



Twyford
C of E
High School

Careers Information, Advice & Guidance (CIAG) Provision



2021-22

Twyford C of E High School

**Providing a comprehensive CIAG programme
for all students (Y7-13)**

Twyford C of E Careers Programme 2021-2022

Careers Information, Advice and Guidance at Twyford:

Twyford C of E High School is committed to **preparing students for future success in education, employment and training**. Our comprehensive Careers programme uses the **Gatsby Benchmarks & The Baker Clause** to develop and implement our Careers provision and enable a range of education and training providers to regularly engage with all students across Year 7-13. Within our Careers programme, all students receive **unbiased & impartial information** about potential next steps and high quality careers guidance. We aim to provide high quality, meaningful opportunities for students to **encounter the world of work** and teach students a range of **employability skills** to ensure they have a successful future in the workplace. Our vision for Careers supports our whole school ethos (John 10:10) of nurturing students unique **gifts, skills and talents** and ensuring students enjoy 'life in all its fullness' and engage positively with their future life choices.

Careers Leadership at Twyford:

The Careers Leader at Twyford is **Miss Louise Adams, Assistant Head teacher: Head of Wider Learning & Careers**. As a school, all staff including Teachers, Tutors, Support Staff, Heads of Year, Heads of Department and Senior Leadership Team are committed to supporting our Careers programme.

The contact details for Careers & Work Experience are:

- Miss L Adams (Head of Careers): ladams@twyford.ealing.sch.uk
- Careers IAG general enquiries: careersIAG@twyford.ealing.sch.uk
- Work Experience: WorkExperience@twyford.ealing.sch.uk.

Both our **school website and COPIA** contain regular updates about our Careers programme including events, opportunities, talks and Careers Bulletins.

Supporting Twyford's Careers Programme:

If you or a family member or friend are a business or employer, education or training provider and **could support Twyford with our Careers programme** (including *Work Experience placements, Careers talks, networking opportunities*) please do contact us as we are always looking to expand our network of employers and education providers. We are particularly looking for further Work Experience opportunities, Internships and Career talks in Hospitality, Medicine, Research and Languages industries; if you are able to offer any support with these areas, please do get in touch.

Careers Guidance in schools - Statutory Frameworks:

In December 2017, the Department for Education (DfE) published a new **Careers Strategy for secondary schools** followed by statutory guidance in January 2018. Schools must have an appointed **Careers Leader** and a **Careers Information, Advice & Guidance (CIAG) Programme** for each academic year. By September 2020 schools should be meeting the **Eight Gatsby Benchmarks** (outlined below):

The Gatsby Benchmarks:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

The Baker Clause:

In January 2018, the DfE also introduced 'The Baker Clause' as an amendment to the Technical and Further Education Act 2017. The Baker Clause stipulates that schools must allow colleges and training provider's access to every student in years 8- 13 to **discuss non-academic routes that are available to them**. It is expected that by doing so this will help address the **UK's productivity challenges and address skills shortages experienced across several sectors of the economy**.

To ensure we are **compliant with The Bakers Clause**, we have developed excellent links & partnerships with the following organisations & providers, who regularly run assemblies, talks, small group sessions & workshops for our students:

- West London College
- Other local colleges (*Including Brentford FC Post 16 Football Education Programme, Capel Manor, Kingston College*)
- ASK Programme (*Apprenticeship, Support & Knowledge*)
- Partner of InvestIN (*Immersive career programmes for 12-18 year olds, free bursary places for Pupil Premium students available*)
- Links with Countryside (*A construction company based in Acton*)
- Kudos – online Career platform for all Y7-13 students (*this provides students with a variety of different pathways into an industry*)

Quality Assurance within our Careers provision:

- How the curriculum extends beyond the academic, technical and vocational
- The Broader development of students; enabling students to discover interests and talents
- How students are prepared for future success in their next steps
- How schools promote and inclusive environment that meets the needs of all students

In order to regularly **evaluate our Careers provision**, we complete a compass tool once per year, which provides information about how we are **achieving against the Gatsby Benchmarks**. Our most recent **Compass evaluation in February 2021** showed that we are making excellent progress with meeting the Gatsby Benchmarks:

