

CEIAG POLICY

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School Role:	Head of School
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Reviewer:	Niall Kelly / Lynette Edwards
School Role:	Proprietor
Date:	01.09.2023

Next review date:	01.09.2024
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Aim:

At Howard House School we are committed to providing all our students in Years 7-11 with a programme of careers, education, information, advice and guidance (CEIAG) and work related learning (WRL). Every school and college should have an embedded programme of career education and guidance that is known and understood by students, their parents, teachers, governors and employers. Every student and parent should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed advisor to make best use of available information.

Our overall aim is to provide quality and comprehensive information, advice and guidance to all of our students to help them make informed and realistic career decisions. There has never been a time when careers guidance has been as important for young people as it is today. The landscape of education, training and employment opportunities that students need to navigate is more complex and challenging than that faced by previous generations.

Gatsby Benchmark	Description	School Response
1. A stable careers programme	Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors/equivalent and employers.	All students have an embedded programme of career education which is delivered in Personal Development lessons.
2. Learning from career and labour market information	Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed advisor to make best use of available information.	Local market information webpages are available for students and parents which provides the knowledge and understanding of how the labour market functions and creates a sense of the changing economic circumstances. This information can influence career choices.

<p>3.Addressing the needs of each student</p>	<p>Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.</p>	<p>Information is provided to students 1-1 that covers all the further education opportunities available. Our YR7 and YR8 students discuss careers in PD sessions and discuss what thoughts they may have for further education/ career opportunities when they finish school, this is reviewed termly. Our YR10 and YR11 students receive 1-1 meetings with our schools careers lead and connexion advisor.</p>
<p>4.Linking curriculum learning to careers</p>	<p>All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.</p>	<p>STEM is incorporated in our Maths and Science lessons in our provision. For example in Maths Term 2.1 – Ratio is delivered, careers such as construction and cookery are discussed. In Science Term 2.2 – Elements and compounds are delivered, careers such as construction and engineering are discussed.</p>
<p>5.Encounters with employers and employees</p>	<p>Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.</p>	<p>External visitors will be invited in to speak to the students regarding their specific career interests. Visitors from Vision for Education will be invited to interview the students with mock interview questions to prepare them for future interviews at further education provisions, apprenticeship interviews and job interviews.</p>
<p>6.Experiences of workplaces</p>	<p>Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.</p>	<p>Work experience / visits are arranged and actioned dependant on each individual students future course of study and career aspirations.</p>
<p>7.Encounters with further and higher education</p>	<p>All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.</p>	<p>Students gain information on future study options from college visits and apprenticeship providers. Visits to universities in KS3 to promote higher education to students who may not have considered it as an option.</p>

8. Personal guidance	Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made.	A careers advisor from Connexions has been put in place for our YR10s & YR11s who comes to meet the students on a 1-1 basis regarding career options, further education pathways and CV writing workshops.
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We are actively engaging with the nationally respected Gatsby benchmarks – <http://www.gatsby.org.uk/calculation/focus-areas/good-career-guidance> and make progress towards the different benchmarks as our careers advice and guidance goes. We welcome interaction with local businesses and technical education and apprenticeship providers. Any employer or education establishment should contact the school and speak with Mr Amran Suleman (Head of School).

School Plan

All pupils in years 7-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events.
- to understand how to make applications for the full range of academic and technical courses.

Year Group	Activity			
7	Meeting with Careers Leader – Local Labour Markets Information is provided and identify potential FE interests.			
	Date: October 22		Date: February 23	
	Introduction to Connexions Advisor to identify interests.			
	Date: October 22		Date: March 23	
	Careers Workshop with Careers Leader.			
	Date: November 22		Date: March 23	
Arrange a visit to industry – learn about professional standards.				

