



Bilton School

Careers Education, Information, Advice and Guidance Policy

“Be the best you can be”.

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1- Aims and Learning objectives of CEIAG at Bilton School:

Careers Education at Bilton School aims to support all students to make informed career choices by providing Careers Education, Information, Advice and Guidance (CEIAG) for all students from Year 7 through to Year 13. Bilton School students have access to the full range of education and training options available.

Bilton School students have access to a developing education and career programme.

Careers education at Bilton School encourages students to “be the best you can be” by giving them the opportunities and resources to identify their own personal skills, qualities, raise their aspirations and go on to fulfil their potential.

2 - Student Entitlement of CEIAG at Bilton School:

Our Career Education and programme will promote:

Self-Development

Students should be able to understand themselves and the influences on them

Career Management

Students should be able to investigate opportunities in learning and in the world of work

Career Exploration

Students should be able to make and adjust career plans to manage change and transition

Learning Outcomes

Self-Development

Students should be able:

To assess their achievements, qualities and skills

To present this information appropriately

To use this information for personal development

To set career and learning targets

To recognise and deal accordingly with influences on their attitude, values and behaviour in relation to work

Career Exploration Students should be able:

To understand the nature of work and people attitude towards it

To use a variety of different sources of careers education resources

To use work experience to improve their chances of making a positive informed decision

To understand Labour Market Information

Career Management

Students should be able:

To use decision making techniques

To understand and use different sources of help

To make informed and appropriate choices in Yr9, Yr11 and 6th form

To understand the relevance of employability skills

3 - Bilton School CEIAG Plan (2020/21)

Careers Interviews:

Every Year 11 student will have at least one careers interview and receive a written careers action plan.

6th form students will be offered at least 2 interviews with our career's consultant.

Careers supporting the School Curriculum:

Careers Education is delivered within the Character and Culture curriculum.

The whole school curriculum makes links to real world career paths during careers week.

The Character and Culture team have led on whole school careers talks regarding careers pathways and options for KS 3/4 and 5.

Bilton School invites in a variety of guest speakers from employers, charity groups and the local community to deliver specialist presentations to our students.

Examples of careers learning opportunities include:

Business links – Coventry and Warwickshire LEP Growth Hub

Year 10

Character and Culture - Prepare for Interviews – Rotary

Careers talks - Department for Work and Pensions, Work and Health Services, Leamington Spa Job Centre

Year 9

Engineering – Cummins, Community Involvement Educational Project. Cummins talk – Improving Inclusion for those with Disabilities

4 - CEIAG Staff at Bilton School

All Bilton School tutors are involved in preparing students for personal and working life. All form tutors Year 7– Year 13 are involved with the delivery of the Bilton School CEIAG policy. Year 7/8/9 tutors supporting students with their GCSE choices, Year 10 tutors supporting their students to research suitable career pathways, Year 11 tutors with Post 16 options and Year 13 tutors supporting students with their UCAS personal statements and Post 18 options.

Graeme Martin (Assistant Head)

Neil Stoddart (Careers Consultant)

Claire Francis (Head of Character and Culture)

Nigel Dodds (Head of Yr11)

Toni Johnson (Head of 6th form)

5 - CEIAG Information and Resources at Bilton School: Careers programme of study:

The Bilton School Careers programme is delivered within the Character and Culture curriculum. Every year group will have access to a new and developing careers curriculum during the first term (Term 1: Careers in the Curriculum.) Support and guidance is targeted to specific year groups during any transition periods, e.g. talks, assemblies, options and open evening guidance, careers fairs, parent evenings (in both virtual and physical).

Careers week, students gain additional access to subject specific careers pathway options.

Careers Office – located in the school library, as well as in the 6th form centre. The Bilton Schools Careers office holds information including University prospectus, local college prospectus, local training providers, apprenticeship and relevant careers literature.

Career Guidance Software - Grofar

The careers guidance software used at Bilton School is, Grofar and Start profile. All Year 11 students have a one to one meeting with our Careers Consultant, where this software is used to aid guidance and support for students when selecting their chosen career pathways.

Our Year 11 and 6th form students' personalised careers action plans are tracked and recorded using Grofar.

KS3/4 Careers meetings are currently targeted for our Year 7 – 10 students.

Bilton School Website & Social Media Platforms:

Useful Websites section signposts students and parents to external careers related websites that offer careers information on different Career pathways, post 14,16 & 18 options, Colleges/training providers, Apprenticeships and employment vacancies, Universities, Student Finance, Gap Year/Volunteering and working/Studying Abroad. Students can also access the relevant LMI information, as well as have access to relevant Bilton Careers news updates and career opportunities.

6 - Careers Professional Development:

In order for tutors to maintain and update their knowledge within the careers sector, tutors have to attend regular CPD meetings, talks and have access to the curriculum plan and resources, for every key stage.