Benchmark	February 2019	February 2020	February 2021
1	17%	88%	91%
2	80%	85%	85%
3	72%	81%	90%
4	56%	60%	87%
5	50%	75%	75%
6	87%	87%	87%
7	66%	79%	79%
8	37%	95%	95%

We are confident that our Careers provision is **wide ranging, inclusive and diverse**. Within our Pastoral Programme, Wider learning offer, Curriculum and additional Careers IAG provisions, we feel that we are giving students the **right support, knowledge and skills to be successful in their future at Twyford at beyond**.

As always, we are open to receiving feedback & suggestions for further ways to continue to develop & refine our Careers programme.

Careers learning outcomes for Twyford students:

We have identified the key Careers development learning outcomes for students in each year group. Students will reflect on their progress with these outcomes after each Quarterly Assessment using their self-reflection record booklets.

	Learning Outcome
7	To begin to think about the types of Careers that I might be interested in based on the subjects I enjoy and the things I am good at.
8	To make decision about the subjects I will choose for my electives that would be best suited to the Careers that I am interested in pursuing in the future.
9	To research future pathways and fully engage in acquiring the additional skills and experience I need to prepare me for my future pathways.
10	To be able to write a CV which demonstrates my employability skills and use this to secure a meaningful and valuable Work Experience placement.
11	To research and understand the different options available to me at Post 16 and have a clear Plan A & B (even C) in place for my Post 16 pathway.
12	To begin researching and planning my Post 18 options. To be able to refine and update my CV and use this to secure a Work Experience placement in the field I am interested in pursuing at Post 18.
13	To research and understand the different options available to me at Post 18 and have a clear Plan A and B (and C) in place for my Post 18 pathway.

Termly Careers Programme at Twyford 2021-22:

Each Term, we create an overview of various CIAG opportunities that term. We also utilise the Careers Compass tool, student & parent feedback and Post 16 / 18 destinations data to identify areas of strength and areas for improvement within our Careers programme and provision.

Alongside our comprehensive Careers Programme, we also offer the following CIAG provisions:

- ✓ CIAG focus in our Y7-13 Pastoral programme
- ✓ CIAG Hub in LRC with up to date Careers information, guides, resources & prospectus for Post 16 & Post 18 options
- ✓ Work Experience support on Friday AM reg and Friday lunchtime in LRC
- ✓ Post 16 options support during Thursday AM reg and Thursday lunchtime in LRC
- ✓ Links with Invest-IN Careers & Work Experience courses and programmes
- ✓ UCAS Convention for all Y12
- ✓ Careers Fair for Y7-13 in March
- ✓ Whole school access to Kudos – a Careers guidance website
- ✓ Careers focus in self-reflection booklets after each QA for all students
- ✓ Regular 1:1 CIAG meetings with Y11 and Y13 to support with Post 16 / Post 18 pathways (with tutor, HOY, SLT)
- ✓ Work Experience week for Y10 & 12
- ✓ External speaker programme throughout the year
- ✓ Regular CIAG updates, opportunities and events emailed out to students weekly
- ✓ CIAG focus in every Wider Learning bulletin (emailed to parents and students every half term)

Careers Information Advice and Guidance Provisions within the Pastoral Programme:

At Twyford, we have a comprehensive Pastoral programme for every year group, which combines tutor sessions and assemblies focusing on different aspects of our 10:10 ethic. The programme is designed to support students in their Spiritual, Moral, Social and Cultural development (SMSC). There are also opportunities within the pastoral programme to focus on Careers IAG at different stages throughout the year, particularly when students are making choices about their future steps and pathways.

