

Steyping Grammar School CEIAG programme January 2025

The key elements of a good Careers Education, Information, Advice and Guidance (CEIAG) is to develop the self-awareness, opportunity awareness, decision making and transition planning skills of students. It should also look to raise aspirations, broaden horizons and breakdown stereotypes. It should help students to understand the purpose and benefits of education and it should aim to inspire them to greater achievement in their formal qualifications as well as successful progression into the next stage of their lives and the 'world of work' in the longer term.

A robust and inspiring CEIAG programme should be an integral part of the whole school and SGS's CEIAG programme incorporates both formal careers education, information, advice and guidance activities, as well as other opportunities linked to each of the students' subjects, whether this is delivered through/by bespoke lessons, external speakers, educational visits or developing our staff's knowledge of the careers and opportunities linked to their subject areas. We believe that the whole school staff has a responsibility for the 'careers education' of our students and, therefore, it is important that all staff maintain an up-to-date knowledge of the opportunities that relate to their subjects, encourage students to explore ideas and are happy to provide additional information to students, or to refer them to other resources/colleagues with a more specific knowledge.

In addition to the proposed CEIAG programme, we should also aim to provide students with opportunities to experience the 'world of work' and to develop their key employability and enterprise skills throughout Years 7 – 11 and beyond if they continue on into the 6th Form. This will be achieved through their formal education as well as through extra and super-curricular activities both in school and outside of school. This part of the CEIAG programme should be built around the form tutor and, once again, will be an opportunity for the school to draw the links between academic achievement and the students' future progression and should aim to confirm to the students that they will need more than just qualifications in order to be successful in their future plans. Part of making informed decisions must include Labour Market Information (LMI), looking at our local employment market and helping students understand that this can help their planning, what courses/training they might need for their first job or career progression and is an important part of their career development.

Finally, we aim to continue to develop a range of different resources, including through the school's website, to support the students (and their parents/carers) in researching and planning their futures, and we will work closely with other organisations, including the local authority, Further and Higher Education providers (including apprenticeship providers) and employers (including our Enterprise Adviser) to offer appropriate information and support for all of our students so that they can all make successful transitions within, and beyond, SGS and have successful and fulfilling lives in the future.

KS3

The commitment to effective and informative CEIAG is started in Year 7 where students are taught in PSHE, students will complete a number of activities to find out about themselves, possible careers pathways and how the subjects taught at school link to the working world.

In Year 8, a Careers Drop down day, during the latter half of the Autumn Term. Prepares students for selecting their options in January/February and includes a number of careers talks. Students are able to explore careers of their choosing, looking at entry requirements, qualifications required and earning potential.

Year Group	Activity	Purpose	Gatsby Benchmarks
7	- PSHE Lessons on Careers - Skills Builder Framework introduced. Developing Listening and Speaking skills during tutor time activities and a project in RE lessons. - Drop Down Day 2 for Employer and Employee encounters, finding out about different job roles	Students have access to the careers software, currently Xello, which gives them access to information about career pathways and labour market information (LMI) quizzes to match careers to their personality and add events to the CV builder.	1,2,3
		Specifically they will be learning; how school subjects relate to the world of work, how you interests can lead to a career you love and time management skills	1,2,3,4
		Assessing and developing employability skills.	1,3,8
		- To be introduced to the world of work and the different job roles within it - Careers talks by our local employers	5

Year Group	Activity	Purpose	Gatsby Benchmarks

8	• Y8 Careers Drop Down Day (Nov 2023) • Introduction to option choices • Options Evening (Jan 2025) • Careers software Xello • Student voice - Feedback • Careers in the Curriculum	• Careers talks from local employers. • Presentation on Technical and Apprenticeship Pathways. • Students accessed Careers software Xello and had a presentation on labour market information. • To introduce the students to resources/programme of events to support them with their KS4 option choices • An event for students and parents that outlines the options, explains the rationale and offers the chance for questions for the students KS4 option choices. • Students have access to the careers software, currently Xello, which gives them access to information about career pathways and labour market information (LMI) quizzes to match careers to their personality and add events to the CV builder. They will complete a number of activities including: learning pathways and biases and careers choice. • An opportunity to get feedback from the Year 8s regarding the CEIAG programme throughout KS3 in order to help us develop the programme, through the Future Skills Questionnaire • In tutor time once every two weeks the students will be presented with information for different subjects and how these subjects link to different careers. The information shared shows labour market information, soft skills and qualifications needed for a role and is presented by our knowledgeable tutors	1,2,3,4,5,7 1,3,4 1,3,4 1,3 1,3 2, 4
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	Skills Builder Framework	Skills Builder Framework continued development	1, 3, 8
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KS4