By sharing best practice with Southam College and by working directly with their Careers advisor; the school is supported with developing the existing Career programme and curriculum.

In order for Careers staff to maintain and update their knowledge within the careers sector, Staff are encouraged to attend CPD events and training courses.

- Staff questionnaires/surveys and feedback opportunities
- Character and Culture bespoke training sessions relevant to that of the curriculum plan and national curriculum guidelines
- Promoting Diversity, Equality and Inclusion in the workplace and beyond
- Challenging any stereotypes within the workplace, career sectors and beyond
- Ensuring that staff are aware of the 9 protected characteristics of the Equality Act, 2010

7 - Work Experience:

Bilton School will offer work experience for key stage 4/5, focusing on providing the Year 10/12 cohort to participate and complete work experience during the summer term. Students will be supported through various talks and workshops, leading up to their placements.

The plan - Yr10 and Yr12 students will have the opportunity to participate in a one-week work experience placement as part of the Bilton School Careers programme which is part of their personal development and Character and Culture curriculum. Work experience placements will take place during the summer holidays between Yr10 and Yr11. Year 12 students will also be encouraged to find their own work experience placement which is in line with their visions and aspirations for the future, within the summer term.

Benefits of self-placement:

- Good practice for the real-world showing initiative, improving confidence and developing job searching skills
- Makes a good first impression with the company, highlighting personal and employability skills
- Can lead to future employment and placement opportunities, useful contacts and references
- Enables students to find out about a career that they may be interested in pursuing when they are older to ensure it is right for them
- Provides real life examples of skills to showcase on UCAS personal statements, CV's, application forms and in interviews

All 6th Form students are encouraged to find a suitable additional work experience placement during Yr12. A work experience placement is essential for sixth form students wanting to pursue University to show a genuine subject interest and for improving future prospects in the world of work.

All Sixth Form students are encouraged to visit suitable university or further education pathways prior to their UCAS applications. Students are encouraged to seek out relevant subject specific work experience to support their personal statements and career choice a pathway. Our Sixth Form students completes two weeks of work experience in the summer term. The planning of this starts during the winter term, making sure the experience is focused on what they want to do when they leave Sixth Form.

Virtual work experience offered: UK University & Apprenticeship Search Virtual Fair

8 - Working with Parents and Carers:

Bilton school intends to develop this area of the policy by providing parents opportunities to discuss 'Careers within Character and Culture curriculum, wider-school and beyond' during:

Year 9 options evening (Spring/Summer term)

6th form open evening (Winter term)

6th form parents evening (Winter term)

Year 10/Sixth Form UCAS/Career Fair (Summer term)

Parents have access to the Bilton School CEIAG policy as it is displayed clearly on the school's website.

Parents have access to the school's Careers Consultant, Mr Stoddart's contact details as well as the Head of Character and Culture details; which are displayed on school website. Every student that has an individual careers interview receives a careers action plan that also clearly shows Mr Stoddart's contact details.

The careers team will send letters home to parents relating to the Yr10 work experience, Careers events and other relevant career activities and opportunities.

9 - Working with Post 16 & 18 and Higher Education Providers:

Bilton School has a good working relationship with local Post 16 & 18 option providers.

Bilton school invites Post 16 & 18 education providers the opportunity to:

Attend annual Careers Fair (Yr10-13)

Attend Yr10 Employability Skills sessions (Mock interviews)

Attend 6th Form (Guest Speakers talking about University, Personal statements, student finances, alternatives to University –Apprenticeships and sponsored degrees).

Examples of post 16 & 18 education providers learning opportunities and experiences:

Maths and Beyond at Warwick University. A workshop designed to encourage students to take maths beyond GCSE level and to pursue careers with Maths

University of Warwick - Art in Action trip, students meet Artists and career routes are discussed

Rugby College - Art department trip, students undertake taster sessions and workshop sessions

Aspire2be- Students spent a day at a taster session at the Aspire2be academy

Strachan Foundation - Representatives from the Strachan Foundation, delivered a presentation to interested students

Carl Baker Football Academy - Representatives from the Carl Baker Football Academy, delivered a presentation to interested students

UCAS - Sixth Form Career and University Fair/Apprenticeship Workshop

NEC – skills show (winter term)

ASK – assembly/apprenticeship talk (winter term)

National Careers and apprenticeship week – Career talks (spring term)

University Fair – King Power Stadium (spring term)

Bilton Careers Fair (summer term)

Aston University personal statements workshop. Students can select from various breakout sessions: finance, choosing the right course, what to look for at universities, Q&A on personal statement, living/accommodation etc.

