



Careers Education Information Advice and Guidance Policy:
Senior School

Careers Education Information Advice and Guidance Policy

The Careers Department at Alton School provides a progressive programme of careers education and work-related learning, both within the curriculum and with specialist CEIAG (Careers Education Information and Guidance) partners. This equips our students with the skills necessary to realistically appraise their strengths and weaknesses and develop their autonomy, resilience and adaptability. Founded in our Catholic faith, our CEIAG programme is key in nurturing intellectually brave, morally sound, confident young people who are prepared for life.

Aims

- To help students identify their areas of strength and reflect on their values, attitudes, abilities and achievements to help students make well-informed choices about their futures.
- To develop and demonstrate personal and employability skills.
- To enable students to find out more about learning and careers opportunities.
- To support students during times of transition, particularly at key stages such as making choices about GCSEs, A-Levels and Post-18 options, and provide guidance on career planning.

Delivery of CEIAG

Across the school the CEIAG programme is supported within PSHMEE lessons (Personal, Social, Health, Moral and Economic Education) and soundly embedded in subject curricula. Students are able to access subject specific enrichment talks delivered during lunchtimes and after school. There is a well-resourced Careers Library in the Sixth Form Hub and access to student online 'Unifrog Careers platform and optional individual assessments from Morrisby , both providing information about university courses and career options, and a Careers Noticeboard with regular focus on career paths in different subject areas. Unifrog has been fully embedded into the PSHMEE SOW from September 2021 and provides a cohesive approach across the key stages. This is a complete destinations platform that allows students to progressively explore their interests, skills and future careers options. This will allow the Careers Leader as well as pastoral and teaching staff to record activities and competencies as students move through the school and guide them to making the best decisions.

Careers information is available in our school newsletters and regular updates are made to Alton School's Facebook page and website. Students have access to online careers resources such as Unifrog's careers resource library, video workshops, work experience and an option to have an in-depth Careers Profiling assessment from Morrisby. Our biennial Careers Fair provides students with opportunities to talk with industry experts, and annual Careers Week (6-11 March 2023) which showcases the vibrant diversity of careers across all subject areas. Students also assess the development of their employability skills as part of the unifrog competencies tool at the end of each term, to review the progress in a range of key areas i.e. communication, information analysis etc.

Year 7 & 8

- **PSHMEE:** in Years 7 and 8 we focus on evaluating the skills we already have and identifying those we need to develop. We beginning to consider possible different career paths and which skills these jobs require.
- Subject leads are encouraged to talk about their career paths during the Careers Week in March.

Year 9

- **PSHMEE:** in Year 9 our key focus is on assessing the skills different subject areas provide, as part of the process of students choosing their GCSE options and encouraging students to think about possible career areas their choices would allow them to follow.
- **Careers Talks** – are available to all students in the year 21/22 we had visits from a Psychologist, Geoscientist and musician.
- **Careers investigator programme:** students complete a simple online career interest questionnaire from our CEIAG partners Unifrog, with their responses being analysed to provide an accurate picture of their interests, skills and values. This allows the students to identify their personality type and investigate careers matched to their interests and traits.
- **Year 9 Curriculum Evening:** An evening to explain the courses available at GCSE and the skills and possible career paths related to those subjects. Students are encouraged to take a range of subjects to ensure a broad skills base.
- **Take Your child to Work Day:** This is an opportunity for students to really see what the world of work is like. Students shadow a parent or adult for one day and produce a report on what they have learnt (Easter holiday) This may be run virtually or allowing students to work within sectors that can accommodate this.

