



Version	1
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## Introduction

Biddulph High School has a Careers Programme in place that aims to prepare students for life after GCSEs and beyond. From Sixth Form, College and course choices, to investigating career pathways, and organising employer engagement experiences to develop students' employability skills (communication, team work, problem solving, creativity, planning, organising), the programme provides students with impartial careers advice and guidance aligned with their specific needs.

The programme is delivered by the CEIAG team with support from a range of stakeholders, to give our students guidance on their options – tutors, external CEIAG providers, local employers, local colleges and universities, parents and the local authority. CEIAG is included within the PSHE program for Years 9-11 as well as being embedded within the curriculum. Leaflets, prospectuses and careers books are available in the Careers office, and our school website holds a wealth of up to date information for both students, parents and employers, together with links to useful websites.

**Year 9** we introduce the subject of careers and future aspirations, helping them to start to think about what jobs are out there via the labour market and to investigate employability skills such as communication and teamwork. We also focus on looking at how students can link their favourite lessons to certain jobs.

**Year 10** sees students participate in a week of work experience in and around the local area in order to prepare them for life in employment after their education ends, enabling them to develop awareness of the skills and attitudes that will be expected of them in the workplace. Further to this they will develop their employability skills through a variety of activities throughout the year focusing on networking, communication, resilience etc.

**Year 11** is a particularly busy year for our students and they are given a lot of guidance in order to support their applications to Sixth Form, College or Apprenticeship before Christmas. We identify students most at risk of becoming NEET and provide them with extra, sustained support and guidance with every aspect of the application process, including 1:1 sessions with an internal qualified advisor.

We are continuing to develop our Alumni Network by inviting former students and also local employers in to talk to all students during the year. This employer engagement is a critical part of the programme to inspire and motivate students to give real consideration to their future plans after their Post-16 destinations.

## Staff involved in CEIAG

Assistant Headteacher with CEIAG responsibility	Mrs Claire Carroll – Wright
Enterprise and Employability Leader	Ms Kayleigh Goodwin
PSHE Lead	Mrs Rebecca Barry
PSHE Team	
Heads of Year	
SENCO	Ms Andrea Perry
SEND Team	

## CEIAG Activity and Timeline

### Key Stage 3

Half Term 1 (September - October)	PSHE <ul style="list-style-type: none"> <li>Relationships – Who am I?</li> <li>British Values</li> </ul>
Half Term 2 (October - December)	<ul style="list-style-type: none"> <li>Options Evening – Parents and Students</li> </ul>
Half Term 3 (January – February)	
Half Term 4 (February - March)	<ul style="list-style-type: none"> <li>National Careers Week</li> <li>National Science Week</li> </ul>
Half Term 5 (April - May)	<ul style="list-style-type: none"> <li>Careers Assembly – Resilience, Preparing for Year 10</li> </ul>
Half Term 6 (June-July)	<ul style="list-style-type: none"> <li>PSHE</li> <li>Preparing for Year 10</li> </ul>

The above sets out the activities through the year for Year 9 but is not an exhaustive list. Additional events such as visits and presentations from employers, Colleges, University visits, external agencies and other careers-related activities will occur as and when the opportunity arises and the need dictates.

Due to Covid-19 restrictions, many of the above activities will either not take place or be arranged virtually (PSHE – Personal, Social and Health Education)

### Key Stage 4

	Year 10	Year 11
Half Term 1 (September - October)	<ul style="list-style-type: none"> <li>PSHE</li> <li>Life skills</li> <li>Work experience assemblies</li> </ul>	<ul style="list-style-type: none"> <li>PSHE</li> <li>Careers</li> <li>Employability <ul style="list-style-type: none"> <li>careers meetings</li> </ul> </li> <li>Post-16 Parents Information Evening</li> <li>Careers Options Assembly</li> </ul>
Half Term 2 (October - December)	<ul style="list-style-type: none"> <li>1 week Work Experience</li> </ul>	<ul style="list-style-type: none"> <li>careers meetings</li> <li>Application Support</li> <li>CV Writing Sessions</li> <li>Application Deadlines</li> </ul>
Half Term 3 (January – February)	<ul style="list-style-type: none"> <li>PSHE</li> <li>Employer Presentations</li> <li>1:1 Careers Meetings</li> </ul>	<ul style="list-style-type: none"> <li>PSHE</li> <li>Revisions &amp; Stress</li> <li>1:1 Careers Meetings</li> </ul>
Half Term 4 (February - March)	<ul style="list-style-type: none"> <li>Careers Fair</li> <li>National careers week</li> </ul>	<ul style="list-style-type: none"> <li>Careers Fair</li> <li>National Careers Week</li> </ul>
Half Term 5 (April - May)		<ul style="list-style-type: none"> <li>Offers received</li> </ul>
Half Term 6 (June-July)	<ul style="list-style-type: none"> <li>Careers Assemblies</li> <li>1:1 meetings</li> </ul>	<ul style="list-style-type: none"> <li>GCSE Examinations</li> <li>Results</li> <li>Accept Places</li> </ul>

The above sets out the activities through the year for Year 10 and 11 but is not an exhaustive list. Additional events such as visits and presentations from employers, colleges, external agencies and other careers-related activities will occur as and when the opportunity arises and the need dictates.

Due to Covid-19 restrictions many of the above activities will either not take place or be arranged virtually (PSHE – Personal, Social and Health Education).

## Support for Vulnerable Group: Targeted Interventions

A SEND planning and communication process is in place to ensure support is in place for all students, and that all appropriate staff and external parties are involved in this support. We work with the SEND Department when creating the risk of NEET list to help support SEN students. The employability leader works with students who require additional targeted support and where necessary Entrust.

“Working together to achieve our personal best”