To develop self-awareness and learn to appraise personal qualities and skills, roles and responsibilities, values and attitudes, needs and interests, and aptitudes which will enable them to better understand themselves, relate to others and make informed choices. It is hoped the work experience will help students foster a psychology of self-determination and develop personal autonomy and self-efficacy and personal agency, essential to realise aspirations and manage careers.

We have found that this gain the skills and experience that will enable them to gain jobs and sustain themselves in employment

Students in the past have had the opportunity to find out more about a career they may already be interested in as well as discover careers they don't know exist. They gain an understanding of the skills and knowledge needed for each role and learn more about qualifications and routes to achieve their dream job.

At the end of year 10 all students are made aware of the UCAS system and are guided through the process to apply for post 16 courses via UCAS, ready for year 11.

**Year 11** Individual, impartial careers guidance interviews by an external Careers Adviser, trained to level 6, review and reflect on choices, experiences and activities. 1 to 1 support with FE applications, sixth form & post 16 interviews, what direction am I going in?

### **GUIDANCE**

All year 11 and sixth form students receive a 1:1 guidance interview by a level 6 qualified practitioner. External, independent and impartial careers services are invited to attend Portal House School (to attend AR days where appropriate and invited in to school assemblies to give talks & offer guidance)

Year 11s have their penultimate Annual Review in October and as part of their EHCP decision making the important steps to go through for the preparation for post 16 progression are discussed. During year 11 a tailored made careers education programme helps students to make important decisions for the next stage of their education. Assemblies with visitors from work places and colleges and from KCC backed apprenticeship schemes give talks and provide all the information needed to explore all options including sixth forms, colleges, training and apprenticeships. Impartial support is given to students in making their applications by subject teachers and tutors and students have access to 1:1 impartial careers advice and support with the school careers lead.

Students apply to further education electronically using UCAS and by March students should have firm choices in place. Parents/carers are encouraged to take an active role in supporting the students with their interviews. Offers are made according to interview performance and GCSE predicted grades.

Visits to colleges and taster days (where appropriate) are arranged to ease the transition from portal House to FE places.

Activities include visits to universities, careers fairs, the UCAS higher education fair, taster days, subject related events, careers workshops, career specific talks and special events as well as resources to use within PHSE lessons. The careers lead, form tutors and support staff are on hand to provide help and support for those wanting to pursue an apprenticeship. Students interested in an apprenticeship should set up an account on these sites:

### **Advice for parents**

As they make choices and plans for the future, young people need support from the people who know them best; their families. However this can be challenging process for parents.

Portal House School is always on hand to help you guide your child with timely careers information events and parents evenings.

### **Measuring Impact**

As an SEMH school we use Compass – the careers benchmark tool as outlined in the Gatsby benchmarks to assess and improve our current CEIAG provision. Our progress against the Gatsby benchmarks will be reviewed regularly throughout the academic year to help us meet all of the 8 benchmarks by the end of 2020.

We will monitor the impact of our action plan and the CEIAG we deliver mainly through feedback from students and staff. All activities will be reviewed to ensure all goals and aims are met.

Our current careers lead, Mr Murphy, liaises with a school governor (J Cadour) to conduct a termly internal review of our CEIAG using the 'Compass Benchmark Tool'.

## Useful Links:-

### Apprenticeships



**Apprentice Kent** - <https://www.apprenticekent.com/home>

At the Year 11 parents evening, colleges and apprenticeship advisors will be present to offer advice and guidance on applying to courses and apprenticeships after GCSEs.

Support and advice on writing CVs, completing application forms and interview skills is provided through our PHSE curriculum.

### Apprenticeships and training

Many students take an interest in varying levels of higher or degree level apprenticeships which lead to very successful careers. Talks and events detailing these apprenticeships and routes into apprenticeships are provided by the careers lead and by local employers and apprenticeship advisors with whom we have strong connections. Apprentices from employers are available to provide information and guidance to those interested. Students interested in an apprenticeship should set up an account on these sites:

Search for available apprenticeships nationwide and locally. **Find an Apprenticeship** - <https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch>

## CAREERS



Careers Advice for Parents is a site with lots of information on educational and career pathways - <https://www.careersadviceforparents.org/p/free-expert-advice.html>



If your child is considering university then this guide will help: "Parent Guide 2018. Everything you need to support your child with their higher education choices" - <https://www.ucas.com/file/101806/download?token=2DHk4PXV>



There is a dedicated section on the website for 13 – 19 year olds designed to help with option choices and to consider various pathways. - <https://nationalcareersservice.direct.gov.uk/home>