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	Date: November 22		Date: April 23	
8	Meeting with Careers Leader – Local Labour Markets Information is provided and identify potential FE interests.			
	Date: November 22		Date: March 23	
	Introduction to Connexions Advisor to discuss and identify potential future career interests.			
	Date: November 22		Date: March 23	
	Arrange a visit to industry – learn about professional standards.			
	Date: November 22		Date: April 23	
	Career Talk – My Journey from a professional.			
	Date: November 22		Date: May 23	
9	Meeting with Careers Leader – Local Labour Markets Information is provided.			
	Date:	November 22	Date: December 22	
	Introduction to Connexions Advisor to identify interests.			
	Date:	November 22	Date: January 23	
	Careers Workshop with Careers Leader to identify career interests.			
	Date:	November 22	Date: December 22	
	Work Experience On-Site to develop skills.			
	Date:	November 22	Date: July 23	
	Industrial Visit - Broaden the students perspectives with exposure to the working environment during industrial visits.			
	Date:	November 22	Date: February 23	
10	Meeting with Careers Leader – Local Labour Markets Information is provided.			
	Date:	October 22	Date: December 22	
	Student to receive mock interviews to boost confidence and receive constructive feedback to prepare them for next steps interviews.			
	Date:	November 22	Date: December 22	
	All students to have careers meeting with Connexions Advisor and develop Career Action Plan.			
	Date:	November 22	Date: February 23	
	All students to have 'Personal Statement' and 'Curriculum Vitae' support (where necessary 1:1 support).			
	Date:	November 22	Date: February 23	

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	Work Experience Placement to gain experience in the work sector and to develop skills.			
	Date: November 22		Date: February 23	
	Industrial Visit – Broaden the students perspectives with exposure to the working environment during industrial visits.			
	Date: November 22		Date: January 23	
	Interview One - All student's to receive mock interviews from an external body to boost confidence and receive constructive feedback to prepare them for next step interviews.			
	Date: November 22		Date: December 22	
	All students to visit College to look at course options and the college environment.			
	Date: November 22		Date: March 23	
11	Meeting with Careers Leader – Local Labour Markets Information is provided and to identify FE steps.			
	Date: October 22		Date: December 22	
	All students to have careers meeting with Connexions Advisor and develop Career Action Plan.			
	Date: October 22		Date: December 22	
	Interview one - All student's to receive mock interviews from an external body to boost confidence and receive constructive feedback to prepare them for next step interviews.			
	Date: October 22		Date: December 22	
	All students to have 'Personal Statement' and 'Curriculum Vitae' support (where necessary 1:1 support).			
	Date: November 22		Date: January 23	
	All students to visit College and support given with completing applications.			
	Date: November 22		Date: January 23	
	Interview Two with staff at Howard House to boost confidence and receive constructive feedback to prepare them for next step interviews.			
	Date: November 22		Date: January 23	
	Summer support – students are contacted to ensure they are not NEETS.			
Date: November 22		Date: May 23		

How is the careers provision assessed at Howard House School?

The school is developing a multi-level approach to assessing careers provision.

Termly review of the school's achievement of the Gatsby Benchmarks, with Head of School.

Employers and External providers that deliver sessions to pupils and students are sent feedback request forms which are used to inform the planning of future, re-occurring events.

Other Useful Careers Links:

Careers Advice

- The National Careers Service (including a free chatline) - [Click Here](#)
- Tyne and Wear Connexions service (local advice) - [Click Here](#)
- iCould (careers videos) - [Click Here](#)
- Job Centre Plus (job hunting and applying) - [Click Here](#)
- Apprenticeships (apprenticeships and traineeships) - [Click Here](#)
- Labour Market Northeast (shifts and trends) - [Click Here](#)

Applying for Post-16 Study

- Durham Johnston - [Click Here](#)
- New College Durham - [Click Here](#)
- East Durham College - [Click Here](#)
- Durham 6th Form Centre - [Click Here](#)
- Newcastle College - [Click Here](#)
- Gateshead College - [Click Here](#)
- Northumberland College - [Click Here](#)
- Tyne Met College - [Click Here](#)
- Sunderland College - [Click Here](#)
- Trinity solutions – [Click Here](#)
- Newcastle City Learning – [Click Here](#)
- South Shields College - [Click Here](#)

Applying for University

- UCAS (university applications) - [Click Here](#)

Grants to help with studying

- HE Student Finance (University grants) - [Click Here](#)
- 16-19 Bursary Fund (grants for studying in Year 12/13) - [Click Here](#)

Websites

www.careersbox.co.uk – careers films on the web

www.nationalcareersservice.direct.gov.uk – provides information and advice to help you make decisions on learning and training for work

www.whatuni.com – helps students find universities and courses that suits them best

www.icloud.com – provides careers inspiration and information for young people

www.careersworld.co.uk – to find the best training and career opportunities in England

www.gov.uk/apply-apprenticeship/ - apply for apprenticeships and get email and text alerts

www.successatschool.org.uk – for young people to explore careers and look for the latest jobs

www.ucas.com – higher education information system

www.prospectusfinder.co.uk – easily find the website to any university or college

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Contact Detail of Careers Leader at Howard House School:

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