SMSC Curriculum Coordinator: Mrs Woodham

Email: HWoodham@twyford.ealing.sch.uk

Examples of CIAG focus in our Pastoral programme:

Pastoral Curriculum						
Year Group	7	Term	Spring 1	Bible Story	Can and Abel, Temptation in the wilderness	
Theme	Being thankful & getting things wrong		10:10 Ethic	10:10 Ethic	Understanding weakness	
W/L	Topic	Pupil Objectives	Main Activities	Summary of the reading	Application to the 10:10 ethic	Assembly
1	1. To understand the importance of being thankful and getting things wrong.	1. To understand the importance of being thankful and getting things wrong.	1. To understand the importance of being thankful and getting things wrong.	1. To understand the importance of being thankful and getting things wrong.	1. To understand the importance of being thankful and getting things wrong.	1. To understand the importance of being thankful and getting things wrong.
2	2. To understand the importance of being thankful and getting things wrong.	2. To understand the importance of being thankful and getting things wrong.	2. To understand the importance of being thankful and getting things wrong.	2. To understand the importance of being thankful and getting things wrong.	2. To understand the importance of being thankful and getting things wrong.	2. To understand the importance of being thankful and getting things wrong.
3	3. To understand the importance of being thankful and getting things wrong.	3. To understand the importance of being thankful and getting things wrong.	3. To understand the importance of being thankful and getting things wrong.	3. To understand the importance of being thankful and getting things wrong.	3. To understand the importance of being thankful and getting things wrong.	3. To understand the importance of being thankful and getting things wrong.

Year 11 Pastoral Curriculum Overview Term 1.2						
Year Group	11	Term	Autumn 2	Bible Story	Abner of Paul	
Theme	Aiming to be hard miles for others		10:10 Ethic	10:10 Ethic	Agent for good	
W/L	Topic	Pupil Objectives	Main Activities	Reading	Summary of the reading	Application to the 10:10 ethic
1	1. To understand the importance of aiming to be hard miles for others.	1. To understand the importance of aiming to be hard miles for others.	1. To understand the importance of aiming to be hard miles for others.	1. To understand the importance of aiming to be hard miles for others.	1. To understand the importance of aiming to be hard miles for others.	1. To understand the importance of aiming to be hard miles for others.
2	2. To understand the importance of aiming to be hard miles for others.	2. To understand the importance of aiming to be hard miles for others.	2. To understand the importance of aiming to be hard miles for others.	2. To understand the importance of aiming to be hard miles for others.	2. To understand the importance of aiming to be hard miles for others.	2. To understand the importance of aiming to be hard miles for others.
3	3. To understand the importance of aiming to be hard miles for others.	3. To understand the importance of aiming to be hard miles for others.	3. To understand the importance of aiming to be hard miles for others.	3. To understand the importance of aiming to be hard miles for others.	3. To understand the importance of aiming to be hard miles for others.	3. To understand the importance of aiming to be hard miles for others.

Year 13 Pastoral Curriculum Overview Term 2.1						
Year Group	13	Term	Spring 1	Bible Story	Patience	
Theme	Working with my weaknesses		10:10 Ethic	10:10 Ethic	Understanding weakness	
W/L	Topic	Pupil Objectives	Main Activities	Reading	Summary of the reading	Application to the 10:10 ethic
1	1. To understand the importance of working with my weaknesses.	1. To understand the importance of working with my weaknesses.	1. To understand the importance of working with my weaknesses.	1. To understand the importance of working with my weaknesses.	1. To understand the importance of working with my weaknesses.	1. To understand the importance of working with my weaknesses.
2	2. To understand the importance of working with my weaknesses.	2. To understand the importance of working with my weaknesses.	2. To understand the importance of working with my weaknesses.	2. To understand the importance of working with my weaknesses.	2. To understand the importance of working with my weaknesses.	2. To understand the importance of working with my weaknesses.
3	3. To understand the importance of working with my weaknesses.	3. To understand the importance of working with my weaknesses.	3. To understand the importance of working with my weaknesses.	3. To understand the importance of working with my weaknesses.	3. To understand the importance of working with my weaknesses.	3. To understand the importance of working with my weaknesses.

