



Lady Manners School Careers

What to expect in Key Stage 4 from Career Education, Information, Advice and Guidance (CEIAG)

Career learning in 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 through Personal Development extraction curriculum sessions throughout the year. There will also be presentations from the Careers Team in assembly time.

Discovery of different careers and contact with employers is a significant element of the programme. Students participate in the World of Work Week at the end of Year 10, where they have direct contact with employers, learn about employment skills and have an employer interview.

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 their chances of being chosen.

Programme: Year 10

Students will have the opportunity to:

- Update their 'Morrisby' careers 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.
- Find out about the world of work and what employers look for in relation to behaviour at work.



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- Have a meeting with the Careers Adviser who can advise on future career choices and options.

Programme: Year 11

Students will have the opportunity to:

- Update their 'Morrisby' careers account.
- Find out about all the learning and training options available to Year 11 leavers, including apprenticeships, and how to apply.
- Understand the difference between A Level, vocational and technical courses via the Post-16 options assembly and speakers from external providers.
- Take part in 'Apprenticeship Week' and 'Careers Week' activities and talks.
- Attend apprenticeship workshops, supported by the DWP. These sessions focus on 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.
- Discuss future career plans in a 1:1 career meeting with the Careers Advisor who provides independent and impartial Careers Guidance and help to draw up an electronic career plan to be shared with parents and carers.
- Visit other post-16 learning providers and attend taster sessions as appropriate.

In Year 11

- Throughout Year 11, the Careers Team makes students aware of all opportunities including local and national apprenticeship opportunities, deadlines for applications, open days and taster course events. All information is shared via Classcharts, Moodle and sent to form tutors via the student bulletin.
- Careers Team 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.

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.



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Online information

The Lady Manners School Careers – Key Stage 4 webpage

There is a specific section of the school's website dedicated to students in Key Stage 4 (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 Moodle pages

There are Moodle 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.
- Personal Development lessons such as, how to write your CV and how to prepare for an online interview.

Impact

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.
- Feedback from external providers, students and parents/carers for school-based events
- Student feedback on programme modules via questionnaires
- Self-reflection in student progress booklets.
- Scrutiny of post-16 and post-18 destination data via a destination report. Parents / carers can access data on post-16 and post- 18 destinations from this website: www.compare-school-performance.service.gov.uk