



**SAINTS PETER AND PAUL**  
CATHOLIC HIGH SCHOOL

# CEIAG Policy

## **Introduction**

At Saints Peter & Paul Catholic High School our Careers Education, Information, Advice and Guidance (CEIAG) programme is an integral part of the preparation of pupils for the opportunities and experiences of adult life. Its central concern is equipping pupils to manage the choices, changes and transitions affecting their future education, training, employment and life as adult members of an ever changing international society, and to instil life-long learning.

## **Rationale for CEIAG**

A young person's career is the progress they make in learning and work. All young people need a planned programme of activities to help them choose 14-19 pathways that are right for them. Our CEIAG programme should enable pupils to:

- Be more self-aware about their own skills, aptitudes, values, aspirations and potential.
- Have a better understanding of education, training and future career opportunities both within the UK (and abroad).
- Make informed choices about their own continuing education, training and future career paths.
- Develop career management skills of self-reliance, adaptability, flexibility, decision making and problem solving.

## **Commitment**

Saints Peter & Paul Catholic High School is committed to providing a planned programme of CEIAG for all students in years 7 – 11 in partnership with a varied and wide-ranging set of providers.

We endeavour to follow the latest statutory and best practice guidance. We are currently working towards 'The Quality in Careers Standard' - external national accreditation for our career guidance, and we work very closely with our archdiocese schools, and local careers hub (The Careers & Enterprise Company - Liverpool City Region).

## **Links with other policies**

It is underpinned by the school's ongoing policies for teaching and learning, assessment, recording and reporting achievement, personal development, equal opportunities, health and safety, special needs, provider access policy (Baker clause), linking with the whole school development plan.

## **Student Needs**

The Careers Programme is designed to meet the needs of the students at Saints Peter & Paul Catholic High School. It is differentiated to ensure progression through activities that are appropriate to student's stages of career learning and development. It will be tailored as required to meet the needs of any individual pupil with any disability to be totally inclusive.

## **Entitlement**

The Careers programme is designed to meet the needs of all students at Saints Peter & Paul regardless of race, gender, disability, sexual orientation and religion. Students are entitled to CEIAG that is impartial. It will cover the needs of both groups and individuals for all students in years 7 – 11.

### ***CEIAG Programme (careers education, information, advice and guidance)***

At Saints Peter & Paul Catholic High School we want all our students to achieve their true potential in school and also in the wider community and beyond when they eventually complete their time with us. We believe careers education, information, advice and guidance (CEIAG) are vital components of a young person's development and learning.

To support our students as much as possible with their career journeys, we have designed a careers and employability programme that offers a quality, wide ranging, and bespoke careers education plan for all our students.

Our Careers Education Team (who are part of a wider Personal Development and Mission Team) works together with school staff, employers, parents, and other external agencies to ensure we deliver high quality careers education, information, advice and guidance.

Our aim is to ensure all students leave us prepared for their next steps and beyond, especially in an ever-changing world. We aspire to create opportunities and experiences that help develop the skills and qualities that employers want. We will do our very best to guide and support all our students, so that they make informed decisions and are able to follow the right path to a great future.

### ***Careers (Key stage 3)***

In Year 7 and 8 students are encouraged to identify and talk about their early aspirations. Through embedding careers within Personal Development Curriculum and Learning for Life days, they are given the chance to be involved in a variety of self-development activities. They identify their skills and interests, subject preferences and strengths and begin to identify different career options. They get an opportunity to further explore this through accessing our school careers platform/software (unifrog). In Year 8, we also start introducing students to encounters with employers, where we utilise links with our locally designated 'Employer Enterprise Adviser'.

In Year 9 students are given the opportunity to choose option subjects related to their interests, strengths, and future aspirations. They attend careers assemblies which encourage them to link what they are learning in school with their future ambitions and careers.

Parents and students are supported through the options process, which helps them explore the different skills, subjects and qualifications needed for different job roles. To further our options process, students also have important careers and guidance sessions with their form tutor and our school Careers Adviser. Through the Personal Development lessons (taught curriculum) students start to learn more about topics such as personal finance, employability skills and introductions to post 16 pathways, apprenticeships, and university. Also, at this stage, we work closely with local employers, colleges, HE providers, and external partners, such as Careers Connect, All about STEM and Shaping Futures etc.

