

Careers Education, Information, Advice and Guidance (CEIAG)

Our Aims

At Coombe Boys' School we aim to prepare our students for a world of opportunity and in doing so recognise the importance of providing our students with high-quality careers education, information and guidance in order to raise their aspirations and help them to make informed decisions about their future education or training. We believe that good careers guidance is essential for our young people. We work in partnership with local employers and other education and training providers to ensure that our provision provides our students with direct and motivating information about the world of work to inform decisions about future education and training options. Throughout their seven year journey at Coombe we support our community of young people to become the emerging adults of the future; to develop well rounded citizens who will be undertaking jobs that potentially do not yet even exist!

At Coombe Boys' School we recognise that our responsibility to our students does not end with the qualifications they gain at 16 and 18. Our aim is to support the aspirations of our students through the provision of unbiased information, advice and guidance based on their individual needs. Promoting a careers development culture and an effective careers and employability programme is integral to our work. Our statutory duties are to:

- Ensure that pupils are provided with independent careers guidance from year 8 to year 13.
- Ensure that there is an opportunity for a range of education and training providers to access all pupils in year 8 to year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships.

In line with the Department for Education's 'Careers guidance and access for education and training providers' published in January 2018, we use the Gatsby Charitable Foundation's Benchmarks to develop and improve our careers provision.

Our CEIAG programme has been planned to ensure that careers education is being embedded across all year groups within the taught curriculum and as part of PSHE and active tutorial sessions.

We are very aware of the fact that many jobs and careers that our young people will go on to pursue do not yet even exist as well as being highly conscious of both ensuring that the needs and interests of all pupils are catered for, as well as highlighting current local and national labour market opportunities. Moreover, the engagement and support of all of the stakeholders within the Coombe Community is invaluable in helping us to build a rich network of contacts with local businesses and education providers to broaden pupils' horizons.

The careers education, information and advice programme is overseen by: Mr Patel and Mr Hughes, who are the leads for careers and employability, supported at KS5 by Mrs Karen Bentley, Careers Advisor and Sixth Form Progression Manager and at KS3 and KS4 by the Head of PSHE Mrs Hothy and Mumun Tapadar - Independent Careers Advisor .

The Coombe Governing Body has one link Governor for CEIAG to take a particular strategic interest in careers education and guidance and the development of partnerships: Ms Catherine Fenwick, Director – Programmes and Partnership, Aim Higher London.

Careers Programme Overview

The programme as outlined below for each key stage is the minimum guarantee of our offer. Often additional opportunities come up throughout the year and when possible these will be added to the programme.

All pupils have access to the following:

- Extra curricular clubs and trips to support pupils in developing their understanding of a range of different subjects.
- A curriculum that supports: risk-taking and growth mindset, citizenship, enterprise and financial management.
- Pupils can make an appointment to see the careers advisor.
- All pupils have access to a variety of CEIAG sites through Google classroom which provide impartial information about education and career opportunities.
- Active Tutorials: students are introduced to the KUDOS careers exploration website.
- Cross curricular activities: through subject leads and teachers being encouraged to identify careers and employability links within their subject areas.
- Focussed events and drop-down days.
- Assemblies: targeted year group assemblies on themes such as progression pathways, values, post-16 and post 18 options.

In addition to the opportunities that all pupils have, Key Stage 3 enjoy the following:

- Visits to local universities to develop aspirations for higher education
- Employer and alumni talks
- Talks and networking opportunities with volunteers from industry
- Activities developing a range of skills such as resilience, communication, problem solving and team building.
- Annual federated days with a CEIAG focus
- A significant number of students every year will take part in the Duke of Edinburgh Bronze Award in Y9
- Guidance is provided to support Y9 pupils in making their GCSE options.
- Information provided on post-16 options
- STEM evening
- Team enterprise challenge
- Careers guidance interviews: students in years 9 identified as likely to benefit from earlier individual careers guidance interventions.
- IAG interview with SLT: These take place with Year 9 students in order to ensure students' choices for KS4 study and post 16 plans are realistic and will enable them to pursue their goals.
- Year 9 Enterprise week
- Aim Higher organised events for Years 8 & 9.

