

Careers Education, Information and Guidance (CEIAG) Programme – September 2018

This programme gives an outline of the core activities and events which take place annually in Years 7-11. It is not exhaustive as staff often arrange other activities and events when opportunities arise. Across the curriculum all teachers are responsible for linking their subjects to careers and the wider world. As a result of this, guest speakers have come into school to talk about their work and groups of pupils have taken part in workshops and challenges or have been taken on visits to workplaces and universities. Because of the nature of these, details and timings cannot be included in this programme. In addition, Lindsey Johnson, our Enterprise Co-ordinator from Leeds Enterprise Partnership (LEP), organises speakers and enterprise events throughout the year. Our Enterprise Adviser, Helen Tones, works with GCSE Business Studies pupils and has arranged visitors to speak to pupils. Individual pupils or groups of pupils are targeted with additional opportunities depending on their needs.

The CEIAG programme is further supported by the school's Personal Skills programme which is currently being amended. Through this programme, pupils will become more self-aware, develop their employability skills and understand the broad range of opportunities offered in the wider world. Pupils will be supported by form tutors and senior leaders to make informed decisions at each stage and encouraged to raise their aspirations.

Year 7	Introduction to the careers library – group sessions run by the careers adviser.	May
	Careers fair and work on self-awareness, CVs and interviews.	July
Year 8	Introduction to GCSE options – group sessions in the library run by the careers adviser; individual appointments offered to pupils who may require additional support.	January-February
	Options assembly and talks on parents' evening.	February
	Assembly on employment opportunities from our enterprise co-ordinator.	March
	Individual interviews with all pupils to decide GCSE options.	April-May
	Careers fair and work on self-awareness, CVs and interviews.	July
Year 9	Group sessions in the library run by the careers adviser.	April
	Careers fair and work on self-awareness, CVs and interviews.	July
Year 10	Group session in library on the Job Explorer Database (JED).	March
	Individual appointments with the careers adviser for all pupils.	April-July
	Work experience assembly.	March
	Preparation for work experience.	March-July
	New College and Kirklees College assemblies.	April
	Visits to New College (all pupils) and Greenhead College for open mornings.	June-July
	Barclays life skills course – two sessions to prepare pupils for work and work experience.	July
	Work experience – one week.	July
Year 11	UCAS Progress sessions every Friday in Personal Skills, including how to write personal statements.	September-December
	Individual appointments with the careers adviser for all pupils.	September-March
	New College and Kirklees College assemblies.	October-November
	National Citizen Service – assembly and follow-up sessions for interested pupils.	January onwards
	Apprenticeships assembly.	February
	Mock interviews.	February
	College and apprenticeship interviews.	March onwards