

## Your entitlement to Careers Education, Information, Advice and Guidance

CEIAG is delivered to all pupils through the curriculum via a combination of PSR lessons (Years 7-11), subject lessons, form time and stand-alone activities including a biennial Careers Fair in addition to short guidance meetings at key transition points in Year 9, 10, 11 and 12. Head of Careers is a qualified careers adviser and available to all students in her office at the back of the library during break and lunchtimes on a Tuesday to Thursday – just drop in!

### In Year 7 students will

- participate in **PSR lessons on careers related topics**
- participate in careers-related form time activities to include **Apprenticeships**
- be introduced to the '**Job Explorer Database**' (JED) which is a fun, interactive software programme that you can use to explore different careers and labour market information (LMI)
- prepare questions and work as part of a group to **interview members of staff** to find out more about different career pathways and to practice your interview skills and presentation skills, when you present your findings to the class
- start to learn about skills and how they relate to the world of work
- be encouraged to be aware that physical and mental wellbeing are important
- learn about the wider world: **rights and responsibilities of children**

### In Year 8 students will

- be introduced to **Unifrog**, an online careers platform, and **start recording your skills**
- participate in careers-related form time activities to include **Apprenticeships** and exploring **Careers in the Curriculum**
- participate in **Take Our Daughter to Work** day - you are asked to go to work with a parent, relative or a family friend and then report back to your class about your day. You will undertake a practice interview with your friends to help develop these skills
- learn about **presentation skills** and how they relate to the world of work
- continue to be encouraged to be aware that physical and mental wellbeing are important and will be introduced to **Mindfulness**
- learn about the wider world: **Democracy**

## In Year 9 students will

- be introduced to the **Careers library and other sources of careers and labour market information**, by the Head of Careers and find out how you can arrange a **one-to-one careers meeting** to talk over your ideas for the future (or lack of them) &/or to ask any questions you have – *remember, no question is too small!*
- be introduced to **Morrisby Aspirations**, a web-based resource on which you can answer questionnaires, discover where your current interests could lead you, research courses and careers and store information and create your own individual action plan
- participate in **PSR Careers lessons** covering topics including emerging and declining careers, the importance of transferable skills, decision making and thinking about where GCSE options may lead
- in preparation for choosing **GCSE options**, be invited to the **Options evening** where you can find out more about different subjects and talk to staff and students
- participate in careers-related form time activities to include **Apprenticeships** and exploring **Careers in the Curriculum**
- have access throughout the academic year to **online GDST CareerStart talks** to boost awareness of careers and pathways – look out for posters on the Careers Noticeboard
- have a **guidance meeting** with their parents/guardians, Head of Careers and another staff member to talk about option choice
- continue to use **Unifrog** to **record skills**
- continue with **Mindfulness and Project Reconnect** which looks at managing time online

*By the end of Key Stage 3 (Year 7/8/9) students should have developed a good awareness and understanding of their own strengths and abilities, be informed and inspired about a wide and ambitious range of career paths, started to build an understanding of the world of work including apprenticeships, started to make sense of a wide range of careers information and resources, considered the skills needed for life beyond SHS and be able to make informed decisions about their GCSE options.*

### **In Year 10 students will**

- participate in **PSR Careers lessons** on topics including creating a CV and covering letter for work experience, looking at the future world of work and the skills required to navigate the fourth industrial revolution and exploring the labour market in our local borough of Sutton
- be invited to **Sixth Form Experience Week** where you can find out more about the opportunities available and go on a **university visit**
- take part in a **'Looking Ahead' Careers session** where you will hear from external speakers, explore careers/sectors and participate in hands on activities alongside further developing practical career management skills including CV writing and interview technique
- have a **guidance meeting** with parents/guardians, Head of Careers and another staff member to talk about any your post-16 plans and ideas for work experience
- participate in careers-related form time activities to include **Apprenticeships** and exploring **Careers in the Curriculum**
- have access throughout the academic year to **online GDST CareerStart talks** to boost awareness of careers and pathways – look out for posters on the Careers Noticeboard
- continue to use **Unifrog** to **record skills**
- continue with **Mindfulness**

