

# **CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY**

## **Prior Park College**

<b>Policy Owner</b> Careers Coordinator	<b>Applies to</b> Prior Park College (PPC)	<b>Superseded documents</b> CEIAG (Careers) Policy v3
<b>Associated documents</b> Equality, Diversity, and Inclusivity Policy Curriculum Policy PSHE and SMSC Policy Prevent Duty Policy	<b>Review frequency</b> Every two years (unless the legislation/regulations update before this time)  <b>Implementation date</b> 28 September 2024	<b>Legal Framework</b> KCSIE 2024 DfE Guidance ISI Inspection Framework

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

<b>Last reviewed by:</b>	Careers Coordinator (Mrs J Avent)
<b>Date last reviewed:</b>	August 2024
<b>Approved by Trustees:</b>	NA Approved by the Deputy Head (Academic)
<b>Date last approved:</b>	27 September 2024
<b>Date for next approval:</b>	August 2027

## 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

We believe that Careers Education and Guidance is an integral feature of the College. We recognise that, as an extension to Students thriving as individuals during their time at school, it is essential to prepare them to continue to thrive throughout their adult life. We know the importance of equipping them with the necessary tools to achieve this.

In the context of Careers Development, we aim to harness their curiosity to explore a variety of future options, beyond what they have experienced in their everyday lives. Students are encouraged to engage with and question people about their career pathways and to have the courage to embark on work experience to better understand workplace settings.

In line with the schools' value of generosity, students are signposted towards opportunities to volunteer their time to help others in the community and beyond. This offers them the chance to gain real insight into a wider world.

Prior Parks mission to cultivate creativity, and foster integrity compliments our aim to develop vital workplace skills.

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

Prior Park College is committed to providing Careers Education from Years 7 to 13.

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

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

Careers Education, Information, Advice and Guidance (CEIAG) at Prior Park College has also been designed in accordance with ISI 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. Information is available via a variety of formats including online career resources, direct insights into industry areas through employer visits, a Career Fair, Gap Year & University Fairs, external visitors and PPC's annual 'Inspire' 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 offers, impartial, supportive, and aspirational careers guidance on an individual basis through an independent career advisor.

The CEIAG provision at Prior Park College is based on Government Guidelines and fulfilling 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 Careers Coordinator has day to day responsibility for Careers education and works closely with the Heads of Sixth Form, HSMS, tutors, Coordinator of PSHE and Careers Advisor.

### **4. CEIAG PROGRAMME**

Below is an outline of the distinct CEIAG programme for Prior Park College. This runs alongside the wider school curriculum which supports CEIAG in a broader sense:

- Inherently the teaching of many subjects incorporates essential key soft skills e.g. P.E. promotes teamwork, communication, leadership, dealing with setbacks and resolving conflict. Drama promotes emotional intelligence and public speaking. Theology promotes critical thinking and empathy.
- Teachers are encouraged to give examples of how the skills they teach can be used within a work environment.

- External speakers, including parents and alumni, are invited to visit the school and meet with students to share their work experiences and career pathway and offer advice to those that seek to pursue something similar.
- Trips and visits offer the opportunity for students to meet people that work in that sector. Conversations and interaction are encouraged, where appropriate.
- Throughout their school-life numerous 'team building' events are organised for the students (e.g. residentials and external companies that specialise in team building). These events continue to foster the students' soft skills that are relevant to their future chosen careers.
- An extensive extra-curricular programme is offered which further promotes personal development are often focuses on specific skills that are useful for future careers e.g. debating club & debating competitions foster persuasion skills, adaptability, active listening, and collaboration.

In addition to the provision for students, parents are also provided with regular current information via a Careers Newsletter and the Careers Instagram page. Both channels serve to highlight upcoming opportunities and signpost toward useful resources/websites.

### **Year 7**

The focus for this year group is self-reflection and self-awareness. Students are taught to be able to describe who they are, draw connections between their likes, culture, and interests. They are also taught to understand that certain characteristics are protected by law.

Further distinct PSHE lessons with links to careers include stereotypes, diversity, neurodiversity, LGBTQIA+, racism and sexism. This supports their understanding of not only themselves but others.

### **Year 8**

The focus for this year group is for students to consider what they would like their life to look like in the future. Students consider what success means to them. They are taught to understand that success can be measured in different ways and can be achieved within lots of different career paths. Following on from this, students reflect on their own successes and set goals for future success.

