

CAREERS

EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY

Prior Park School Gibraltar

<p>Policy Owner</p> <p>Deputy Head Pastoral/Head of Sixth Form/PSHE Coordinator</p>	<p>Applies to</p> <p>Prior Park School Gibraltar (PPSG)</p>	<p>Superseded documents</p> <p>CEIAG (Careers) Policy v1</p>
<p>Associated documents</p> <p>Teaching and Learning Policy Equality, Diversity and Inclusivity Policy (Students) PSHE Schemes of Work</p>	<p>Review frequency</p> <p>Every two years (unless the legislation/regulations update before this time)</p> <p>Implementation date</p> <p>6 February 2023</p>	<p>Legal Framework</p> <p>KCSIE DfE Guidance COBIS Inspection Framework</p>

This policy is reviewed biennially, or more regularly as required, prior to approval by Trustees, where applicable.

Last reviewed by:	Head of Sixth Form (Mr J Comber), PSHE Coordinator (Ms M Easter), Deputy Head Operations and Pastoral (Mr C Devincenzi-Clemens) and Head of Compliance (Miss E Wickham)
Date last reviewed:	February 2023
Approved by Trustees:	Approved and ratified by PPSG SLT
Date last approved:	6 February 2023
Date for next approval:	January 2025

1. Introduction

Prior Park Schools (PPS) is a family of Christian schools based in Bath and Gibraltar. Prior Park College (PPC) and The Paragon School (TP) are incorporated in England as Prior Park Educational Trust Ltd. Prior Park School Gibraltar (PPSG), is incorporated in Gibraltar as Prior Park School Ltd. Both are companies limited by guarantee and registered charities.

The Prior Park Schools mission, underpinned by shared values, is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Prior Park Schools Values:
Curiosity - Generosity - Courage

2. Aims and Commitment

PPSG is a community built on Christian values, with emphasis on mutual respect, co-operation, and use of talents. The school promotes a policy of positive teaching, seeking to foster and reward constructive Student contribution. Our aim is to create a positive atmosphere that fosters achievement and the happiness of all members of the community. We aim to reward endeavour and success, stressing the benefits of positive behaviour, and will counter misbehaviour to safeguard the community and the individual.

We believe that Careers Education and Guidance is an integral feature of the School enabling our students to:

“be confident, capable, compassionate and independent-minded” and this is in part achieved by delivering a creative learning environment which will develop the academic and other talents of each student. Our philosophy for Careers Education and Guidance forms an integral feature of the Mission Statement for our Foundation, which is to nurture communities which cultivate creativity, foster integrity and transform lives.

The School has developed an integrated programme of activities that supports all our students in enabling them to access the full range of opportunities beyond school and supports them in choosing their own pathways into fulfilling adult working lives.

The School is committed to providing a dedicated programme of Careers Advice and Guidance from Years 9-13, within an overall educational guidance framework of support from Years 7 to 13.

The School endeavors to follow the statutory guidance outlined in the 'National framework CEG 11-19 DfE 2003' and that its policies and spirit are in line with the Statutory Guidance for Governing Bodies, School leaders and School Staff March 2015 "Careers Guidance and Inspiration in schools" issued by the DfE.

Careers Education, Information, Advice and Guidance (CEIAG) at PPSG has also been designed in accordance with best practice and UK regulations, where students have access to accurate, up-to-date career guidance that:

- is presented in an impartial manner, showing no bias or favouritism towards an education or employment option.
- enables students to make informed choices about a broad range of options, using current and relevant information on GCSE, post-16 and post-18 options in a number of forms including online career programmes and direct insights into industry areas through employer visits, Career Fairs and Tutor Challenge Day.
- is delivered in a timely manner through Years 7 to 13.
- helps encourage students to fulfil their potential by 'knowing themselves' as well as knowing the world of work and being aware of as well as preventing potential stereotypes in the workplace.
- promotes self-awareness regarding individual strengths, weaknesses and interests relating to the world of work, including challenging stereotypes in the workplace.
- offers, impartial, supportive, and aspirational careers guidance on an individual basis through an independent career advisor.

The CEIAG provision at PPSG is based on the requirements of the Gatsby Benchmarks which define world-class career guidance as consisting of the following elements:

- A stable career programme
- Learning from career and labour market information
- Addressing the needs of each student
- Linking curriculum learning to careers
- Encounters with employers and employees
- Encounters with further and higher education
- Personal guidance

3. Roles, Responsibilities and Accountability

The Deputy Head (Operations and Pastoral) works closely with the Head of Sixth Form, HoHs, tutors, Assistant Head Welfare and the Co-ordinator of PSHE.

