

SECONDARY KS4

CAREERS EDUCATION, INFORMATION, ADVICE & GUIDANCE (C.E.I.A.G.) MAPPING

INTENT: To provide information, guidance, workplace experiences and encounters which will help students make positive decisions for their future whilst encouraging a culture of lifelong learning.

IMPLEMENTATION: The Careers Curriculum Mapping is an overview of all activities which make up the C.E.I.A.G provision for KS4. It does not map out specific lessons, rather refers to how the different elements are delivered through Form Tutor, Curriculum and Extracurricular activities. Form tutors and class teachers are responsible for ensuring that students are able to access this information through the suggested means, within form time, through their chosen curriculum and any extra-curricular activities. For more information on how this mapping addresses the Gatsby Benchmarks see the information at the end of the document.

Although learners are taught within Key Stages, this mapping is specific to year groups and so does not follow 'cycles' such as subject mapping.

	YEAR 10	YEAR 11
Autumn	EXPLORING VOCATIONAL OPTIONS & SKILL BUILDING	EXPLORING FURTHER EDUCATION OPTIONS & SKILL DEVELOPMENT
Spring	EXPLORING VOCATIONAL OPTIONS & SKILL BUILDING	EXPLORING FURTHER EDUCATION OPTIONS & SKILL DEVELOPMENT
Summer	EXPLORING VOCATIONAL OPTIONS & SKILL BUILDING	SUPPORTING TRANSITION & SKILL DEVELOPMENT

NB: SKILLS encompasses Functional, Employability, Independence and Life Skills

KS4 CAREERS EDUCATION INFORMATION ADVICE & GUIDANCE CURRICULUM MEDIUM-TERM PLANNING

Aspiration for Life	Differentiated, aspirational targets dependent on pupil needs.	Language for Life	Explicit teaching/ exposure to new and know vocabulary.	Learning for Life	Opportunities to develop employability and life skills	
YEAR 10 To enable Year 10 students to explore the vocational opportunities available to them in a safe supportive environment. Encouraging awareness of decision making to support life-choices in regards to their future.	EXPLORING VOCATIONAL OPTIONS & BUILDING SKILLS		EXPLORING VOCATIONAL OPTIONS & BUILDING SKILLS		EXPLORING VOCATIONAL OPTIONS & BUILDING SKILLS	
	Autumn 1 Approx. 7 weeks Autumn 2 Approx. 7 weeks		Spring 1 Approx. 6 weeks Spring 2 Approx. 6 weeks		Summer 1 Approx. 5 weeks Summer 2 Approx. 7 weeks	
	FORM RESPONSIBILITIES					
	Annual Reviews Parents Evening – FE & Careers Fair Work Placements within school Establish jobs and routines e.g. Site support (setting up chairs/deliveries) Welfare/Dinner Library Monitor Fruit Monitor		Annual Reviews Parents Evening – FE & Careers Fair Support Work Placements within school Review jobs Evaluations		Annual Reviews School Report Support Work Placements within school Review jobs references etc consider how can build on experience	
	CURRICULUM					
	Specific					
	Vocational Tasters: Horticulture Home Management Enterprise Expressive Arts Catering Duke of Edinburgh					
	Discreet		Discreet		Discreet	
	Subject visits – see individual subject mappings Standalone activities: School Production		Subject visits – see individual subject mappings Standalone activities: Careers & Enterprise Week		Subject visits – see individual subject mappings Standalone activities: Arts Week (Shine Festival)	
	Embedded (within individual curriculums – relevant to subject)					
	Functional skills: English Maths Employability / Independence / Life skills: Using Initiative Being self-motivated Working under pressure Working to deadlines Ability to adapt Communication and Interpersonal skills Teamwork Negotiation Skills Valuing diversity and difference Problem solving Numeracy & IT skills Labour Market Information					
	Vocabulary -This is ideally subject specific, however there are certain words it would be beneficial for students to know and understand: Work Skill Employee Employer Part-time Full-time Over-time Shift-work <i>Application Curriculum Vitae</i>					
EXTRA CURRICULAR						
Rock Band Arts Award Reward Trips		Rock Band Arts Award Reward Trips		Rock Band Arts Award Reward Trips Residentials Rossendale Arts festival		