Further distinct PSHE lessons with link to careers include knowing themselves and their values, emotional wellbeing and finance and materialism.

### **Year 9**

The focus for this year group is providing sound advice and information to allow them to effectively choose their GCSE subject options. Discussions involve how to identify factors that should and should not be considered whilst choosing subjects to study. Students are also given clear explanation as to who can support that decision-making process.

Further distinct PSHE lessons with link to careers include prejudice and discrimination and money management.

### **Additional features of Year 9 CEIAG:**

- Pupil talks on choosing GCSE subjects (from Heads of Department)
- Year 9 Options Evening presentation
- Ongoing individual guidance available as requested (incl. with specialised Careers Advisor)
- Access to Unifrog, helping to inform GCSE options

Unifrog is an extensive online Careers resource that Prior Park subscribes to. It brings together all the available careers information into one comprehensive, user-friendly platform. It helps students make the best option and career choices and helps them to submit the strongest applications for post-16 and post-18 options.

### **Year 10**

In this year group students are encouraged to use Unifrog in more detail and explore the vast array of information available to them on this platform. They are encouraged to look at labour market information and the resource library where they can view profiles of a variety of careers.

In PSHE there is a specific focus on work experience. Students are taught the importance of work experience and advised how to get the best out of work experience. They are encouraged to set their own goals for their own work experience.

Work experience options can be explored within Unifrog but information is also provided to parents via the Careers Newsletter and the Careers Instagram Account.

An in-house Careers Fair is run biennially. Here students get to meet, face-to-face with external representatives from a variety of sectors. This is an opportunity for them to ask questions about their role, sector, pathway, and routes to that career.

A Gap-Year Fair also runs biennially, in the alternate year, allowing students to see the options for an enriching gap between education/employment.

Due to the biennial nature of these events, students attend both once in KS4 and once in KS5.

### **Year 11**

In this year group the focus is on exploring post-16 pathways. Students are taught to consider the pros and cons of full-time education, employment and apprenticeships. Students are also advised who can help support them in their decision making.

#### **In addition to distinct PSHE lessons:**

- All Year 11 pupils are invited to meet the school Careers Advisor. Meetings are student-led, and a career action plan is created collaboratively. Follow up meetings can also be arranged.
- Individual discussions also take place to discuss post-16 options with Heads of Department and tutors.
- Students are encouraged to arrange work experience at the end of their GCSE examinations.
- Students are also introduced to the UCAS Hub.
- Careers and Gap Year Fair, as above.

**Sixth Form:** Supported by activities in Prior for Life programme, General Studies and tutor time; the Heads of Sixth Form, Careers Coordinator, Careers Advisor and sixth form tutors provide a coherent package of opportunities, information, and support so pupils 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 meetings with HSMs and Head of 6<sup>th</sup> Form (UCAS)
- Careers interviews available on request with Careers Advisor
- General studies programme which invites external speakers from a broad range of sectors

- Visit to the annual UK University and Apprenticeship fair in Bristol to meet face-to-face with numerous University and Apprenticeships providers and attend relevant seminars
- Oxbridge Group Biennial meetings
- Careers Fair at PPC
- Biennial Gap year Fair at PPC
- Annual International University fair at PPC - in conjunction with The University Guys
- Annual 'Inspire Day' event where inspirational, external speakers come to share their experiences and their career pathways
- Weekly Newsletter tailored for 6<sup>th</sup> Form MedSoc programme providing interactions with people in the medical profession for those wishing to pursue Medicine and related careers
- Mock interviews to build confidence and employability skills
- Support through exam leave
- Results service in August

### **Year 12**

In addition to the provision above, Y12 students have Prior for Life lessons 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 Unifrog's online career resources

### **Year 13**

In addition to the provision above, Y13 students have Prior for Life lesson covering: advice on personal statements, direction on researching apprenticeships, work experience and employment options.

## **5. Monitoring Review and Evaluation.**

A yearly review is held between the Head/SLT and the Careers Coordinator to discuss the year's programme and to itemise areas for development in the coming year.

Careers Coordinator leads implementation of improvements where necessary.

Destination Statistics of past students are produced and published annually in association with the PPA office.

Careers Advisors engaged by PPC should have a Level 6 Diploma in Career Guidance and Development which is the main qualification for professional career advisors, and they are encouraged to attend relevant CPD training/meetings designed to develop good practice and ensure that they are keeping abreast of the latest developments in Careers Advice.