



Careers Programme

The Careers Education, Information, Advice and Guidance (CEIAG) Programme is designed to meet the needs of students at different stages of their learning journey. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. Consideration of SEND learners is taken into account and activities are differentiated to ensure an inclusive approach and equality of access.

This programme ensures coverage of Gatsby Benchmarks 5 to 8, specifically:

Benchmark 5: Encounters with employers and employees

Every year, from the age of 11, pupils should participate in at least one meaningful encounter with an employer.

Benchmark 6: Experiences of workplaces

By the age of 16, every pupil should have had meaningful experiences of workplaces.

By the age of 18, every pupil should have had at least one further meaningful experience.

Benchmark 7: Encounters with further and higher education

By the age of 16, every learner should have had meaningful encounters with providers of the full range of learning opportunities, including sixth forms, colleges, universities and ITPs.

By the age of 18, all learners who are considering applying to higher education should have had at least 2 visits to higher education providers to meet staff and learners.

By the end of their programme of study, every learner should have had a meaningful encounter with a range of providers of learning and training that may form the next stage of their career. This should include, as appropriate, FE colleges, universities and ITPs. This should include the opportunity to meet both staff and learners.

Benchmark 8: Personal guidance

Every learner should have at least one personal guidance meeting with a careers adviser by the age of 16, and a further meeting by the age of 18.

Year group	Summary of the planned programme	By the end of the Key Stage students will have:
9	<p>Our transition programme allows our inchoate Year 9 students to gain insight into the various career options available to them based on their selected programme of study. During the Autumn term, our students engage in a range of Business writing in English classes that endows them with the requisite writing skills to communicate effectively for different purposes in the world of work.</p> <p>Our students also engage in a fluid career programme throughout the year ranging from employability sessions, vision boarding activities, group career guidance to shadow work experience as part of their enrichment. Career links are made in all lessons throughout the year.</p> <p>During Careers' week, our students and parents are exposed to the various routes and options that they can take to transition into subsequent sectors such as higher education or apprenticeships. These presentations are done by our learning coaches, SLT, volunteer parents, guardians and carers, education and training providers and members of the business community.</p>	<ul style="list-style-type: none"> • A clear understanding of the career fields that are linked to their option choices through, assemblies, PSHE, employability sessions and the different subjects across the curriculum. • Insights into the options available beyond KS4, as they continue to engage in discussions with parents, teachers and other professionals about their future. • Reflect on the various assemblies in their 'Reflection booklet' and use these as discussion points with their form tutors, subject teachers, career advisor and parents.
10	<p>At the start of the academic year, our students engage in a range of workshops/assemblies that prepare them for the world of work. These include presentation, interview skills, time management and developing a positive mindset. These are conducted by parents, guardians and cares, volunteers, learning coaches, teachers of business related subjects and external professionals.</p> <p>Throughout the year, our students engage in CV writing, interview skills and mock interviews for the different work experience options that they have selected. These are done during</p>	<ul style="list-style-type: none"> • Gain more insights into career pathways through assemblies, PSHE, and subjects across the curriculum, as they prepare for their options beyond KS4. • Gain real life experience of the process of applying for a job, as they prepare for their own work

	<p>Employability lessons with teachers from the business department. All students are given the opportunity to select the sector that best suits their career aspiration. All students are guided by 1:1 support from their careers advisor and their learning coaches to explore the various avenues via which they might achieve their career goals.</p>	<p>experience, whether virtually or face to face.</p> <ul style="list-style-type: none"> • Attain a more realistic / real-life understanding of the requirements attendant to their particular career interests as well as the attainments and avenues they must achieve and explore in order to reach those aspirations. • Reflect on their assemblies and presentations in their 'Reflection Booklet' and use these as discussion points with their form tutors, career placement officer, learning coach and parents. • This allows for our students to engage in the research process to ensure that they make informed decisions.
<p>11</p>	<p>Year 11s will engage in a virtual or face to face interview day. Students will be supervised by teachers from business related subjects and provided with the opportunity to reflect on their experiences.</p> <p>Year 11 students engage in Post 16 Option assemblies where they are provided with alternative routes towards achieving their career aspirations. Students are encouraged to explore opportunities both within and beyond the Trust that best suits their skillsets and abilities. Presentations are done by internal and external individuals who provide the students with a wide range of information on finance, Post-Covid West London Labour Market, different routes available to them, and UCAS, just to name a few.</p> <p>Year 11 students are also engaged in thematic workshops geared towards exploring entrepreneurial avenues for professional development through our 'Boss Day' programme and career week programmes.</p>	<p>Additionally, they gain vital insights into their chosen field from their work experience. The ability to make informed decisions is important for a smooth transition process and all the programmes are geared to prepare them for life in sixth form and beyond.</p>

	<p>Our students visit universities, such as Brunel University to gain experience of college life. Our students attend a range of virtual and face to face work experience throughout the year. All students are given the opportunity to select the sector that best suits their career aspiration. All students are guided by 1:1 support from their career advisor and their learning coaches to explore the various avenues to achieve their goals.</p>	
<p>12</p>	<p>In Year 12, students are supported in exploring and preparing for their next steps after Post-16 through a range of careers, university, and employability opportunities.</p> <p>All students will attend a Higher Education and Apprenticeship Fair to explore university courses, apprenticeships and employment pathways.</p> <p>Students will also be encouraged to attend university open days and careers events throughout the year.</p> <p>All Year 12 students will undertake a Week of Work programme, designed to provide meaningful workplace experience and develop employability skills.</p> <p>Students will participate in careers assemblies, employer encounters, alumni talks and progression workshops throughout the year.</p> <p>Students will also receive guidance and support through mentor meetings, UCAS workshops and careers guidance opportunities to help them begin planning their progression routes after sixth form.</p> <p>Students will participate in mock interview activities and employability workshops designed to develop communication, professionalism and interview skills.</p> <p>Students will be encouraged to engage in super-curricular and academic enrichment activities, including wider reading, online courses, university lectures and subject-related research to support progression pathways and university applications.</p>	<ul style="list-style-type: none"> • Increased awareness of university, apprenticeship and employment pathways. • Developed employability skills including communication, teamwork, professionalism and problem-solving. • Experienced meaningful encounters with employers and workplaces. • Developed a clearer understanding of progression routes after Post-16. • Begun researching university courses, apprenticeships and career pathways linked to their interests and subjects. • Attended careers fairs, employer encounters and progression events. • Received guidance and support regarding future pathways and progression planning. • Participated in mock interviews and employability activities linked to workplace expectations and future applications. • Developed greater awareness of super-curricular opportunities

		<p>and independent learning linked to university and career progression.</p>
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		<p>teamwork, professionalism and problem-solving.</p> <ul style="list-style-type: none">• Experienced meaningful encounters with employers and workplaces.• Developed a clearer understanding of progression routes after Post-16.• Begun researching university courses, apprenticeships and career pathways linked to their interests and subjects.• Attended careers fairs, employer encounters and progression events.• Received guidance and support regarding future pathways and progression planning.• Participated in mock interviews and employability activities linked to workplace expectations and future applications.• Developed greater awareness of super-curricular opportunities and independent learning linked to university and career progression.• Successfully applied for university, apprenticeships, employment or further training opportunities.• Developed greater confidence in making informed decisions regarding their future pathways.• Received support with UCAS applications, personal statements and interviews.
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