4. CEIAG PROGRAMME

Year 7 and Year 8 The careers provision in Year 7 and Year 8 focuses on specific topics in order to consider and develop careers ideas and start to consider individual strengths and weaknesses through promoting self-awareness. Some of the careers' topics to be covered in tutor time and PSHE are listed below:

Year 7: 'Crea8ive' digital careers resources and booklets for ages 11 to 12 covering:

- A day in the Life of
- Business & profits
- Identity theft
- Making decisions and managing risk
- Managing pocket money
- What are employability skills
- What is fast fashion 1
- Enterprise Project
- Unit Team Careers Quiz
- Baseline Before Assessment
- End of Unit Assessment

Year 8: 'Crea8ive' digital careers resources and booklets for ages 12 to 13 covering:

- Create opportunities - Vision & Aspirations
- Explore possibilities
- Manage career
- Methods of investing money
- Volunteering and Social action
- What are GCSE's?
- What is Labour Market Information
- Enterprise Project
- Unit Team Careers Quiz
- Work Booklet
- Baseline Before Assessment
- End of Unit Assessment

Additional features of Year 7 and Year 8 CEIAG:

- Careers Fair
- Career insight talks from a variety of parents, carers, support staff, alumni and teachers

Year 9: The careers provision for Year 9 focuses on skills, qualities and self-awareness, and preparing students to make their decisions about GCSE options. The main themes and topic covered in Year 9 include the realities of working life and different lifestyles, self-awareness, how to explore career routes and making decisions and choosing GCSE options. Some of the career themes delivered in Year 9 are listed below:

Skills for Life and 'Crea8ive' digital careers resources and booklets for ages 13 to 14 covering:

- Challenging yourself
- Entrepreneurialism
- Future jobs and workforce
- Importance of networking
- Understanding credit score
- Vision and motivation
- Vocational qualifications
- Enterprise Project
- Unit Team Careers Quiz
- Work Booklet
- Baseline Before Assessment
- End of Unit Assessment

Additional features of Year 9 CEIAG:

- Student talks on choosing GCSE subjects (from Heads of Faculty)
- Year 9 Options Evening presentation
- Ongoing individual guidance available as requested

Year 10 and Year 11: Due to the importance of CEIAG for students at Key Stage 4, careers provision focuses on specific areas in more detail. Year 11 focus is on post-16 options.

Year 10:**'Crea8ive' digital careers resources and booklets for ages 14 to 15 covering:**

- Buy now pay later explored
- Balancing work and life
- Working hours 15-18-Year-olds
- Building a personal brand
- Applying for jobs
- Importance of national employment
- What is a mortgage?

Other resources:

- Unifrog - learn about different career paths and possible choices.
- Students complete a one week 'work shadowing' experience during the Lent Term.
- Introduction to Fast Tomato and other suitable careers resources
- Year 10 students encouraged to undertake the optional 'My Career Choices' questionnaire produced by 'My Future Choice' (aptitude and interest tests)

Year 11: 'Crea8ive' digital careers resources and booklets for ages 15 to 16 covering:

- Post 16 options
- Long term career planning
- Grow throughout life
- Organisation & time management
- What are A levels?
- What is a Traineeship?
- What is an Apprenticeship?
- Unit Team Careers Quiz
- Work Booklet
- Baseline Before Assessment
- End of Unit Assessment

Other resources:

- Individual discussions take place to discuss Post 16 options with Heads of Department and tutors and the Deputy Head, Academic.
- Students are encouraged to arrange work experience at the end of their GCSE examinations.

Sixth Form: Supported by activities in Skills for Life, and tutor time; the Head of Sixth Form and sixth form PSHE tutors provide a coherent package of opportunities, information and support so students have a clear understanding of the range of options at Higher Education, School Leaver Programmes, Apprenticeships and Employment.

