

Maiden Erlegh Trust

# TRUST CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) STRATEGY



MAIDEN ERLEGH  
TRUST

Maiden Erlegh School

Initial approval:	June 2018
Review frequency:	Every three years
Date(s) reviewed:	June 2021

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## Purpose:

- To provide a planned programme of careers education and information, advice and guidance (CEIAG) for all students in Years 7-13 across the Trust.
- To provide impartial advice and guidance so that students are aware of the different options available to them and to develop an awareness of the world of work.
- Provide an engaging curriculum which will encourage the development of work-ready skills so that students achieve satisfaction in the world beyond secondary school.
- Provide a differentiated and personalised learning programme that is appropriate to the student's stage of career learning, planning and development.

### Year 7 Provision:

- CEIAG delivery through the pastoral/PSMSC tutor programme to include enterprise opportunities (ambition, enterprise, identifying opportunities, business skills e.g. marketing, risk and employment laws).
- Skill development through the Passport for Life programme e.g. self-management and organisation
- Careers Fair to explore profession-related options and careers information and guidance
- STEAM day to participate in and explore Science, Technology, Engineering, Art and Design and Mathematics-related career pathways
- Ozobot challenge.
- Confidence and communication group for SEND/Vulnerable students.
- School careers website containing specific CEIAG information.
- Celebration of National Apprenticeship Week.
- Celebration of International Women Into Engineering Day.
- Calendared #Careers weeks to raise awareness of CEIAG and make career links to the curriculum and different subject that students are studying.

### Year 8 Provision:

- CEIAG delivery through the pastoral/PSMSC tutor programme to include work role and career pathways (GCSE options, strengths and weaknesses, career pathways, local Labour market Information (LMI) and support networks).
- Careers Fair to explore profession-related options and careers information and guidance
- Participation in the Build My Future event to coincide with the options process.
- Lego Mindstorm challenge.
- Employer/enterprise advisor led assemblies e.g. the selection process, presentation skills and the use of social media and Linked In.
- Year 8 Careers assembly: Choosing the right options.
- Access to Start U-Explore software to provide comprehensive careers and education guidance (as part of the Options Process)
- Year 8 Options Assembly / Progress Meetings / Options Surgeries
- Year 8 advice and guidance to support appropriate option choices and future career aspirations
- School careers website containing specific CEIAG information.
- Celebration of National Apprenticeship Week.
- Celebration of International Women Into Engineering Day.
- Calendared #Careers weeks to raise awareness of CEIAG and make career links to the curriculum and different subject that students are studying.

### Year 9 Provision:

- CEIAG delivery through the pastoral/PSMSC tutor programme to include reputation and personal brand (personal brand, online presence and reputation, the effects of gambling, consumer power and being a young consumer)
- A visit to the 3M Innovation Centre.

- Thales People Like Me STEAM session for females interested in STEAM-related career pathways.
- Tutor sessions to explore work-ready skills and the recruitment process to include CVs and interviews.
- Careers Fair to explore profession-related options and careers information and guidance
- A wide range of careers seminars delivered by visiting professionals to give students specific careers guidance
- Year 9 Careers assembly: An introduction to careers e.g. university, apprenticeships, employment and how to access information.
- Employer/enterprise led assemblies on Apprenticeships, single-track careers, serial careers, portfolio careers and lifestyle careers and engaging with alumni.
- Follow up sessions providing specific information on the university and apprenticeship routes.
- Access to Start U-Explore software to provide comprehensive careers and education guidance
- School careers website containing specific CEIAG information.
- Celebration of National Apprenticeship Week.
- Celebration of International Women Into Engineering Day.
- Calendared #Careers weeks to raise awareness of CEIAG and make career links to the curriculum and different subject that students are studying.

### Year 10 Provision:

- CEIAG delivery through the pastoral/PSMSC tutor programme to include preparation for work (employment skills, interviews, education, work and apprenticeships, Curriculum Vitae and application forms)
- Participation in an employer led speed dating event and enterprise challenge.
- School careers website containing specific CEIAG information.
- Careers Fair to explore profession-related options and careers information and guidance.
- A wide range of careers seminars delivered by visiting professionals to give students specific careers guidance.
- Access to Start U-Explore software to provide comprehensive careers and education.
- School careers website containing specific CEIAG information.
- Celebration of National Apprenticeship Week.
- Celebration of International Women Into Engineering Day.
- Calendared #Careers weeks to raise awareness of CEIAG and make career links to the curriculum and different subject that students are studying.

### Year 11 Provision:

- CEIAG delivery through the pastoral/PSMSC tutor programme to include rights at work (harassment, employer and employee responsibilities, unions, customer services, corporate brand and careers interviews).
- Student attend a careers interview with the Careers Advisor to provide specific, impartial and bespoke careers guidance and to explore future destination choices.
- Participation in an employer led mock interview.
- Careers Fair to explore profession-related options and careers information and guidance.

- A wide range of careers seminars delivered by visiting professionals to give students specific careers guidance.
- Access to Start U-Explore software to provide comprehensive careers and education.
- College tours and taster days organised for vulnerable students.
- Key Stage 5 Options Clinics.
- School careers website containing specific CEIAG information.
- Celebration of National Apprenticeship Week.
- Celebration of International Women Into Engineering Day.
- Calendared #Careers weeks to raise awareness of CEIAG and make career links to the curriculum and different subject that students are studying.