### ***Careers (Key stage 4)***

In Year 10 students continue to develop the skills they will need to compete and succeed in today's complex and ever evolving job market. They explore employment growth sectors in the local economy (especially in the Liverpool City Region) and take part in taster days at local colleges, trade days, employer encounters, guest speaker talks, and university trips. In the spring term we have a dedicated 'Mission Day' (whole school) that is themed around 'aspiration' (one of our school values). This is designed to raise aspirations where students take part in a variety of career and employability activities including team building, developing skills for work, entrepreneurship and talks and workshops with visiting professionals from various business sectors. In the summer term this is developed further through taking part in mock interviews with a range of employers / professionals from a variety of industries. Students receive feedback on their interview which not only gives them an understanding of recruitment processes but develops confidence and preparedness for when they go through a real interview process in education or the workplace. In year 10 we also offer all students the opportunity to complete a week-long work experience placement. With many employers increasingly looking for experience as well as academic achievement in candidates, this is a great opportunity for our students to gain practical knowledge and to develop confidence and key employability skills.

In Year 11 all our students will have a one-to-one careers and guidance interview with our qualified Careers Adviser (Mr Peter Reay) who is trained to the appropriate level and acts with impartiality and in the best interests of all our students.

Year 11 is a key transition point and students have access to ongoing careers advice and guidance throughout this academic year, receiving bespoke support to ensure a successful post 16 transition. We are hugely proud of our post 16 destinations data which is published on the careers section of our website. Students are provided with a great level of support with their applications to sixth forms, colleges, specialist providers, and apprenticeships. Students at our school have their own bespoke open events, application days and interview sessions with local colleges. This helps ensure our students secure offers of learning for the next stage of their journey. We work hard to ensure our students have opportunities to visit and/or experience different post 16 providers. Students have set CEIAG themed sessions during morning tutorial, as well as themed assemblies and guest speakers. They can also access support and get advice on CV's and interview skills, alongside general advice on jobs and careers.

### **Implementation**

The School adopts a varied approach to the delivery of CEIAG, some include:

- Separately time-tabled Personal Development, Work Skills, Employability and Alternative Provision lessons/programme.
- Through off time-table specific events.
- Specialist provision in year 11 – Vocational Education Programme.
- Through cross curricular work within all school departments.
- In partnership with outreach programmes and outside agencies.
- Careers information is provided by our Careers Adviser
- Be-spoke CEIAG projects and programmes
- Learning for Life Day (drop down day)
- Guest speakers and assemblies
- FE and HE visits
- Careers Fairs
- Careers software platforms (unifrog)
- Cohort-specific programme (i.e. More Able, PP, disadvantaged/vulnerable, SEND etc)

### **Experiences of workplaces**

Experiences of the workplace is a fundamental part of a young person's education across the curriculum, enabling them to make successful transition from school to adulthood and employment. It is a fundamental part of meeting the statutory Gatsby benchmarks. The school will offer a range of experiences for students to learn about the world of work, motivate them and prepare them for the opportunities, responsibilities of adulthood whilst supporting their future aims and aspirations. The School adopts a range of approaches of delivery:

- Year 10 work experience week
- Virtual platforms as well as physical placements
- Curriculum linked visits.
- Extended work placements
- Our own school Careers Fair
- Mock interviews/role plays.
- Tasters days
- Alumni
- Trade days
- Employer speakers.
- As part of a separately time-tabled Careers/Learning for Life days (Young Enterprise/Industry day)
- Through cross curricular work within all school departments.
- In partnership with our School Enterprise Adviser
- Bespoke projects (Routes Into, Masterclass programme, Prestigious universities programme, Through the eyes of boys/girls etc)

## **Management of provider access requests**

A variety of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents providing this does not conflict with pupil engagement in assessments, mocks or exams. A provider wishing to request access should contact:

Mr Chris Mullarkey (CEIAG and Employability Lead) - [mullarkeyc@saintspeterandpaul.halton.sch.uk](mailto:mullarkeyc@saintspeterandpaul.halton.sch.uk)

Mrs Nicky Woan (Assistant Head) - [woann@saintspeterandpaul.halton.sch.uk](mailto:woann@saintspeterandpaul.halton.sch.uk)

Telephone: 0151 4242139

***This document can be accessed by staff, parents, carers, governors, partners and personal advisors via the school website - 'Provider Access Policy (Baker Clause)'.***

## **Approval and review**

Approved January 2022 by Governors at Student, Curriculum and Progress Monitoring Committee

Next review: January 2023

Signed:

Mr J Wilson

Mrs D Scott

Chair of Governors

Principal