Year 7 Pastoral Programme – CIAG focus

Head of Year 7: Mrs Johnston

Email: EJohnston@twyford.ealing.sch.uk

- Term 1 Week 1: Wider Learning focus – developing skills and talents beyond the classroom
- Term 1 Week 13: NHS Careers Competition
- Term 2 Week 2: Developing Leadership & Employability skills
- Term 3 Week 3: Pastoral session on Future goals and ambitions
- Term 3 Week 14: Activities week & Residential trip – Careers Focus during Activities week

Year 8 Pastoral Programme – CIAG focus

Head of Year 8: Mr Rory Hird

Email: RHird@twyford.ealing.sch.uk

- Term 1 Week 1: Wider Learning focus – developing skills and talents beyond the classroom
- Term 1 Week 13: NHS Careers Competition
- Term 2 Week 2: Pastoral session on Career Ambitions
- Term 3 Week 5-9: Electives process for Y9 linked to Careers pathways
- Term 3 Week 14: Activities week & Residential trip – Careers Focus during Activities week

Year 9 Pastoral Programme – CIAG focus

Head of Year 9: Mr Flynn

Email: JFlynn@twyford.ealing.sch.uk

- Term 1 Week 2: Thinking about your future steps
- Term 1 Week 10: How can your gifts and talents support your Career pathways
- Term 2 Week 1-6: Pastoral session on GCSE options linked to Career pathways
- Term 3 Week 1-4: GCSE Options choices
- Term 3 Week 14: Activities week & Residential trip – Careers Focus during Activities week

Year 10 Pastoral Programme – CIAG focus

Head of Year 10: Miss Ighorae

Email: GIghorae@twyford.ealing.sch.uk

- Term 1 Week 2 & 3: Pastoral session on future pathways and post 16 options
- Term 1 Week 6-10: CV writing and cover letters
- Term 2 Week 1-8: Work Experience support with securing a placement
- Term 3 Week 4-8: Preparing for Work Experience
- Term 3 Week 12: Work experience briefing
- Term 3 Week 14: Work Experience week
- Term 3 Week 15: Work Experience feedback and reflection

Year 11 Pastoral Programme – CIAG focus

Head of Year 11: Miss Bajwa

Email: ABajwa@twyford.ealing.sch.uk

- Term 1 Week 2-6: Post 16 Pathways options
- Term 1 Week 7-8: Preparing for Post 16 1:1 IAG meeting
- Term 1 Week 9: Apprenticeships assembly & workshop
- Term 1 Week 10: Interview skills
- Term 1 Week 11: College / Level 2 & 3 vocational courses assembly
- Term 2 Week 1-12: Ongoing Post 16 preparation

Year 12 Pastoral Programme – CIAG focus

Head of Sixth form: Mr Arthur (marthur@twyford.ealing.sch.uk)

Head of Year 12: Mr El-Emam

Email: delemam@twyford.ealing.sch.uk

- Term 1 Week 2: University CIAG
- Term 1 Week 3: Work and Employability Skills CIAG
- Term 1 Week 4: Apprenticeships CIAG
- Term 2 Week 2 & 3: CV Workshop
- Term 2 Week 4: Interview Skills, Communication, Teamwork
- Term 2 Week 5 – 8: Using Kudos to find my ideal career
- Term 3 Week 1 to 5: Securing Work Experience for July / Summer
- Term 3 Week 6 to 12: UCAS & Post 18 options support

Year 13 Pastoral Programme – CIAG focus

Head of Sixth form: Mr Arthur (marthur@twyford.ealing.sch.uk)

Head of Year 13: Mrs Futtit

Email: FFuttit@twyford.ealing.sch.uk

- Post 18 CIAG meetings every PM Tutor time (students will have 1 meeting per half term with tutor)
- Term 1 Week 2: Personal statements
- Term 1 Week 3: Apprenticeships
- Term 1 Week 4: Gap year
- Term 1 Week 5: Choosing a career
- Term 1 Week 6: Employment after University
- Term 1 Week 7: University Interview support
- Term 1 Week 8: Finding a career you love
- Term 2 Week 2: Unconditional offers
- Term 2 Week 3: How to ace a job interview
-

Examples of slides from CIAG Pastoral sessions & Assemblies:

West London College:

Post-16 Options

West London College
wic.ac.uk

Guide to Levels

Level	Qualification	Equivalent to
3	Extended Diploma	3 A Levels
	Diploma	2 A Levels
	Certificate	1 A Level
2	Diploma	4 GCSEs (9 - 4 / A* - C)
	Extended Certificate	2 GCSEs (9 - 4 / A* - C)
	Certificate	1 GCSE (9 - 4 / A* - C)
1	Award / Certificate / Diploma	1 GCSE (3 - 1 / D - G)
Entry	Entry Level Qualifications	N/A
Pre-Entry	Pre-Entry Level Qualifications	N/A

West London College

Apprenticeships:

What are apprenticeships?