In addition to the opportunities mentioned above, Key Stage 4 enjoy the following:

- Small group and one-to-one careers discussions with a qualified careers advisor from AfC or from our own progressions manager to inform individual careers plans.
- Workplace visits/work experience

- Ad Astra talks and networking opportunities with volunteers from industry
- Mock interviews/mentoring from outside business providers
- Y10 and 11 Aspirations trips to universities
- Careers guidance interviews: for all students in Year 10 identified as likely to benefit from earlier individual careers guidance interventions.
- A huge variety of subject trips to explore careers, from the Design fair to back Stage theatre tours to Computing and Artificial Intelligence conferences
- IAG interview with SLT: These take place with Year 11 students in order to ensure students' choices for KS5 study and post 16 plans are realistic and will enable them to pursue their goals.
- Y10 IAG day including sessions developing employability skills; apprenticeship pathways; university pathways and matching skills and interests to potential careers.
- Y10 visit to World of Work roadshow.
- Talks on apprenticeships
- Visit to careers fair/apprenticeship show
- Post-16 information evening
- A significant number of students every year will take part in the Duke of Edinburgh Silver Award in Y10
- A-level/BTEC taster sessions in Y10 and Y11 to guide pupils on post-16 choices.
- Y10 undertake work experience in the Spring term.
- Support from careers adviser, tutor and head of year with CV writing and applications to colleges or apprenticeships.

In addition to the opportunities mentioned above, Key Stage 5 enjoy the following:

- Y12 undertake 2 weeks work experience in July and August.
- Two Year 12 Futures information days and one evening
- Students are encouraged to visit university open days, masterclass, taster courses and summer schools to support their applications
- Applying to Oxbridge and medical school information evening
- UCAS process and student finance
- Guidance from Sixth form progressions manager and careers adviser, form tutor and head of sixth form to support pupils with the UCAS process and apprenticeship or job applications
- Interview preparation and practice
- Local volunteering opportunities through the sixth form website
- Students are encouraged to undertake volunteer work and work experience to support university or job applications
- Careers guidance interviews: for all students in Years 11, 12 and 13
- Students have the opportunity to take part in the Duke of Edinburgh Award Gold Award
- Training opportunity for Y12 students in helping KS4 students develop employability skills and how to approach the careers market.
- Year 13 Futures Planning Day
- Sixth form website hosts a plethora of useful websites including links to the national careers service; Prospects website and official data for undergraduate courses on each university and college's satisfaction scores; apprenticeships and options if choosing not to continue study at University

Measuring and Assessing the Impact of our CEIAG Programme

We evaluate how our CEIAG programme performs against the Gatsby Benchmarks. In addition, pupils, parents, staff and external partners are regularly asked for feedback on careers activities and events via questionnaires, surveys and our Pupil Voice forum. This feedback is then used to inform future planning and develop the programme.

Review

The information published above is reviewed by the Careers and Employability Lead at least annually. The next review is due in June 2020.

Enquiries and Further Information

For any enquiries or further information regarding our CEIAG programme please contact our Coordinator Mr Hughes via the enquiries@coombeboysschool.org.

As a parent you can help by:

Encouraging your daughter/ son in the sixth form to reflect on what she/ he hopes to do post-16. Encourage her/ him to think about the courses she/ he is interested in studying further. Start building up her/ his knowledge of the qualifications she/ he might need for any future career she/ he is interested in.

Useful careers websites:

<https://www.careersbox.co.uk/> - A range of job profile video clips. This website has over 300 job profiles, a film club and a job delivery service.

<https://www.ucas.com/further-education> – information on all post-16 options in London.

<http://www.apprenticeships.org/> - take a look at the vocational opportunities available at post-16 and post-18.

<https://nationalcareersservice.direct.gov.uk/> - information, advice and guidance to help make decisions on learning, training and work.

<http://traineeships.apprenticeships.org.uk/> and

<https://www.gov.uk/topic/further-education-skills/apprenticeships>

Traineeships/Apprenticeships website -

<https://www.theguardian.com/education/ng-interactive/2018/may/29/university-league-tables-2019> - Education Guardian ranks Universities and their courses.