- Post 18 options evening for parents and guardians
- Workshop on personal statements
- One to one interview with Heads of House and Head of Sixth Form (UCAS)

- Visits and talks from local and national Universities, employers, and apprenticeship schemes.
- Careers Fair
- Mock interviews to build confidence and employability skills
- Networking events
- Support through exam leave
- Results service in August

Year 12: 'Crea8ive' digital careers resources and booklets for ages 16 to 18 covering:

- Sixth form life
- Uni vs world of work
- Writing a cover letter
- UCAS process
- Student finance
- Alternatives to university
- Confidentiality in the workplace
- Budgeting for university
- Unit Team Careers Quiz
- Work Booklet
- Baseline Before Assessment
- End of Unit Assessment

Year 12: Skills for Life covering:

- Tailoring your CV and using networks
- Identifying workplace behaviours and values
- Recognising employability skills for success in the workplace
- Interview preparation, assessment centres and aptitude tests
- Using Fast Tomato and Unifrog online career resources
- Guest presenters and virtual tours of Universities

Year 13: 'Crea8ive' digital careers resources and booklets for ages 16 to 18 covering:

- Sixth form life
- Uni vs world of work
- Writing a cover letter
- UCAS process
- Student finance
- Alternatives to university
- Confidentiality in the workplace
- Budgeting for university
- Unit Team Careers Quiz
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Skills for Life is used for the UCAS application and on perfecting personal statements. Students applying for employment spend time on this researching different vacancies and preferred companies to work for as well as gaining relevant independent work experience in preparation for their applications.

5. Monitoring Review and Evaluation.

The PSHE coordinator ensures that the CEIAG programme is implemented and revised, taking into account feedback on the process from all stakeholders.

A yearly review is held between the Deputy Head (Pastoral & Operations), the Assistant Head, Welfare, the Head of Sixth Form and the PSHE Coordinator to discuss the year's programme and to itemise areas for development in the coming year.

Destination Statistics of past students are produced and published annually.

Overview of the Careers Education, Information, Advice and Guidance at PPSG

	Summary of the Programme	Possible Outcomes	Timing/Duration of unit of work
Year 7	1 A Day in the Life of 2 Business & profits 3 Identity theft 4 Making decisions and managing risk 5 Managing pocket money 6 What are employability skills 7 What is fast fashion	Developing their knowledge/understanding of different businesses and managing budgets. Awareness of skills to develop and consequences of identity theft/fast fashion. Developing their skill set/interpersonal relationships.	HT3
Year 8	1 Create opportunities - VISION & ASPIRATIONS 2 Explore possibilities 3 Manage career 4 Methods of investing money 5 Volunteering and Social action 6 What are GCSE's?	Developing their knowledge/understanding of different workplaces and financial education. Developing their skill set/interpersonal relationships.	HT3
Year 9	1 Challenging yourself 2 Entrepreneurialism 3 Future jobs and workforce 4 Importance of networking 5 Understanding credit score 6 Vision and motivation 7 Vocational qualifications	Developing their knowledge/understanding of different workplaces and vocational qualifications. Developing their skill set/interpersonal relationships.	HT3
Year 10	1 Buy now pay later explored 2 Balancing work and life 3 Working hours 15-18-Year-olds 4 Building a personal brand 5 Applying for jobs 6 Importance of national employment 7 What is a mortgage? Unifrog: possible careers.	Developing their knowledge/understanding of different workplace practices and life skills e.g. mortgages and brands. Developing their skill set/interpersonal relationships.	HT4 - 1 week's work shadowing in late March

	Purpose of work experience. One week of work shadowing in a place of their choice. Reflection of their experience.		
Year 11	1 Post 16 options 2 Long term career planning 3 Grow throughout life 4 Organisation & time management 5 What are A levels? 6 What is a Traineeship? 7 What is an Apprenticeship?	Developing their knowledge/understanding of different career opportunities and qualifications needed to pursue these. Developing their skill set/interpersonal relationships.	HT3
Year 12	1 Sixth form life 2 Uni vs world of work 3 Writing a cover letter 4 UCAS process 5 Student finance 6 Alternatives to university 7 Confidentiality in the workplace 8 Budgeting for university 1 Unit Team Careers Quiz 1 Work Booklet 1 Baseline Before Assessment 1 End of Unit Assessment	Developing their knowledge/understanding of university and beyond. Developing their skill set/interpersonal relationships.	HT1 in conjunction with Skills for Life
Year 13	1 Sixth form life 2 Uni vs world of work 3 Writing a cover letter 4 UCAS process 5 Student finance 6 Alternatives to university 7 Confidentiality in the workplace 8 Budgeting for university 1 Unit Team Careers Quiz 1 Work Booklet	Developing their knowledge/understanding of university and beyond. Developing their skill set/interpersonal relationships.	HT1

	1 Baseline Before Assessment 1 End of Unit Assessment		
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