### **In Year 11 students will**

- undertake a **Morrisby Profile** – a set of psychometric assessments and questionnaires that will help you discover your own unique strengths, preferences and interests. The results and report will help when making decisions about post-16 plans and beyond
- learn how to make sense of your **Morrisby Profile report** and how to use it alongside time to reflect on it and research the suggestions given
- have an individual **Careers Guidance Interview** with an independent careers adviser which is an opportunity to discuss next steps and plan ahead
- participate in **PSR Careers lessons** focusing on post-16 pathways, strategies for finding work experience and preparation for the placement
- have a **guidance meeting** with parents/guardians, Head of Careers and another staff member to talk about your next steps and ideas for the future
- participate in careers-related form time activities to include **Apprenticeships** and exploring **Careers in the Curriculum**
- have access throughout the academic year to **online GDST CareerStart talks** to boost awareness of careers and pathways – look out for posters on the Careers Noticeboard
- **find a work experience placement** and undertake **Work Experience** after GCSEs
- attend a **Work Experience Debrief** to reflect on what you learned, and **record skills** gained on **Unifrog**

*By the end of Key Stage 4 (Year 10/11) students should have further cultivated their self-awareness through taking the Morrisby Profile, receiving feedback and one to one interview, ably use careers information and resources in order to be fully aware of all of the options open to them and feel confident planning for their next step, work on practical career management skills and develop transferable skills and their understanding of the world of work through a work experience placement.*

## Your entitlement to Careers Education, Information, Advice and Guidance in the sixth form

CEIAG is delivered to all pupils through the curriculum via an Extensive Enrichment programme, subject lessons and stand-alone activities including a biennial Careers Fair in addition to a guidance meeting in Year 12 alongside opportunities for one-to-one interviews with Head of Careers, who is a qualified careers adviser.

### Sixth Form Students (Year 12 & 13) will

- benefit from a **full Enrichment programme** to prepare students for their next steps including input on finance and cooking alongside interview technique, recruitment practices and asking for a pay rise delivered by the GDST Learning and Development Manager
- be encouraged to make the most of SHS resources including Medical Society, the Oxbridge Applications Group and UCAT preparation sessions.
- be encouraged to make the most of GDST resources including access throughout the academic year to **online GDST CareerStart talks** to boost awareness of careers and pathways – look out for posters on the Careers Noticeboard
- be encouraged to seize the varied GDST opportunities on offer, including Oxbridge on Track, Medics on Track and other events
- be encouraged to seek further advice, guidance and support from Head of Careers

### In Year 12 students will

- be shown how to use **Unifrog** to generate post-18 ideas and search for apprenticeships and degree courses in the UK/abroad and explore careers
- Continue to record **skills and activities** on **Unifrog** that can be used later in personal statement/applications
- **be invited with parents/guardians to a Post-18 Options evening** which includes various external speakers and input on Apprenticeships
- participate in **Enrichment Careers lessons** to support with next steps and covering a range of topics including choosing a subject and writing a personal statement
- have time to reflect and research your chosen post-18 pathway

- have the opportunity to take part in **GDST LEAD Enterprise** in partnership with London School of Economics Generate, a chance for you to gain and develop new skills collaborating with a team to bring an entrepreneurial product to fruition
- be encouraged to seek out and undertake further **work experience and voluntary work**
- **be invited with parents/guardians to a UCAS evening** which outlines the process of applying to university and important deadline dates
- with support in the Summer term, **register in the UCAS Hub** in order to start their university application process and support is provided for completing the UCAS form
- be given individual support if considering **alternatives to university** including apprenticeships, art foundation, taking a gap year or study abroad
- be given some time to **attend university open days** including the **Oxford and Cambridge Student Conference**, if appropriate
- have a **guidance meeting** with parents/guardians, Head of Careers and Head of Sixth Form to talk about your post-18 plans

### **Year 13 students will**

- finalise and make applications to their intended post-18 destination including **Universities and Apprenticeships**
- be encouraged to seek further advice, guidance and support from Head of Careers, as required
- confirm any **Admissions Test** requirements with our Exams Officer
- be offered **mock interviews**, as required, including specialist input for **Oxbridge candidates and MMI** for medical/dentistry/veterinary students
- continue to participate in **Enrichment lessons** covering a range of topics including applying for student finance, budgeting alongside using a washing machine and cooking

Support will be available during the morning of A level results.

*By the end of Key Stage 5 (Year 12/13) students should be able to set realistic goals and identify areas for development, ably use careers information, resources, events and opportunities in order to be fully aware of all of the options open to them and to prepare adequately for their chosen next step, further refine their transferable skills and understanding of the world of work through voluntary work &/or further work experience started to develop the skills needed for life beyond SHS.*



The Mark of Quality  
for Careers Education  
and Guidance

**PLATINUM AWARD**