Year 10

- **PSHMEE:** Our focus is on the changing world of work and the need to develop skills as well as subject knowledge in order to be prepared for 'Portfolio Careers'. Students learn about applying for jobs and course and opportunities available to them.
- **Elevate Study Skills:** Students are shown how to develop techniques to combat examination stress, and look into managing their revision: different strategies, meeting deadlines and evaluating their strengths and weaknesses.
- **Morrisby assessment:** students are offered the opportunity to complete a detailed online psychometric assessment from our CEIAG partners 'Morrisby'. Each student receives a detailed analysis of their aptitude and skill level in several key areas and are provided with an Individual Student Report which is shared with tutors and parents. This programme and the features it offers gives up-to-date careers advice on specific career paths and a provides an on-line platform for students to log work experience, volunteering and career research. We encourage all students to take part in the Morrisby assessment in the summer term.
- **A week in the Life of the Sixth Form:** All students are given a taste of what Sixth Form life is like, with an insight into both the academic and pastoral world of a sixth former. Students begin to consider their A-Level options.

Year 11

- **PSHMEE:** Students learn about the financial and structural aspects of businesses, including legislation and best working practices, and how their skills can prepare them for Working Life. Students also review post-16 options and the decision-making process needed to choose A-Level subjects.
- **Inspirational Speaker Talks:** (as above). In addition, Year 11 students have access to talks from the National Citizen Service who highlight the volunteering opportunities available, and our Founders' Day Presentation Day.
- **Sixth Form Open Evening:** Students and parents are given information about making A-Level choices, and a chance to speak to staff about potential career path. In 2023 this will be Tuesday 6th October.
- **Sixth Form Taster Day:** Students have the chance to experience A-Level lessons to help inform them about A-Level option choices. Current sixth form students highlight the skills required for success at A-level and offer guidance on making subject choices. In 2023 this will be on Friday 16th October.
- **One to one interviews:** All students receive a one to one interview with the Careers Lead and Director of Upper School with their parents present to review their subject choices post-16 and to discuss potential career paths.

- **Elevate Study Skills:** Students are given a review of skills required for effective revision. In particular, time management and the need to plan and organise their revision timetable promotes and develops key employability skills.
- **Work experience:** Students are encouraged to find at least one week's work experience after their exam period, in the first instance through family contacts but the Careers Coordinator can provide assistance in finding suitable placements. This year virtual work experience events are being publicised to enable students to register their interest and gain an insight into careers they may be interested in. All Career opportunities are updated weekly on the Careers Padlet

Year 12 & 13

- **PSHMEE:** In the Sixth Form these take the form of weekly one-to-one sessions with a Sixth Form Tutor, and are supported by the Wednesday Enrichment slots. These one-to-one meetings with students provide guidance and support on a range of issues.
- **Wednesday Enrichment:** Many of these activities aid student development of 'soft skills', deemed vital to the modern employer. Examples include preparing, planning and organising 'The Sixth Form Revue' to raise money for the Year 12 Lourdes pilgrimage, taking part in volunteering activities or mentoring initiatives in the Senior and Prep schools. They also include outside speakers on a variety of topics including employer experiences.
- **EPQ:** The Extended Qualification Project is available to students who wish to take on an independent piece of research. Students are supported by a Supervisor who guides them in creating, planning, researching and presenting their chosen project. This is an excellent example of an opportunity to develop a range of key employability skills.
- **UCAS guidance:** From Year 12 onwards students are given support in the process of deciding post-18 options. Visits to and speakers from universities take place to inform on the range of options available, and students are supported through the UCAS application process with the help of Sixth Form Tutors and the UCAS coordinator. Additional support is provided to Oxbridge, Medicine and Veterinary Science applicants.
- **Work experience:** Students are encouraged to pursue relevant work experience whenever possible. The Careers Coordinator can provide assistance in finding suitable placements.
- **Lourdes trip:** Students can participate in a Sixth Form trip that requires student-led fundraising activities. Students are responsible for developing their fundraising programme, gaining valuable experience in a range of employability skills.
- **Morrisby Career Profiling:** Students have access to their online facilities provided by our CEAG partner 'Unifrog'. In addition, all Year 13 are offered interview practice with an independent specialist as well and opportunities for students to talk with an impartial expert about their ideas, aspirations and options. They have already completed their Morrisby profiling in Year 10 and continue to have access to this throughout their adulthood.

Signed on behalf of Alton School

Bev Dunnage
Careers Co-ordinator

Updated September 2022