- Employed
- Paid a salary
- Contract
- 80% work 20% off the job
- Typically 1-4 years +
- 600+ standards
- Intermediate - Degree level
- Real job = responsibilities
- Not the easy option

Apprenticeships

Which employers offer apprenticeships?

Apprenticeships

Kudos:

CIAG Kudos Log In

Log in Details

Website: <https://kudos.cascaid.co.uk/#/>

Username: Student Twyford Email Address

Password: Twyford1

'My Profile' is a key area where students can track and review their activity.

CIAG Examples of job information

CV writing & Work Experience:

Twyford C of E High School Pastoral Programme Year 10

Look over your preparing your CV documents from last session.

You will have three computer sessions to complete & print off your CV. And one session to complete a cover letter or cover email.

- Thurs 4th Nov: CV (computer room)
- Fri 5th Nov: CV (computer room)
- Thurs 11th Nov: CV (computer room)

Print off & hand in a final CV (kept on school record & in Careers office) by the end of the session on **Thursday 11th November**.

(Miss Adams & Miss Ighorew will be round to collect them).

Useful sentences:

- Develop ideas and back up your point: In particular I...
- Show how much you have done: Not only..., but also...
- Illustrate your point: For example/ namely

Twyford C of E High School Pastoral Programme Year 10

This is a **first draft** of a CV. What changes would you make?

- What type of language have they used?
- Has it been proofread?
- Is it formatted consistently?

CIAG

CHALLENGE

What are referees (in this context)?

Miss Down
27 Mark Lane, Linton-on-Ouse, Linton, North Yorkshire YO21 2JH
Telephone: 01534 536 233
Mobile: 07739 659262
Email: MissDown@twyfordcoe.co.uk

Referee details

Name: [Redacted]
Address: [Redacted]
Phone: [Redacted]
Email: [Redacted]

Employment and work experience

CVS - [Redacted]

Other skills and achievements

Leadership: [Redacted]

Sports: [Redacted]

Interests: [Redacted]

Additional Careers Provisions – TAP, STEM and Business & Enterprise:

Twyford Additional Programme:

TAP Coordinator: Miss Fancourt

Email: mfancourt@twyford.ealing.sch.uk

Year group: Years 9-13

No of students involved: Approx. 120

- Year 9: 14 students
- Year 10: 10 students
- Year 11: 10 students
- Year 12: 45 students
- Year 13: 50 students

Duration of programme:

- Years 9-11: 1 session a fortnight
- Year 12: 2 lessons a week
- Year 13: 1 EPQ lesson a fortnight + workshops and interviews

Main aims of programme:

- Year 9-11: Raising aspirations of younger students in applying to top universities
- Year 12 & 13: supporting students in making applications to Oxford and Cambridge Universities as well as preparing them for interviews.

Examples of session content:

- Years 9-11: current affairs discussions and debates
- Year 12: in depth looks at the Oxbridge collegiate system and application process; academic research methods; how to construct convincing arguments and analyse questions in an undergraduate style.
- Year 13: EPQ taught skills and Oxbridge interview workshops

MedSoc

MedSoc Coordinator: Miss Hamilton

Email: ahamilton@twyford.ealing.sch.uk

- **Year group:** Year 12 and 13 primarily, external speaker events also open to Year 10 and 11
- **No of students involved:** 65 students
- **Duration of programme:** will continue throughout the year, roughly one lunchtime MedSoc session each week, excluding quarterly assessment weeks
- **Main aims of programme:** to help prepare prospective medicine, dentistry and vet medicine students for their applications to their respective courses
- **Examples of session content:** mock MMIs (multiple mini interviews) to help prepare them for the rigours of an interview for their course. UCAT and BMAT sessions where they find out how the tests are used and try practice questions. Journal club – where students present articles that they have researched. External speaker events where specialists from their fields. Outreach officers from different universities, and others come in to speak to the students and answer their questions.

