



Careers Education Information and Guidance Policy

AIMS

All individual students should have high quality, impartial careers guidance to encourage them to be well-informed when making subject and career decisions.

All students should participate in a range of activities to develop a range of employability skills, preparing them for a working life which is suitable for them.

We want to inspire our students to overcome barriers, achieve social mobility and to believe that there should be no limit to their aspirations.

POLICY STATEMENT

Careers Education, Information and Guidance (CEIAG) at Moat Community College is an integral part of our preparation of all students for the opportunities, responsibilities and experiences of life in modern Britain. All CEIAG is impartial and unbiased.

We endeavour to follow the guidelines set out by the **Department of Education** in their latest advice and documentation.

At Moat, we have a multi-faceted approach to careers-related learning. There are progressive elements of careers education from years 7 to 11. These include specialist careers-based lessons in years 8 and 10. In addition to this the tutorial programme supports years 7, 9 and 11 with their careers-based education.

In addition to the education within lessons and the tutorial programme, we provide further careers content to inspire our students, including: assemblies, visits, visiting speakers, work experience and the use of alumni to work with current students.

It is our vision that careers information, education and advice have influence in all areas of the curriculum.

We reference the [Gatsby benchmark 1](#) – A stable careers programme, benchmark 4 linking curriculum learning to careers

EQUAL OPPORTUNITIES

The Careers Department supports the school's Equal Opportunities Policy and endeavours to implement it.

c/f Gatsby benchmark 3 – addressing the needs of pupils

CAREERS INTERVIEWS

Careers interviews are conducted using a combination of specialists from [LEBC](#) and qualified internal staff. All year 11 students are assured an interview. In addition, some year 8, 9 and 10 students may also be interviewed. Vulnerable students are given priority and may be supported with a specialist from [Connexions](#).

Referral may be made from a member of staff e.g. Year Achievement Coordinator or from a need assessment during careers lessons. Students are also free to request an interview. c/f Gatsby benchmark 8 personal guidance

WORK EXPERIENCE

We are committed to two weeks of work experience for all students in Year 10. This provides genuine work-related learning and further develops students' employability skills. The work experience programme is organised in conjunction with LEBC.

c/f Gatsby benchmark 6 experiences of work places and 5 encounters with employers and employees

QUALITY ASSURANCE

We endeavour to map and review careers education towards a CDI recommended framework. It is our intention to pursue an external quality award to further strengthen our good practice. As part of this process we reflect on the recommended 8 Gatsby benchmarks (Gatsby report, Good Career Guidance, 2015).

We are members of the Career Development Institute (CDI).

CAREERS EDUCATION & INFORMATION, ADVICE & GUIDANCE

As a school we have a statutory and moral duty to provide students with careers information, advice and guidance. We aim to provide students with the skills and attributes required to prepare them for the world of work. This will be achieved through a range of activities and sources to allow them to make informed decisions regarding their options, further education, higher education, apprenticeships and their future career pathways. During their time at Moat, students will also have access to impartial information, advice and guidance.

NEW - PROVIDER ACCESS POLICY STATEMENT From 2 January 2018, all maintained schools and academies are required to ensure there is an opportunity for a range of education and training providers to access pupils, for the purpose of informing them about approved technical education qualifications and apprenticeships. The legislation creates an obligation on schools to publish a policy statement setting out the circumstances in which a provider will be allowed access to pupils in years eight to 13, and to ensure the policy is followed.

This information is covered in our Careers Policy.

IMPLEMENTATION AND ENTITLEMENT STATEMENT

YEAR 7

Students will receive an introduction to look at their skills, qualities and achievements and will write a personal statement. Careers work will be delivered largely during tutorials.

There may be the opportunity to visit local universities to take part in a widening participation event.

c/f Gatsby benchmark 7 – encounters with further and higher educations

YEAR 8

Students will continue to develop confidence in their skills and qualities, building on the work done in Year 7. They will look at the realities of job advertisements and the changing world of work. In addition, they will have the opportunity to examine local labour market information and explore jobs of the future. Students will use ICT packages such as Kudos and National Careers Service to consider the qualification options for studying after year 8. All students will begin to learn and practice skills needed for interviews. Careers work will be delivered through PDE lessons.

c/f Gatsby benchmark 2 – learning from career and labour market information

There may be the opportunity to take part in widening participation activities at the local universities.

c/f Gatsby benchmark 7 – encounters with further and higher education

Students will attend the National Skills Show to look at a range of different careers and career paths.

c/f Gatsby benchmark 5 – encounters with employers and employees

Students will receive information from professionals to help them decide on which options they would like to select for their GCSE courses.

Students can request an impartial 1:1 careers interview

YEAR 9

Students will continue to develop confidence in their skills and qualities, building on the work done in Years 7 & 8. They will have extensive use of U-Explore. This will help them to research more thoroughly the types of careers they may be interested in. Careers work will be delivered largely during tutorials.