10 – Working with Employers:

Bilton School's main priority is to develop sustainable business links with employers, so we can work together to support and raise the aspirations of our students. Bilton School would like our students to be more aware of the labour market and what career opportunities exist. The Character and Culture curriculum addresses and shares LMI information within the lesson content and delivery.

Year 11 Mentoring at Bilton School (Collaboration between KS4 students and out post 16, Sixth Form students)

The aims of the Mentoring Scheme at Bilton School are to create a rewarding programme, which involves the provision of time and expertise from the mentors to make our students feel valued, listened to and supported in making the most of their undoubted potential.

Benefits to the Students:

The Mentoring Scheme will support students in:

Maximising their academic achievement

Raising students' aspirations for future education and employment

Developing/refining an aspirational career plan

Developing their employability skills

Gaining self-confidence and motivation to fulfil their dreams

Benefits to Mentors:

Volunteering to act as a Mentor provides the opportunity:

To do something different that has a positive impact on the development of young people

To gain a sense of achievement

To develop communication skills and an understanding of the role of a mentor

Character Education and Careers - Character and Culture Curriculum

During Key stage 3, In years 7, 8, 9 all students have access to the Careers in the curriculum programme of study, which runs in term 1 of the Character and Culture curriculum. They will use this time to assess and develop key traits such as Character education; enthusiasm, communication, teamwork and leadership, employability skills.

During key stage 4 In years 10, 11 the focus moves to Employability Skills with students learning how to evidence their achievements when creating professional CVs. They also learn how to market themselves effectively through letters of application and the interview process.

Local Employer Visits:

Bilton School supports students who are interested in finding local apprenticeships and potential future job opportunities. Bilton school is currently liaising and developing career learning experiences, by working with the CWLEP Growth Hub, Enterprise Centre. We have previously developed our links with Cummins, who have previously delivered a community involvement educational project.

Sixth Form - Apprenticeship workshop run in January. Students have a session on how to apply for apprenticeships, what they look for, Interview techniques, team building, group activities. They are given opportunities to discuss and research a personal career pathway, which is suited to their individual needs.

Local Employer Visits:

In the past we've had Rotary volunteers support the careers within in school, in a number of ways including business mentoring, as well as delivering mock Interviews to the key stage 4 students.

Bilton school supports students who are interested in finding local apprenticeships and future career prospects. Our career consultant has provided students with career development and learning opportunities when liaising with:

Army

RAF

Heart of England

Cummins

STEM Learning centre

Aspire2be

Bilton School is currently in the process of developing our local employer visits and careers learning opportunities for students, as well as:

- Links with Local Businesses
- Guest speakers from Local Businesses
- Local Businesses to support with the Career Fair

11 - Links with the local Community

We have built our contacts and links with Coventry and Warwickshire, CWLEP Growth Hub and Enterprise Centre. Our intention is to build and further develop our links with external business contacts and companies within the local community.

Working with Enterprise Co-ordinators, Enterprise Advisers, developing connections with local businesses.

Careers Fair – Summer term (year 10,6th form)

Rotary Club - (competitions and mock interviews)

Students also are provided with a wealth of external learning and personal development opportunities, within the Character and Culture curriculum, such as: trips, talks, workshops, competitions, community projects and charity opportunities.

12 - Equality and Diversity

The career programme within the Character and Culture curriculum covers important themes such as: Equality, Diversity, Inclusion and challenging career stereotypes. The school also provides students with various talks and assemblies on these important topics.

Bilton school Character and Culture and Careers Team promotes Equality and Diversity and implements it in the following ways:

- Careful selection of career resources including posters and display materials
- Actively encouraging students to support themselves financially
- Encouraging all students to consider all education and training options available to them
- Avoid using stereotypical gender examples within the workplace
- offering self-placement of work experience placements
- Equal access to all the information for all students of all abilities

Bilton school recognise that courses, apprenticeships and employment opportunities are available for all of our students of varying skills, abilities and personal qualities. Our careers consultant works closely with our SENCO leader, to ensure that targeted students have careers advice from age 14. Pupil Premium pupils are also identified and targeted for a careers interview to support these students with their career choices.

We encourage all students to consider all of their options in order to make an informed decision about a future career. If a student has an unrealistic career aspiration, we will ensure that they have a wide range of career option choices available to them. Students will be supported to make an informed and personal careers route.

13 - Monitoring and Evaluation:

The annual planned programme and evaluation of CEIAG policy and provision takes place through normal Quality Assurance procedures:

Lesson and career observations and Learning Walks

Destination Trends – Year 11/13 leaver information

Pupil Premium student destinations

NEET figures

14. Department Action Plan and Targets

In place, measured against the Gatsby Benchmarks (Compass school self-assessment tool)

Careers Action Plan – produced annually and reviewed by SLT

15. Careers Policy Review

Approved - _____ by Governors at – Bilton School

Next Review Date – _____