



# Bilton School

## Careers Education, Information, Advice and Guidance Policy

Chair of Governors signature:

Headteachers signature:

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## **Contents**

1. Aims and Learning Outcomes of CEIAG at Bilton School
2. Student Entitlement of CEIAG
3. Bilton School Careers Overview
4. Staffing
5. Careers Information and Resources
6. Continued Professional Development
7. Work Experience
8. Working with Parents and Careers
9. Working with Post 16/18 Providers
10. Working with Employers and the Local Community
11. Equality and Diversity
12. Monitoring and Evaluation

# **1- Aims and Learning Outcomes 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.

Bilton School will use the guidance in the Gatsby Benchmarks to measure the effectiveness of careers provision. This will be reviewed termly.

## **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

### **Outcomes:**

Students should be able:

- To assess their achievements, qualities and skills
- To present this information appropriately
- To set career and learning targets
- To understand the nature of work and people’s attitude towards it
- To use a variety of different sources of careers education resources
- To use virtual work experience to make a positive informed decision
- To understand Labour Market Information (LMI)
- To make informed and appropriate choices in Yr9, Yr11 and 6th form
- To understand the relevance of employability skills

### **3 - Bilton School CEIAG Overview**

#### **Careers Education within the School Curriculum**

Careers Education is delivered within the Character and Culture curriculum. The whole school curriculum makes links, where appropriate, to real world career paths during careers week. During Key stage 3, years 7, 8 and 9 all students study a careers topic, which runs for one term 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. Students also have time allocated to updating their Grofar and Springpod accounts, recording their own personalised careers research, experiences and pathways.

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

#### **Careers Interviews**

Every Year 11 student will have at least one careers interview and receive a written careers action plan. Sixth Form students will be offered at least 2 interviews with our career's consultant and are able to self-refer.

### **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. All tutors deliver specific careers lessons in Character and Culture. 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.

**Helen Cross (Assistant Head)**  
**Neil Stoddart (Careers Consultant)**  
**Claire Francis (Careers Leader)**  
**Nigel Dodds (Head of Yr11)**  
**Megan Kyrke (Head of 6th form)**

## **5 - CEIAG Information and Resources at Bilton School:**

The Bilton School Careers program is delivered within the Character and Culture curriculum. Year 7– Year 11 have access to a careers curriculum for one term each year. Support and guidance is targeted to specific year groups during any transition periods, e.g. talks, assemblies, options and open evening guidance and careers fairs. During careers week, students gain additional access to subject specific careers pathway options. The Bilton Schools Careers office holds information including university prospectus, local college prospectus, local training providers, apprenticeship, and relevant careers literature. There are also various careers displays within the different curriculum areas around the wider school.

### **Career Guidance Software**

The careers guidance software used at Bilton School for KS3 and 4 is, Grofar. 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 students' personalised careers action plans are tracked and recorded using Grofar. KS5 students use the Uni Frog platform to support them with their career choices. KS3/4 Careers meetings are currently targeted for our Year 7 – 10 students who require them.

### **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 receive CPD about Careers in the curriculum, as part of the Character and Culture delivery.

Information on the effectiveness of delivery is collected and supported by:

- 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. Students are offered virtual work experience via Springpod which is an online platform utilised and recommended by a wide variety of employers.

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. Students are provided with encounters with employers and employees e.g. Microsoft and other professional organisations. Students also have the option to complete their (self-placement) work experience, during the summer term. Key stage 5 students currently have access to Unifrog which is an online career platform. This platform supports students with their careers planning, UCAS Preparation and key skills to enhance their learning. It also offers different career online events and webinars, e.g. Unifrog Apprenticeship Fair and is linked with a variety of different professional partnership organisations.

## **8 Working with Parents and Carers**

Bilton school intends to develop this area of the policy by providing parents opportunities to discuss careers during:

- Year 9 options evening
- Sixth Form Open Evening
- Sixth Form Parents Evening

Parents have access to the Bilton School CEIAG policy as it is displayed clearly on the school's website as are the contact details for the Head of Careers, the Career's Consultant. Every student that has an individual careers interview receives a careers action plan that can be shared with parents. The careers team will send letters home to parents relating to the Yr10 virtual 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 events in school.

## **10 – Working with Employers and the Local Community**

Bilton School wants 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. Students also work with various external companies and agencies, within different areas of the whole school curriculum.

Bilton School supports students in finding local apprenticeships and potential future job opportunities. Bilton school works with the CWLEP Growth Hub and Enterprise Centre. Connections to local businesses and further/higher education providers are provided through the careers fair for years 9-13. The wider curriculum also offers students opportunities and experiences with a variety of external companies and agencies through assemblies or workshops.

We have built our contacts and links with Coventry and Warwickshire, CWLEP Growth Hub and Enterprise Centre. We also work with enterprise co-ordinator's, enterprise advisers, developing connections with local businesses. Students also are provided with a wealth of external learning and personal development opportunities, within the Character and Culture and the wider curriculum, such as: trips, talks, workshops, competitions, community projects and charity opportunities.

## **11 - 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.

## **12 - Monitoring and Evaluation**

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

- Lesson and career observations and Learning Walks
- Destination Trends – Year 11/13 leaver information
- Pupil Premium student destinations
- NEET figures
- Gatsby Benchmark Evaluation