Crest Award

Crest Coordinator: Mr Hepburn

Email: WHepburn@twyford.ealing.sch.uk

- **Year group:** 10, 12 & 13
- **No of students involved:** 40-50 students
- **Duration of programme:** 3.5 terms (Throughout Y12 and first half term in Y13)
- **Main aims of programme:** Conduct original scientific research according to Scientific Method.

Examples of session content:

1. Effect of Sugar in cells
2. Landfills changing pH of soil
3. Benefits of gut bacteria
4. Are commercial pharmaceuticals labelled correctly?

Business & Enterprise:

Head of Business: Mrs Roberts

Email: aroberts@twyford.ealing.sch.uk

- Enterprise rep roles in every year group as well as Enterprise Captains in Year 12
- Three Enterprise days arranged by Y12 Enterprise teams – proceeds support our seven House Charities
- Year 11 Business students (BTEC Enterprise) have to plan and pitch a business idea to an audience for one of their coursework pieces. This normally involves pitching to a 'dragons den' like panel made up of teachers, and them having to present a PPT of their plan (product/ USP/ target audience etc)
- Year 10 Business students are invited to the Thorpe Park trip in the spring / summer term each year. As well as time in the theme park, students take part in two workshops about how the park is managed and how new rides and attractions are developed and created.
- Conferences hosted by the education charity 'Tutor 2 U' as well as a speaker from the Bank of England.
- External speaker running afterschool workshops open to all students on 'becoming an entrepreneur'.

Student Leadership opportunities:

Head of Student Leadership: Miss Simpson / Mr Douglas

Email: aSimpson@twyford.ealing.sch.uk or ldouglas@twyford.ealing.sch.uk

Our aim is to have a student leadership pathway that is accessible to all students and develops their leadership and employability skills throughout Y7-13. With such a strong focus on developing leadership skills and qualities, our aim is to equip all students with the necessary leadership habits and skills to be outstanding leaders and employees in their future.

Leadership roles are open to all students and all students must complete an application form and in some cases, interview process. Every student leadership role has a detailed Job Description and overview of duties. All students who achieve a leadership position will receive a student leadership lapel badge. The student leadership team meet on a termly basis in student council meetings to discuss important school issues, they then meet with the Headteacher, Miss Barrie, to discuss matters arising and finally feedback to the rest of the school via student council assemblies.

Year 7-11 roles:

- 2 Year Reps
- 7 Form Reps
- 7 Sport Reps
- 7 Music Reps
- 7 Enterprise Reps
- 7 Chaplaincy Reps
- 7 MFL Reps
- 7 Creative Arts Reps
- 7 Eco Reps
- Peer mentors (Y10)
- Prefects (Y11)
- Reading Mentors (Y10 & 11)

Year 12:

- 14 House Captains
- 7 House Chaplaincy Captains
- 7 House Creative Arts Captains
- 7 House Enterprise Captains
- 7 House Sport Captains
- 7 House MFL Captains
- 7 House Music Captains
- 7 Eco Reps
- 25 Form Mentors

Year 13:

Head Boy & Head Girl

Deputy Head Boy KS4

Deputy Head Boy KS3

Deputy Head Girl KS4

Deputy Head Girl KS3

Head of Chaplaincy

Deputy Head of Chaplaincy

Head of Contemporary Music

Deputy Head of Contemporary Music

Head of Classical Music

Deputy Head of Classical Music

Head of MFL

Deputy Head of MFL

Head of Creative Arts

Head of Drama

Head of Art

Head of STEM

Deputy Head of STEM

Head of Boys' Sport

Deputy Head of Boys' Sport

Head of Girls' Sport

Deputy Head of Girls' Sport