The commitment to effective and informative CEIAG continues within Key Stage 4 where, in Year 9, 10 and 11, students are taught in PSHE. The PSHE teacher is now responsible for their specific group all year around and so Careers support and guidance is offered by the teacher. Lesson resources and Schemes of Work are provided within Year 9 and 10. In addition we:

Year Group	Activity	Purpose	Gatsby Benchmarks
Year 9	Careers Room	Careers Room with a host of careers materials available, use of computers for research and support is provided at break and lunch time by our own Internal Careers Advisor.	1,2,3,4,7,8
	Careers programme produced by the Xello programme	Delivered during PSHE to explain options Post 16 and inform.	1,3,4,8
	Careers Talks	Careers Talks from our local employers	1,2,3,4,5
	Local providers providing a whole year group talk to Y9 and Y10 students on technical and apprenticeship pathways.	Technical courses explained to students in line with the updated Provider Access Legislation	1,3,7
	Inspire Day	Inspiring students to consider their future plans by participating in subject day experiences.	1,3,4,7
	Careers in the Curriculum	In tutor time once every two weeks the students will be presented with information for different subjects and how these subjects link to different careers. The information shared shows labour market information,	2, 4

		soft skills and qualifications needed for a role and is presented by our knowledgeable tutors •	
Year 10	• Sixth Form taster sessions • Careers programme produced by the Xello programme • 'Next Steps to your Future' survey • Careers Day- ERA Week. Skills Builder Challenge Day. • Local providers providing a whole year group talk to Y9 and Y10 students on technical and apprenticeship pathways. • National Apprenticeship Week - Tutor time activities • Work Experience Day in the programme called "Take Your Child to Work Day"	• To give the students a chance to experience FE and to break down some of the barriers of FE. • Delivered during PSHE to explain options Post 16 and inform • Year 10 students complete our 'survey' in May to start them thinking about their future options (this leads onto more work with the Careers Team in year 11). • A careers focused day in ERA week building employability skills. • Technical courses explained to students in line with the updated Provider Access Legislation • Input on range of apprenticeships available during tutor time activities • Students will have the opportunity to attend a days work experience during the Year 10 ERA week	1, 2, 3, 4, 5, 7 1,3,4,8 1,3,4 1, 3, 8 1,3,4 1,2,3,8 4,5,6

	Careers in the Curriculum	- In tutor time once every two weeks the students will be presented with information for different subjects and how these subjects link to different careers. The information shared shows labour market information, soft skills and qualifications needed for a role and is presented by our knowledgeable tutors	2,4
Year 11	1-1 Guidance interviews 6th Form Open Evening - Open Evenings (external) - Apprenticeship information - Careers event for FE/Apprenticeships - Careers 'Surgery'	1-1 interviews regarding the students post-16 option choices. This could be with parents, if requested. - Opportunity for students to see what is on offer in the Sixth Form and ask questions about the courses they are interested in. - A range of 'careers' events organised by the other FE providers within the local area will be shared with the students via the Careers Google Classroom. - Vacancy information for apprenticeships will be advertised within school (via Careers Google Classroom) and available via the National Apprenticeship Service website as well as other websites. - Local FE Colleges come to the school to talk to our Year 11 students about their curriculum offer to help them make informed choices. - Provide support and advice on progression planning with Careers Advisor - drop in 'surgery' option available every break and lunchtime on a Monday and Thursday.	1, 2, 3, 4, 8 1, 2, 3, 4, 7 1, 2, 3, 4, 7 1,2,3,7 1, 2, 3, 4, 7

