



<b>Version</b>	3
<b>Author</b>	Miss C Campbell
<b>Approved by</b>	Mrs C Carroll-Wright
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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, teamwork, 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 programme 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 contains 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 students 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:** 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.

All students have access to Unifrog, our complete destinations platform.

## Staff involved in CEIAG

Assistant Headteacher with CEIAG responsibility	Mrs C Carroll-Wright
Careers, Enterprise and Employability Leader	Miss C Campbell
PSHE Lead	Mr D Ackerley
Heads of Year	Mrs S Hall, Mr R Wiggins-Thomas, Mr D Woolhouse
SENDCo	Miss R Davies

## CEIAG Activity and Timeline

**Key Stage 3:**

<b>Half Term 1</b> (September - October)	PSHE: <ul style="list-style-type: none"> <li>• School Values</li> <li>• My Personal Best</li> <li>• CEOP</li> <li>• Health</li> </ul>
<b>Half Term 2</b> (October - December)	<ul style="list-style-type: none"> <li>• Options Evening – Parents and Students</li> </ul>
<b>Half Term 3</b> (January - February)	PSHE: <ul style="list-style-type: none"> <li>• British Values</li> </ul>
<b>Half Term 4</b> (February - March)	<ul style="list-style-type: none"> <li>• National Careers Week</li> <li>• National Apprenticeship Week</li> <li>• National Science Week</li> <li>• Introduction to Work Experience Assembly (1)</li> </ul>
<b>Half Term 5</b> (April - May)	<ul style="list-style-type: none"> <li>• Careers Assembly – Resilience, Preparing for Year 10</li> <li>• Introduction to Work Experience Assembly (2)</li> </ul>
<b>Half Term 6</b> (June - July)	<ul style="list-style-type: none"> <li>• PSHE</li> <li>• Preparing for Year 10</li> </ul>

(PSHE – Personal, Social and Health Education)

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.

**Key Stage 4:**

	<b>Year 10</b>	<b>Year 11</b>
<b>Half Term 1</b> (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</li> <li>• Careers Meetings</li> <li>• Post-16 Parents' Information Evening</li> <li>• Careers Options Assembly</li> </ul>

<b>Half Term 2</b> (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>
<b>Half Term 3</b> (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>
<b>Half Term 4</b> (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>
<b>Half Term 5</b> (April - May)		<ul style="list-style-type: none"> <li>• Offers received</li> </ul>
<b>Half Term 6</b> (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 Years 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.

Achieve Excellence