

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) PROGRAMME FOR YEARS 9-13

OVERVIEW

Throughout the year, all learners can attend drop in sessions at the **Careers Hub**. These sessions are available at breaks and lunchtimes and provide access to resources and information on careers and industry sectors, as well as support for work experience.

In addition, throughout the year learners are able to access email support and request individual appointments with either the Key Stage 4 or Key Stage 5 CEIAG Co-ordinator.

PROGRAMME FOR 2018/19

YEAR 9

Term 1

- Industry sectors and careers ideas.

Term 2

- Employability skills.
- Study skills.

Term 3

- Career options.

YEAR 10

Term 1

- Introduction to work experience: *What do you want do in the future?*
- How to write a CV and covering letter.
- Work experience placement: check-in.

Term 2

- Preparing for work experience and recognising employability skills.
- Reflecting on work experience and updating CVs.

Term 3

- Career options and looking at appropriate work experience for Year 11.
- Apprenticeship pathways.

YEAR 11

Term 1

- Work experience placements.
- Skills-based activities: updating CVs.
- *Get Ahead in YOUR Career* extension activity.
- Post-16 options: Sixth Form Open Evening.
- Post-16 options: apprenticeship pathways with local employers.
- Careers, salaries and job market session.

Term 2

- Post-16 options: Sixth Form taster sessions.
- Careers fair for learners and parents.
- Sixth Form interviews with senior managers.
- Careers sessions: understanding references.
- Careers sessions: interview preparation.
- Vocational college options.
- CV clinic lunchtime drop-in.
- Interview technique lunchtime drop-in.

Term 3

- Study skills and transferable skills based activity.
- Revision: stressbusting activity.
- Interview preparation.

YEAR 12

Term 1

- Importance of work experience for UCAS/higher apprenticeships.
- Upskilling CV from summer placements.

Term 2

- Preparing for work experience.
- UCAS tutorials.

Term 3

- Two weeks work experience.
- Next steps: transition afternoon.
- Next steps: information evening for parents.
- UCAS personal statement session.

YEAR 13

Term 1

- Higher apprenticeship assembly with local employers.
- Reflecting on work experience and employability skills session.
- UCAS drop-in sessions.
- Interview skills preparation.
- Visits to HE establishments.

IMPACT OF CAREERS GUIDANCE

Monitoring, Evaluating and Reviewing CEIAG. Measuring the provision and delivery of the careers programme at The JCB Academy helps to support the rationale for its continuation and development.

Monitoring of activities takes place to ensure that careers education activities are delivered as planned. Evidence can be obtained by reviewing learners' work in their Career and Work Experience handbooks, talking to learners after sessions and by the CEIAG Co-ordinators observing lessons. It can also be evidenced in the high number of learners in KS4 and KS5 who take part in the work experience programme each year.

Reviewing and evaluating activities, for example meetings to discuss:

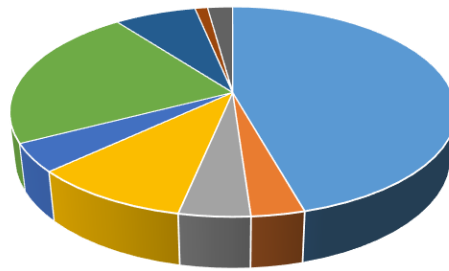
- What went well and why?
- What went less well and why?
- What were the strengths and weaknesses of planning, provision and practice?
- How could these be improved?

Activities that take place through the year are reviewed in a timely manner ready for the next academic year and, where appropriate, changes are made taking into account the cohort group and number of learners, as well as reflecting on labour market information and:

- Successful completion of KS4.
- The *Not in Education or Employment* (NEET) rate at the relevant transition point.
- Percentage of learners progressing to their desired outcome.

Detailed overleaf is the current destination data for Y11 learners who have successfully transitioned into KS5, apprenticeships and other educational pathways.

Year 11 Destinations 2017/18



- JCBA Sixth Form
- JCB Advanced Apprenticeship L3
- JCB Craft Apprenticeship L2
- Other Apprenticeship L3
- Other Apprenticeship L2
- FE - College
- Other Sixth Form
- Other
- TBC - awaiting confirmation

If you would like further information or have any questions regarding CEIAG at The JCB Academy, please contact us:

The JCB Academy
Mill Street
Rocester
Staffordshire
ST14 5JX

Telephone: 01889 506100

Miss R Norcup
KS4 CEIAG Co-ordinator
r.norcup@jcbacademy.com

Mrs A Moses
KS5 CEIAG Co-ordinator
a.moses@jcbacademy.com

Mr L Berrisford
Senior manager responsible for CEIAG
l.berrisford@jcbacademy.com