KS4 CAREERS EDUCATION INFORMATION ADVICE & GUIDANCE CURRICULUM MEDIUM-TERM PLANNING

Aspiration for Life	Differentiated, aspirational targets dependent on pupil needs.	Language for Life	Explicit teaching/ exposure to new and know vocabulary.	Learning for Life	Opportunities to develop employability and life skills
YEAR 11	EXPLORING FURTHER EDUCATION & DEVELOPING SKILLS	EXPLORING FURTHER EDUCATION & DEVELOPING SKILLS	DEVELOPING SKILLS & TRANSITION		
	Autumn 1 Approx. 7 weeks Autumn 2 Approx. 7 weeks	Spring 1 Approx. 6 weeks Spring 2 Approx. 6 weeks	Summer 1 Approx. 5 weeks Summer 2 Approx. 7 weeks		
	FORM RESPONSIBILITIES				
	Annual Reviews	Annual Reviews	Annual Reviews		
	Parents Evening – FE & Careers Fair	Parents Evening – FE & Careers Fair	School Report		
	Work Placements within school Establish jobs Review jobs look at provision for more responsibility or other areas e.g. supporting lower KS classes	Work Placements within and external to school Support looking and obtaining external work placements	Work Placements within and external to school Support looking and obtaining external work placements		
	Further Education research and visits Provision of materials such as prospectus' and information about suitable further education prospects (including vocational and apprenticeships) liaise with parents support visits to open days	Further Education Applications Application writing ideas and information Supporting applications with references Exploring SEND support	Transition activities (Preparing for Further Education)		
	Independent Travel	Independent Travel	Independent Travel		
	CURRICULUM				
	Specific				
	Vocational Tasters: Horticulture Home Management Enterprise Expressive Arts Catering Duke of Edinburgh				
	Discreet	Discreet	Discreet		
	Subject visits – see individual subject mappings Standalone activities: School Production	Subject visits – see individual subject mappings Standalone activities: Careers & Enterprise Week	Subject visits – see individual subject mappings Standalone activities: Arts Week (Shine Festival)		
	Embedded (within individual curriculums – relevant to subject)				
	Functional skills: English Maths				
Employability / Independence / Life skills: Using Initiative Being self-motivated Working under pressure Working to deadlines Ability to adapt Communication and Interpersonal skills Teamwork Negotiation Skills Valuing diversity and difference Problem solving Numeracy & IT skills					
Labour Market Information					
Vocabulary -This is ideally subject specific, however there are certain words it would be beneficial for students to know and understand:					
Job Hire Pay Interview Wage Trainee Vacancy Apprenticeship Internship Salary					
EXTRA CURRICULAR					
Rock Band Arts Award Reward Trips	Rock Band Arts Award Reward Trips	Rock Band Arts Award Residentials Reward Trips Rossendale Arts festival			

MEETING THE GATSBY BENCHMARKS (KS4): The Gatsby Benchmarks comprise of 8 frameworks for best practice when it comes to delivering good careers provision. Each benchmark is listed below alongside an explanation of how these are being met within our KS4 provision. Items in bold highlight links to the above planning

1	A stable careers programme	<ul style="list-style-type: none"> The Careers Programme incorporates a variety of different documentation and policies approved and supported by the Senior Management Team and Governors. These documents (which include the KS4 Mapping) are available to all students, parents/carers, teachers and employers through the website.
2	Learning from career and labour market information	<ul style="list-style-type: none"> KS4 Parents Evenings are held in the Further Education Department and coincide with a Careers Fair Event to allow both students and parents to explore options that are available to them. School displays highlight the work experiences and achievements of current and previous students; similar material is found on the school website for parents to access Teachers incorporate Labour Market Information (where relevant) within their lessons
3	Addressing the needs of each pupil	<ul style="list-style-type: none"> Within KS4 students receive two Annual Reviews which consider student's individual needs and the potential future pathways available to them. Parents, carers and students are encouraged to be fully involved in transition planning. Systematic records of these meetings and any decisions made are kept and are provided to parents, carers and students. Form tutors work alongside students to help them consider various options available to them and offer tailored support and practical help. Students access work-based learning in the form of vocational tasters, these tasters are tailored to student's interest and vocational goals and incorporate different levels of support dependent on need.
4	Linking curriculum learning to careers	<ul style="list-style-type: none"> Whole school teaching and learning focusses on independence and life-skills. Teachers incorporate transferable employability skills into lessons. Curriculum Mapping also highlights opportunities for specific exploration of particular jobs or skills. Standalone Activities enable students to experience a variety of different job roles e.g. Stage Hand and develop additional skills e.g. Cash Handling
5	Encounters with employers and employees	<ul style="list-style-type: none"> Subject Visits provide students with the opportunity to meet employees and employers e.g. During KS4 Leisure students are able to meet and ask questions of employees at the local Golf Club and Leisure Centres. Extra-Curricular activities provide additional opportunities, e.g. Arts Award students were able to interview employees of the professional drama group who performed at school
6	Experiences of workplaces	<ul style="list-style-type: none"> Where appropriate students are given opportunities for work-shadowing and work-experience within the school environment, for some this involves working with the school site team to deliver supplies to classrooms, others work as welfare during dinner periods, some support at classroom assistants in KS1 classes
7	Encounters with further (and higher education)	<ul style="list-style-type: none"> All KS4 students take part in vocational taster lesson in our Further Education Department. Where appropriate students are encouraged and supported to research, visit and apply to colleges or for apprenticeships.
8	Personal Guidance	<ul style="list-style-type: none"> Through Annual Reviews and Form Tutor input. Support through all transitions.