



Lady Manners School Careers

What to expect in Key Stage 3 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 permitted working hours for young people.
- Link option subject choices for Key Stage 4 to potential career aspirations.
- Access impartial and independent careers information, advice and guidance.

How is this achieved?

- Through a programme of Personal Development lessons that include specific careers related activities.
- Through extended registration opportunities.
- Through assemblies and Options Evening
- A programme of targeted Career Guidance meetings
- 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 / carers.
- Dedicated Moodle 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 meet the employer sessions during the world of work week.
- A professionally qualified Careers Adviser who advises and guides students on career and subject choice, including advice on higher education. The adviser works specifically with students from Year 7 through to Year 13. Electronic career plans are produced and e-mailed to parents and carers 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 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

Year 7 Programme

In Year 7, Career Education is integrated into the Personal Development 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.
- Have the opportunity to discuss career plans with a Careers Adviser.

Year 8 Programme

In Year 8, Career Education is integrated into the Personal Development programme. Students will:

- Broaden their awareness of different careers with particular reference to stereotyping.
- Use labour market information to help develop self-awareness and decision making.
- Assess their personal qualities and skills.
- Have the opportunity to discuss career plans with a Careers Adviser.

Year 9 Programme

In Year 9, Career Education is integrated into the Personal Development programme. Students will:

- Look at how we make decisions and plan their move into Year 10.
- Use Morrisby to match their strengths and interests to job families and understand the implication for option subject choice.
- Explore employability skills.
- Have the opportunity to discuss career plans with a Careers Adviser

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 Leader works with all curriculum areas in school to promote careers related issues and information.



Lady Manners School Careers

The Lady Manners School Careers – KS3 Webpage and Moodle Pages

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

The Moodle pages (one per year group) have links to the Career Education lessons taught in Personal Development, useful careers diagnostic tools and careers information resources.

Impact

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.
- Feedback from external organisations, students and parents/carers for school-based events.
- Feedback and MAD (make a difference) time in personal development lessons.
- Self-reflection in student progress booklets.