

## CEIAG – Careers Education, Information, Advice and Guidance at Archway Learning Trusts 2018/2019

Vision Statement: This is vision that we discussed in our first 1:1 meeting

We believe that all our students have the capability and potential to develop and grow in their careers. The careers service is therefore designed to support students at various stages of their academic journey ensuring that they are able to make informed decisions about their future career choices. Students can access a range of information, advice and guidance through our dedicated Careers Adviser- Mrs Kawser and Mrs Newnham, our partnership provider: Futures Advice, Capital One community relations programme as well as our subject teachers across Bluecoat Academies Trust.

**Students can expect:**

- A planned programme from Years 7-13
- Information and guidance on Option choices
- On-going and impartial guidance
- Factual and up to date information
- Opportunities to experience the world of work
- Gain relevant employability skills, such as how to write a CV and cover letter, make applications & learn interview skills
- That their personal aspirations are important and treated with respect
- An opportunity to have an individual careers interview with a qualified advisor.

The careers service can be accessed through a number of ways from 1:1 careers appointment, drop-in sessions, array of workshops and employability activities tailored to meet the diverse needs of our students.

Our aim is to ensure that our students leave Bluecoat Academies Trust with skills and confidence that will equip them for their approaching careers, as well as, the various pathways they may take throughout their lifetime.

Current State: Where is the schools in regards to Careers and Employability right now?

Activities include a full programme of careers support with specific year groups across the two schools and three sites that make up Bluecoat. This includes support for Year 12 options, the careers advisor working one day a week with year 13 pupils, interviewing 10 students a day re: careers aspirations. There are organised careers taster events for Years 11, 12 and 13 and one week's work experience is provided for all year 10 students (around 600+ annually).

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Careers and employability is regularly mentioned in assemblies and there is regular focus on apprenticeships, CV's, personal statements, mock interviews etc. Certain pupil cohorts are targeted for additional support and guidance e.g. with applications to universities, apprenticeships.

There are links to programmes such as Capital one's community relations programme

In addition there are parents' events, schemes developing university links including specific widening participation to universities activities from year 7 onwards. There is also careers-related team building for staff with a focus on identifying designated teachers within the academy to take responsibility for planned activities.

Goals: What would you want to see in the terms of Careers Provision by the end of this programme?

Archway Learning Trust would like the programme to provide an interface for getting all teachers involved in careers and employability and develop a more seamless approach to their provision. Educating and informing staff about the importance of careers and reinforcing the message that it is not an add-on service but part of the schools ethos and service. Some teachers are missing practical skills to deliver careers and so we would like to look at our structure of delivery, to identify outstanding gaps and to discover best practice from other schools.

Priorities: What are the shorter term priorities that can be achieved before September of put in place for early next academic year?

Maintaining business and provider relationships, delivering a robust service across the MAT. Strategically manage and plan careers and employability activities within our school for the next academic year and gain commitment from teachers and identify areas that require either further training to colleagues and to raise profile of the service that we provide.

## **CEIAG – Careers Education, Information, Advice and Guidance at Archway Learning Trusts 2018/2019**

### **Action Planning:**

#### **Year 7**

As an important transition year from Primary to Secondary phase the focus for students is on raising their aspirations and ensuring they understand the importance of becoming effective life-long learners.

#### **Whole year / identified group activities**

- Future progression. Give yourself the edge event- year group visit

#### **Year 8**

#### **Individual guidance**

- Access to careers advisor
- Tutors / subject teacher – option choices
- PG students receive 1:1/ group workshops with their option choices

#### **Whole year / identified group activities**

- Into University visits / workshops, including Business in Focus visit to a local business
- Option AOWs
- Enrichment Activities
- University visits / workshops NTU / NU
- Preparation for options via PHSE lessons, Options Evening & Parents Evening

#### **Curriculum offer**

## **CEIAG – Careers Education, Information, Advice and Guidance at Archway Learning Trusts 2018/2019**

- Option taster sessions

### **Additional support**

- Local Universities represented at YR8 option evenings

### **Year 9**

#### **Individual guidance**

- Access to careers advisor
- E-Mentoring scheme - Post 16 students have set up an email account for Yr 9s ask questions regarding A- level/Career choices.