	- Local Colleges and Apprenticeship speakers invited in to speak to students regarding alternative pathways - Year 11 follow up work	Technical courses explained to students	1,3,8
		In tutor time once every two weeks the students will be presented with information for different subjects and how these subjects link to different careers. The information shared shows labour market information, soft skills and qualifications needed for a role and is presented by our knowledgeable tutors	1,3,8
	Track all Year 11 pupils applications and plans	Where there are NEETS (Not in Education, Employment or Training) we intervene to support a student to find another suitable option	1,3,7
	Year 11 Student Voice	Evaluation form sent to students to complete to allow us to update and modify the Careers Programme, an opportunity to get feedback from the Year 11s regarding the CEIAG programme offered them during Year 11, including 1-1 guidance interviews. This is completed through the Future Skills Questionnaire	1,3,8
	Careers in the Curriculum	In tutor time once every two weeks the students will be presented with information for different subjects and how these subjects link to different careers. The information shared shows labour market information, soft skills and qualifications needed for a role and is presented by our knowledgeable tutors	2. 4

KS5

CEIAG continues in Key Stage 5 within the Next Steps Programme, which is diverse and all-encompassing. The programme differs per week and ensures there are outside speakers across the spectrum including universities, FE colleges, gap year providers, employers and apprenticeships. In addition we:

Yr Group	Activity	Purpose	Gatsby Benchmarks
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Year 12	1-1 Guidance interviews	1-1 interviews regarding their post-18 option choices. This could be with parents, if requested and includes specialist support during the summer for students deciding not to continue with their 6th Form education.	1, 2, 3, 4, 8
	Careers meetings	Additional 1-1 support offered regarding their post-18 choices and longer term aspirations to the students in school time.	1, 2, 3, 4, 8
	Enrichment Programme /DofE	To give the students an opportunity to experience a wide range of different activities in order to develop key skills and try new experiences.	1,3,5,6
	Work Experience	To give the students a chance to experience the 'world of work' and understand the key skills needed to succeed. It also gives Year 12 students a chance to explore some of their career options and learn valuable 'work ready' skills that employers are looking for.	1, 2, 3, 5, 6, 7
	University Open Days	To encourage students to understand the benefits of attending university open days, to explore the university cities and find out more about the universities and what they can offer, in addition to their academic degrees.	1,2,3,7
	Careers Fair	Local employers alert students to LMI in the area and a chance to find out more about the jobs available.	1,2,3,7
	Futures Day	Variety of employers, universities, alumni run workshops to cover a range of possible career pathways which students can follow. Employers are chosen from feedback from students - who they want to hear from.	1,2,3,5,7
	Careers Google Classroom	Containing information on FE & HE options; volunteering, gaps years and student finance as well as	1, 2, 3 ,4 ,5,7

	• Higher Education Convention at The Brighton Centre • Talk on Foundation courses • Sixth Form Parent and Student Information Evening on Apprenticeships	careers information including LMI and Virtual Work Experience opportunities throughout the year. Apprenticeship and job opportunities are shared as well • An opportunity that gives the students the chance to speak to a wide range of HEIs and to gain an understanding of the number of other students who they will be competing against in the UCAS process. • A talk to the Year 12 students on applying for Foundation course, ie ART Foundation, covering what is available locally as well as how they differ from degree courses and where they can lead onto. • Apprenticeship providers and alumni apprentices give presentation on apprenticeships	1, 2, 3, 5, 7 1,3 1,2,3,4,8
Year 13	• 1-1 guidance interviews • Personal Statements & HE application support • Mock Interviews Workshop • CV writing Workshop	• 1-1 interviews regarding their post-18 option choices. This could be with parents, if requested and could be with an independent adviser via the government website https://nationalcareers.service.gov.uk/ if preferred. • Extensive 1-1 guidance and support is offered to all of the Year 13 students in order to make a competitive application to the universities of their choice. Personal statement writing uses the OSCAR system, created in conjunction with Sutton Trust Group • To support the students in their preparation for interviews at university. • To ensure that the students understand the basics of,	1, 2, 3, 4, 8 1, 2, 3, 7 1, 2, 3, 7 1,3

	• Apprenticeship adverts • Bespoke Apprenticeship meetings • Year 13 follow up work • Sixth Form Parent and Student Information Evening on Apprenticeships	and have, a good CV for when they leave school. • Vacancy information for apprenticeships will be advertised within school, via Careers Google Classroom and available via the National Apprenticeship Service website as well as other websites. https://www.gov.uk/apply-apprenticeship www.studentladder.com • 1-1 interviews arranged for Year 13 students who are interested in pursuing an apprenticeship. • Follow up of destination data for Year 13 students. If required, interviews will be arranged with either SEL/AJP. • Apprenticeship providers and alumni apprentices give presentation on apprenticeships	1,7 1,2,3,4,8 1,3 1, 2, 3, 4, 8
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