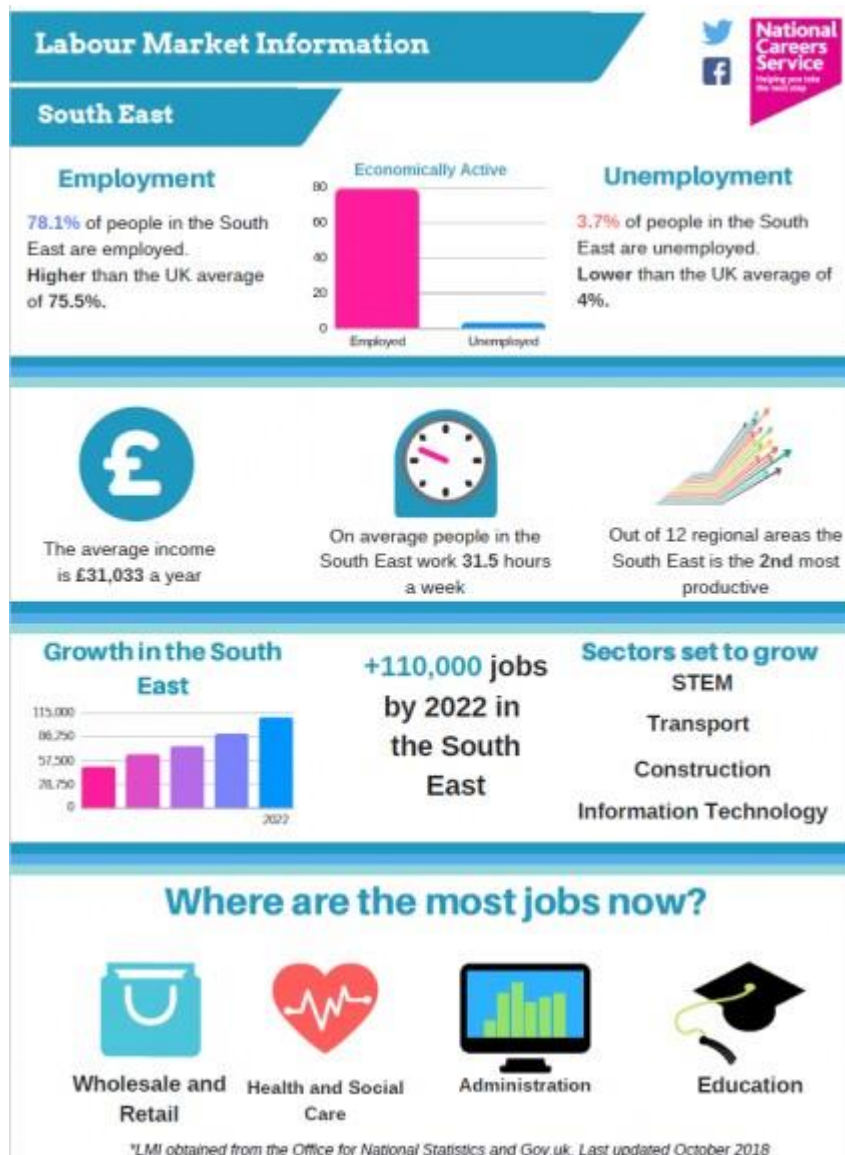


Contains videos which explores different types of careers as well as interviews with students discussing their option choices. <https://www.careersbox.co.uk>



## Labour market information (LMI)

Labour market information (LMI) describes the past and present condition of the workplace, as well as future projections. It makes clear where work opportunities are increasing or decreasing, what occupations exist, what you need to study for an occupation, what is required to take up an occupation, how one can find a job, change job or progress in a career. Labour market intelligence is the interpretation and presentation of LMI and essentially most careers information is labour market intelligence.



The above is a labour market information report for the South East, updated October 2018. Other sources for information include:

### Kent

- Data packs by district:  
<http://www.kelsi.org.uk/skills-and-employability/14-to-19-25-curriculum-pathways/district-data-packs>
- Economic forecast:  
<http://www.kent.gov.uk/about-the-council/information-and-data/Facts-and-figures-about-Kent/economy-and-employment>

- Future skills required for Dover:  
<https://www.skills4dover.co.uk/PDF/Future-Skills-for-Dover-Summary-Report.pdf>

## **United Kingdom**

- Region reports:  
<http://www.economicmodelling.co.uk/lep-region-reports/>
- UK:  
[www.wheretheworkis.org](http://www.wheretheworkis.org)  
<https://www.nomisweb.co.uk/>
- Sector forecasts:  
<https://www.prospects.ac.uk/jobs-and-work-experience/job-sectors>
- National Careers Service regional information  
[LMI q3 2018](#)

## **EU and Globe**

- Trends:  
<http://www.ilo.org/global/research/global-reports/weso/2015/lang--en/index.htm>
- Reports:  
<http://www.oecd.org/employment>

## **Pay and Conditions by job**

- Gain a basic understanding of the pay and conditions in different jobs using the Careerometer Widget. Simply type in the job you are interested in and find out about pay and projected workforce changes