

Lady Manners School Careers Department

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

Career learning in Upper School (Key Stage 4) aims to equip students with the necessary information and skills to manage their own career portfolio and support progression to the next stage of their learning after Year 11. Independent, impartial and up to date careers advice and guidance is available to all students to support their choices.

In Years 10 and 11, students will be taught careers education through their form tutor period and, from time to time, through curriculum sessions throughout the year. There will also be presentations from the Careers Department in assembly time. A member of the Careers Department will support some or all of these sessions.

Work Experience and contact with employers is a significant element of the programme. For some students having an extended work experience placement and a business mentor is beneficial.

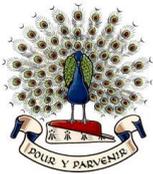
By the end of Key Stage 4, we expect all students to have a greater understanding of how to:

- Explain how work is changing and how this impacts on people's satisfaction with their working lives.
- Find relevant job and labour market information (LMI) and know how to use it in career planning.
- Be aware of their responsibilities and rights as a student, trainee or employee for following safe working practices.
- Build and make the most of personal networks of support including how to identify and use a wide range of careers information, advice and guidance.
- Show how they have acquired and are developing qualities and skills to improve their employability.
- Research education, training, apprenticeship, employment and volunteering options including information about the best progression pathways through to specific goals.
- Know their rights and responsibilities in a selection process and the strategies to use to improve your chances of being chosen.

Programme: Year 10

Students will have the opportunity to:

- Update their 'Fast Tomato' Careers Interest Guide account.
- Research careers that they would be interested in following in the future and be shown how to access information from different sources.
- Attend careers events and talks.
- Make an application to an employer and prepare for a practice job interview. Student have a 'mock' employer interview with an employer who will give feedback that will help in the future. This assessment contributes to GCSE speaking and listening assessment.
- Find out about the world of work and what employers look for in relation to behaviour at work. Students also receive information on how to stay safe in the work environment and how to ensure they are treated fairly in the work place.



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- Work for an employer for 1 week on work experience. Students will be able to record their experiences. After work experience students have the opportunity to share with others what they have learned. Every student also receives an assessment report from an employer that they keep in their personal development folder and make use of it in future applications for courses and jobs. Students opting not to participate in work experience will be offered an alternative work related learning option.
- Some students have a meeting with a member of the Careers Department who can advise on future career choices and options and on suitable work experience placements.
- Some students may be offered the opportunity to visit local colleges.

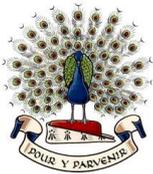
Programme: Year 11

Students will have the opportunity to:

- Update their 'Fast Tomato' Careers Interest Guide account.
- Find out about all the learning and training options available to Year 11 leavers, including apprenticeships, and how to apply. This is done through:
 - Careers education lessons in Form Time and through specific careers sessions.
 - Attend information events and evenings such as the:
 - Post-16 options assembly.
 - 'Alternative Pathways to Sixth Form Study' parents' evening.
 - Lifestyles assembly involving colleges, training providers, employers, and ex-students.
 - 'Apprenticeship Week' lunchtime activities and talks.
 - Apprenticeship workshops in Apprenticeship Week in January, supported by Job Centre Plus and local training company advisers. Specific focus learning groups on apprenticeships teaching students how to make use of online databases, including the National Apprenticeship website, to research more fully their option choices and, where appropriate, make applications.
- Attend lunchtime careers talks.
- Discuss future career plans with a member of the Careers Department who will provide you with independent and impartial Careers Guidance and help you draw up an electronic career plan to be shared with parents. This will be done on an individual or a group basis.
- Visit other post-16 learning providers and attend taster sessions as appropriate.

In Year 11

- Throughout Year 11, the Careers Department makes students aware of all opportunities including local and national apprenticeship opportunities, deadlines for applications, open days and taster course events. All information is displayed on the careers notice board and sent to Form Tutors.
- Careers Department staff also attend appropriate review meetings with SEND students and contributing to EHC plans and 1-1 guidance for these students including student who are in care.



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The 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, students will be able to find information on different jobs and courses for the future.

The Lady Manners School 'Careers – Years 10 & 11' webpage

There is a specific section of the school's website dedicated to students in Key Stage 4 (Upper School, Years 10-11). It provides information and links to relevant careers websites. The website also provides a link to careers support beyond school.

This website can also be used to contact school with any careers related enquiry.

The Lady Manners School 'Careers and Work Experience' Myvle pages

There are Myvle pages dedicated to:

- Careers related issues: links to useful careers diagnostic tools and careers information resources, including some to support applications to post-16 providers.
- Year 10 work experience information, including how to source placements.

Measuring the Impact of the Careers Programme

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 providers and parents for school based events.
- Formal student, parent and employer evaluation of careers events including the Mock Employer Interview programme, block and extended work experience through employer feedback forms, Careers Conventions.
- Feedback from parents via the website.
- Student feedback on programme modules via online questionnaires
- The careers programme is mapped against a learning outcomes framework:
<https://www.thecdi.net/Careers-Framework>
- Student focus groups.
- Scrutiny of post-16 and post-18 destination data via a destination report. Parents can access data on post-16 and post-18 destinations from this website: www.compare-school-performance.service.gov.uk/

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