#### **Whole year / identified group activities**

- Into University visits / workshops
- Enrichment Activities
- University visits / workshops NTU / NU
- Ambition Nottingham programme (NU)
- Humanutopia- aspirations/ Motivation day activity
- WE.org (previously a part Barclays Life Skills) workshop and assemblies

#### **Curriculum offer (examples)**

- Child care work placements
- Visits to industries

#### **Additional support**

- STEM – Science, Technology, Engineering, and Maths – Activities for identified students
- University Student volunteers – working with Pathway 2 students.
- Into University Leadership session

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### **Year 10**

#### **Individual guidance**

- Access to careers advisor (Work Experience)
- Futures interviews (Government Funded) – priority 1 students only
- Post 16 students allocate a time slot over lunch for Yr 10's to discuss any careers issue and get advice
- Careers Local- Mentoring Scheme x6 weeks

#### **Whole year / identified group activities**

- Work Experience Workshops
- PHSE Lessons x5- preparation for securing work experience
- Post 16 visit Yr 10 tutor groups once every half term for question and answers session.
- AOWs – P16 Team and students
- AOW- careers service/ Work Experience
- Into University visits / workshops
- NTU workshops
- External employer led workshops and activities

#### **Curriculum offer (examples)**

- Introduction through GCSE for Child Care
- BTEC Creative and Media – visit to Broadway Media Centre
- Work Experience

#### **Work experience**

- 1 week work experience

#### **Additional support**

- Library resources – Kick Start your career

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### **Year 11**

#### **Individual guidance**

- 1:1 Careers Appointment
- Futures interviews (Government Funded) – priority 1 students only
- Information regarding external Careers Fair
- Careers Local funded workshops and activities- Personal Development Sessions x3, employer led Interview Skills practice, creative edge session
- Apprenticeship workshop- careers

#### **Whole year / identified group activities**

- Inspire Mentoring
- AOWs – P16 Team and students
- AOW- careers service
- The Nottingham University Outreach to undertake an AoW session for the whole year
- Student Progression co-ordinator
- Springboard project
- Business takeover day
- Into University visits / workshops
- Careers Local funded workshops and activities
- NTU workshops
- Careers adviser present at Parents Evening and Results Day
- PHSE lessons- identifying transferable skills, employability and options
- Employer led workshops- Apprenticeships
- FE led workshops- Options

#### **Curriculum offer (examples)**

- GCSE Child Care

## **CEIAG – Careers Education, Information, Advice and Guidance at Archway Learning Trusts 2018/2019**

### **Year 12 and 13**

#### **Individual guidance**

- 1:1 careers appointment
- Career Drop-in sessions
- Tutors arrange review date with students to discuss options
- Support completing UCAS Forms and personal statements- careers and lead staff on UCAS
- S. Bromley - Student Progression co-ordinator
- Tutors hold 1:1 appointments with all students ever half term- this is also an opportunity to talk about progression routes
- Into university- personal statements drop in, study skills/revision
- Staff Support with non-university options

#### **Whole year / identified group activities**

- Nottingham University Outreach Sessions e.g. student finance, UCAS and Higher Education.
- NTU Outreach opportunities
- Into-university cooperate mentoring scheme
- Tutor time activities around CV guidance, interview guidance, application process
- FE led workshops
- Employer led activities
- Careers Fair- external
- Careers Local funded workshops and activities
- BICT ' Cheese Matter session' money awareness workshop

#### **Work experience**

- Subject specific e.g. 2 days a week child care placement
- Year 12 Work Experience – 1:1 support for pwork experience placements in July

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### **Additional support**

- AoW Career paths in Creative Industries
- Subject specific outreach opportunities through Nottingham University and NTU circulated to relevant staff and posted in the post 16 bulletin
- Apprenticeship and outreach opportunities visits and information posted in bulletin
- Careers Section in Post 16 Library-regularly updated by Linda Leonard
- Psychology students - Forensic & Clinical Psychology conference
- Students interested in Medicine, specific support and application provided