

What to expect in Lower School from Career Education, Information, Advice and Guidance (CEIAG)

By the end of Key Stage 3, we expect students to have a greater understanding of how to:

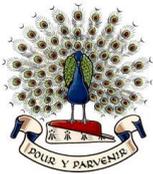
- Use personal reflection to understand what skills and qualities they have or are developing and how this relates to specific careers and job families.
- Recognise the qualities and skills needed for employability and provide evidence for those demonstrated both in and out of school.
- Describe the organisation and structure of different types of businesses.
- Be aware of what job and labour market information (LMI) is and how it can be useful to you.
- Be aware of the laws and by-laws relating to young people's permitted working hours.
- Link guided subject choices for Key Stage 4 to potential career aspirations.
- Look systematically at the choices and opportunities when you reach a decision point.
- Access impartial and independent careers information, advice and guidance.

How is this achieved?

- Through a programme of Personal, Social and Health Education (PSHE) activities in form time that includes specific careers related activities.
- Through other timetabled PSHE and careers lessons.
- Through assemblies and parents' events.
- Major Careers Convention held every other year.
- A programme of targeted Career Guidance Interviews
- Careers Adviser attendance at appropriate review meetings with SEND students and contributing to EHC plans.

Impartial and independent CEIAG is achieved through:

- Dedicated careers webpages for students and parents.
- Dedicated Myvle careers pages. These include links to information databases and career guidance programmes that support career choice.
- Careers books, leaflets and materials – with specific resources linking careers to school subjects.
- Specific careers events such as the careers conventions, university visits and employer led events.
- Professionally qualified Careers Adviser who advises and guides students on career and subject choice including advice on higher education. Adviser works specifically with students from Year 8 through to Year 13. Electronic career plans are produced and e-mailed to parents on request.
- The involvement of employers and other external organisations in careers work in school.
- Links to information about post-14 opportunities offered by organisations external to school such as university technical colleges, studio schools and post-14 enrolment at local colleges can be accessed from the Lady Manners School 'Careers and Work Experience' web page. Information is also available in the careers library.



Lady Manners School Careers Department

Year 7 Programme

In Year 7, Career Education is integrated into the Personal Development / PSHE programme. Students will:

- Assess their likes and interests so that they become aware of strengths and skills.
- Investigate an organisation and the job roles and careers available.
- Assess their self-development by looking at their progress.
- Be introduced to the school library including the careers section situated there.

Programme (universal activity)

- 'Investigating the NHS' Module: assembly led by an external employer, form time activities and careers library visit.

Year 8 Programme

In Year 8 students will be taught careers education through PSHE focused form tutor periods throughout the year and a dedicated careers module in the Summer Term. Students will:

- Broaden their awareness of different careers with particular reference to stereotyping.
- Use the Jobs Explorer Database (JED) to help develop self-awareness and decision making.
- Assess their personal qualities and skills.
- Visit a local company to research the different job roles available and employability skills.
- Have the opportunity to discuss career plans with a Careers Adviser.

Programme

- Introductory Assembly - Students will, through a dedicated assembly, be introduced to the careers department, the careers website, the careers page on Myvle and how to access independent and impartial Careers Guidance including access to 1-1 interviews.
- 'Introduction to the Labour Market' Careers Module, using the Job File Explorer database.
- Workplace visit: all students will visit a large local employer.
- Targeted students will have the opportunity to work with projects such as the 'Volunteer it Yourself' team building/mentoring project.
- Targeted Careers Guidance Interviews with the Careers Adviser.

Year 9 Programme

Students will be taught careers education through form tutor periods and through PSHE sessions throughout the year. There will also be presentations from the Careers Department in assembly time. Students will:

- Look at how we make decisions and plan their move into Year 10.
- Use careers interest guide programmes to match their strengths and interests to job families and understand the implication for guided subject choice.
- Explore employability skills.
- All students will have access to independent and impartial careers guidance including access to 1-1 interviews at their request.
- Targeted students will have the opportunity to work with projects such as the 'Volunteer it Yourself' team building/mentoring project.



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Programme

- Career Pathways module (timetabled): delivered by Higher Education Progression Partnership (HEPP).
- Guided Option Choice (timetabled): Careers Module. All students create a Fast Tomato account and complete a PowerPoint investigating guided option choice.
- World of Work Day.

The Lady Manners School Careers Library

This is housed in the school Library. A section of the Library is devoted to careers resources. All careers information is regularly updated and quality assured to ensure that it is free from bias and stereotypical views. Here, you will be able to find information on different jobs and courses for the future.

The Careers Department works with all curriculum areas in school to promote careers related issues and information

The Lady Manners School 'Careers - Lower School' Webpage and Myvle Page

There is a specific section of this website dedicated to students in Key Stage 3 (Lower School, Years 7-9). You can also use this website to contact school with any careers related enquiry.

The Myvle page has links to useful careers diagnostic tools and careers information resources.

Measuring the impact of the careers programme in Key Stage 3

The impact of careers related activities is assessed through;

- External scrutiny and inspection: as part of an OFSTED inspection, reports are in the public domain. School has a certificate of commitment to attaining the CareerMark V11 Quality award.
- Feedback from external organisations and parents for school based events.
- End of module Careers Workbook assessments from students.
- The careers programme is mapped against a learning outcomes framework:
<https://www.thecdi.net/Careers-Framework>

SA Pacey

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