There may be the opportunity to visit local universities for a widening participation event.

c/f Gatsby benchmark 7 – encounters with further and higher educations.

YEAR 10

Students will investigate choices open to them for when they leave Moat. They will look at the different post-16 providers and explore which may suit them best. Students will be introduced to qualification frameworks (RQF and FHEQ) to help them understand the range of academic and vocational qualifications that may be available, as well as the requirements to access these courses. They will develop their interview skills with local employers and create a CV. In addition to this, they will be introduced to the UCAS application process.

Students will research selected careers using ICT packages and a range of websites in order to produce a detailed career action plan.

Students will learn a range of financial literacy skills, from understanding student finances to pay slips and state benefits, including the bursary.

All students will be expected to take part in a two-week work placement, which will develop and allow them to practice their employability skills in a very real way by being part of the world of work. Preparing for this placement will require them to: make formal telephone calls, be interviewed, set and fulfil targets as well as understand health and safety and rights in the work place.

- Careers work will be delivered through PDE lessons.
- There may be the opportunity to visit local universities for a widening participation event.
- c/f Gatsby benchmark 7 – encounters with further and higher educations
- Students can request an impartial 1:1 careers interview.
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YEAR 11

Students will be supported to make their application on UCAS progress for year 12 or apply for an apprenticeship. Events will be arranged for them to speak to local providers and gather information about the variety of choices open to them, including colleges/sixth form and apprenticeships. Students will be notified of open days and events at local post 16 providers.

They will be expected to attend, preferably with a parent/carer.

Student can request an impartial 1:1 careers interview.

c/f Gatsby benchmark 8 – Personal guidance

Careers work will be delivered largely during tutorials.

CAREERS EDUCATION

CAREERS AND PERSONAL DEVELOPMENT EDUCATION CURRICULUM INTENT

It is our belief that careers and personal development education enables young people to make informed choices throughout their lives therefore it is important that they are provided with the best careers information and guidance (CEIAG).

At Moat Community College, we have different systemic approaches to careers-related learning from years 7 to 11. These include specialist careers-based lessons in Years 8 and 10. In addition to this, the tutorial programme supports Years 7, 9 and 11 with their careers-based education. Additional careers-related learning experiences include; assemblies, visits, visiting speakers, work experience and the use of alumni to work with current students. All of our students in Year 10 are expected to take part in work experience. This provides genuine work-related learning and further develops their employability skills.

It is also our belief that teaching careers through the various subjects in the curriculum raises aspirations and enhances achievement. All of our students have high quality, impartial careers guidance to encourage them to be well-informed when making subject and career decisions that will benefit their own well-being and contribute to the wellbeing of others. We believe all of our students should participate in a range of activities to develop their employability skills, preparing them for an appropriate. We want to inspire our students to overcome barriers, achieve social mobility and to believe that there should be no limit to their aspirations.

All of these opportunities at Moat allow us to develop a skilled workforce for the future that are prepared, flexible and adaptable for the changing nature of employment, therefore we take labour market information (LMI) into consideration.

APPROACH

At Moat, we have a multi-faceted approach to careers-related learning. There are progressive elements of careers education from years 7 to 11. These include specialist careers-based lessons in years 8 and 10. In addition to this the tutorial programme supports years 7, 9 and 11 with their careers-based education.

ADDITIONAL SUPPORT

In addition to the education within lessons and the tutorial programme, we provide further careers content to inspire our students, including: assemblies, visits, visiting speakers, work experience and the use of alumni to work with current students.

It is our vision that careers information, education and advice have influence in all areas of the curriculum.

Head of Careers and Personal Development Education:

Ms Hetal Sharma hsharma@moat.leicester.sch.uk 0116 2184705

Assistant Principal with responsibility for Careers and Personal Development Education:

Mr Daljinder Padam dpadam@moat.leicester.sch.uk 0116 2625705

Careers Co-ordinator:

Mrs Shenaz Kidy skidy@moat.leicester.sch.uk 0116 2625705

Work Experience Co-ordinator

Mr Steve Dowell sdowell@moat.leicester.sch.uk 0116 2625705

External Careers Organisations

Moat Community College works with a large number of external organisations to ensure delivery of a high quality careers education and the fulfilment of the Gatsby Benchmarks, these include: [The Careers and Enterprise Company](#), [LEBC](#) and [Connexions](#).

Employers

The Careers team would like to welcome any local employers into college to speak to students

about specific industry sectors, local employment, employment skills, and training opportunities. This could be in the form of an assembly, lunchtime talk or by participating in 'What's my line?'. Are you an employer or provider who would like to add to one of our events or help us with our careers work? Please contact the Head of Careers **Ms Hetal Sharma** hsharma@moat.leicester.sch.uk 0116 2184705

Policy Review Date: July 2021

Reviewed by: Head of Careers