### Year 12 Provision:

- CEIAG delivery through the pastoral/PSMSC tutor programme to include future careers (ALPS and ILP reflections, the global market place, Further Education, Apprenticeships, personal brand, Curriculum Vitae, referees and references and interviews.
- Future Pathways Day to provide students with further information regarding future destinations e.g. transferable skills, mock assessment centres, Apprenticeships, Universities, gap years and UCAS/personal statements.
- Employer/enterprise advisor led assemblies on Apprenticeships, work experience, the role of trade unions and rights and responsibilities at work in preparation for a work placement.
- Careers Fair to explore profession-related options and careers information and guidance.
- A wide range of careers seminars delivered by visiting professionals to give students specific careers guidance.
- Access to Unifrog software to provide students with information regarding the best Universities and Apprenticeships for them.
- All students as part of their 16-19 Study Programme are to participate in 30 hours of work experience which is directly linked to their chosen careers aspirations.
- The Central Berkshire Education Business Partnership (CBEBP) supports students through delivering assemblies and supporting students in securing appropriate work experience placements.
- Students are offered a formal careers interview with the Careers Advisor to explore destination choices and future career aspirations post 18.
- Guest speakers provide targeted advice and guidance e.g. Apprenticeship workshops, completion of CVs and application forms and work-ready skills.
- Year 12 Community Service programme to develop transferable work-ready skills.
- Our dedicated UCAS and Apprenticeship coordinator provides support and advice.
- School careers website containing specific CEIAG information.
- Celebration of National Apprenticeship Week.
- Celebration of International Women Into Engineering Day.
- Calendared #Careers weeks to raise awareness of CEIAG and make career links to the curriculum and different subject that students are studying.

### Year 13 Provision:

- CEIAG delivery through the pastoral/PSMSC tutor programme to include roles and rights in the workplace (professionalism in the workplace, Health and Safety, confidentiality, security, bullying, different departments and customer service).

- Careers Fair to explore profession-related options and careers information and guidance.
- A wide range of careers seminars delivered by visiting professionals to give students specific careers guidance.
- Access to Unifrog software to provide students with information regarding the best Universities and Apprenticeships for them
- University Open Days advertised on the website and leave of absence granted.
- Half-termly Tutor Reviews of Individual Study programmes and progress towards objectives.
- Higher Education Evening.
- All students as part of their 16-19 Study Programme are to participate in 30 hours of work experience which is directly linked to their chosen careers aspirations.
- The Central Berkshire Education Business Partnership (CBEBP) supports students through delivering assemblies and supporting students in securing appropriate work experience placements.
- Students are offered a formal careers interview with the Careers Advisor to explore destination choices and future career aspirations post 18.
- Guest speakers provide targeted advice and guidance e.g. Apprenticeship workshops, completion of CVs and application forms and work-ready skills.
- Year 13 Community Service programme to develop transferable work-ready skills.
- Our dedicated UCAS and Apprenticeship coordinator provides support and advice.
- Pastoral sessions on a Friday morning are specifically targeted to the students intended destination plan. Venues are allocated to students who are applying to University, applying for Apprenticeships, those taking a Gap Year and those applying for Employment.
- School careers website containing specific CEIAG information.
- Celebration of National Apprenticeship Week.
- Celebration of International Women Into Engineering Day.
- Calendared #Careers weeks to raise awareness of CEIAG and make career links to the curriculum and different subject that students are studying.

### Impact of CEIAG Strategy:

- All students across the Trust have access to impartial careers education and information, advice and guidance.
- Zero NEETs (Not in Education, Employment or Training) at Post 16 and 18.
- Post 16: Potential 72% application to Maiden Erlegh Sixth Form (up 7% on last year).
- Fewer applications to other establishments than last year.
- Post 18: 71% confirmed university applicants with a possible 14% more following gap year (the trend of students waiting for results and planning a gap year is increasing).
- Destination and retention figures are above national – we ensure that every Year 13 student has a destination by September.
- The Trust CEIAG strategy works in tandem with the Trust NEET Prevention strategy, the Trust Careers Learning Programme and the PSMSC Programme.
- We have in-house advice and guidance for UCAS applicants and specialist support for medicine, Oxbridge and apprenticeships. This will be strengthened further in 2017-18 through the introduction of Unifrog software.
- Increasing numbers moving towards apprenticeship option as they gain more publicity and due to our improved work in that area (12% this year compared with 7% last year).
- The Enterprise Advisor has had a positive and engaging impact on students as evidenced from staff and student voice.

- 100% of Year 11 Careers Interviews delivered via the Careers Advisor.
- 91% students have currently completed work experience directly linked to their chosen career aspiration as part of their 16-19 study programme in Year 13.
- 673 students signed up and participated in the programme of Careers seminars across Years 9 – 13 (across the Trust).
- Hugely successful Careers Fair held every year.
- Very positive responses regarding careers provision in the parent survey re: work-readiness.
- We work with a number of local business to support students in their preparation for the world of work (see Careers Fair and Careers Seminar lists) and have set up a programme covering all years in partnership with Thales.
- Overhaul and significant improvement of the Careers, Work Experience and Work-Related website.