



SAINTS PETER & PAUL  
CATHOLIC COLLEGE

## CEIAG Policy

### COLLEGE MISSION STATEMENT

Saints Peter and Paul Catholic College is a community where all are valued as children of God with gifts and talents to develop and share with our world:

Inspired by the Spirit of God we strive to:

- Be a community where we always behave in a way which respects the dignity of each person.
- Provide a learning culture which challenges all to achieve their potential.
- Promote the growth, health and wellbeing of all through high quality enriching experiences in a safe and secure environment.
- Support all members of the College community and celebrate their achievements.
- Nurture the journey of faith and discovery of each individual; enabling all to take their places in our diverse society as confident Christian citizens, alive with the love of God.

### Introduction

At Saints Peter & Paul Catholic College 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 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 College is committed to providing a planned programme of CEIAG for all students in years 7 – 11 in partnership with a plethora of partners.

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.**

## Links with other policies

It is underpinned by the school's ongoing policies for teaching and learning, assessment, recording and reporting achievement, PSHCE, equal opportunities, health and safety, and special needs 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 College. 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.

	HT1	HT2	HT3	HT4	HT5	HT6
Year 7			<b>DROP DOWN DAY (CEIAG)</b> Theme: Values, qualities and skills, strengths and personal developments	<b>National Careers Week</b> (2nd-7th March) ... <b>School Careers Fair</b> (3rd Mar)		<b>One-to-one Careers Interview</b> Targeted cohorts
	<b>KS3 Enterprise Club</b>					
Year 8			<b>DROP DOWN DAY (CEIAG)</b> Theme: Experience and contact with employers	<b>Employer Talk</b> (TF Jones)	<b>Trades Sector</b> (External talk - Volunteer K Yourself)	<b>One-to-one Careers Interview</b> Targeted cohorts
		<b>Complementary Studies</b> (themed CEIAG lessons)	<b>Making the right KS4 choices</b>	<b>National Careers Week</b> (2nd-7th March) ... <b>School Careers Fair</b> (3rd Mar)	<b>MY BNK</b> (personal financial education)	<b>Merseyside Science &amp; Technology Challenge Day</b> (MCS Projects)
	<b>Guided Choices Process</b>					<b>Daresburg Open Week</b>
<b>KS3 Enterprise Club</b>						
Year 9				<b>One-to-One Careers Interview</b> - Targeted cohort		<b>Jobs For Tomorrow</b> ... <b>Challenging Stereotypes</b> (Full day event)
			<b>365 Destinations/Careers Survey</b>	<b>National Careers Week</b> (2nd-7th March) ... <b>School Careers Fair</b> (3rd Mar)	<b>Get into HE</b> (Introduction to Higher Education)	<b>Complementary Studies</b> (themed CEIAG lessons)
		<b>Get Into Programme</b> - More Able programme - Focuses on 6 subject areas (guest speakers, classroom sessions and university trip)				<b>Merseyside Science &amp; Technology Challenge Day</b> ... <b>Daresburg Open Week</b>
	<b>Riverside College Partnership Taster Sessions</b> - 5 week project (trades, vocational studies)					
		<b>High Achievers Project</b> (partnership programme with Carmel College) Theme: confidence and critical thinking (classroom sessions, campus visit and university trip)				<b>High Achievers Day</b> (Carmel College - 19th June)
		<b>Prestigious Universities Programme</b> (partnership with Cronton College)	<b>DROP DOWN DAY (CEIAG)</b> Theme: Visits to Further and Higher Education			<b>Visit to The University of Liverpool</b>
<b>Work Skills (Targeted timetabled lessons)</b>						
<b>Farm Urban STEM project</b>						
<b>Year 9 Extended Work Placement</b> (Targeted students - employment placements)						
<b>High Potential Project</b> - (delivered through Shaping Futures - Targeted 1:1 IAG sessions)						
Year 10		<b>One-to-One Careers Interview</b> - Targeted cohort		<b>National Careers Week</b> (2nd-7th March) ... <b>School Careers Fair</b> (3rd Mar)	<b>Assembly</b> - Carmel College (KS5 options)	<b>Carmel - High Achievers Day</b> (6th June)
		<b>365 Destinations/Careers Survey</b>	<b>Oxbridge Morning</b> (4th March)			
		<b>High Achievers Project</b> (Carmel - targeted sessions and bespoke half day at Carmel and day at a uni)				
				<b>Medical Careers Day</b> (4th March - Hugh Baird College)		
			<b>Pre-Sampling Assembly</b> (Riverside)		<b>Assembly</b> (KS5 options) Cronton/Riverside Colleges	<b>Sampling Day</b> Cronton College (17th June)
			<b>DROP DOWN DAY (CEIAG)</b> Theme: Mock interviews - Encounter with employers and career development		<b>Masterclass Programme</b>	<b>University Visit</b>
	<b>Merseyside Young Engineers Project</b> <b>Merseyside Business Beginners Project</b> (Liverpool University Outreach Programme)					
	<b>Merseyside Young Medics</b> (Liverpool University outreach programme)					
	<b>Big Bang North West</b> All about STEM - Exhibition Centre Liverpool (7th July)					
	<b>Riverside College Partnership Taster Sessions</b> - 5 week project (trades, vocational studies)					
<b>Work Skills (Targeted timetabled lessons)</b>						
<b>Martial Arts Project</b> (Targeted students - Cathy Stankevitch Foundation)						
<b>Through the eyes of Girls</b>			<b>Through the eyes of Boys</b>			
<b>Routes Into...</b> - series of fortnightly themed assemblies and after school taster sessions.					<b>Work Experience Week</b> (w/c 13/07)	
Year 11	<b>One-to-One Careers Interview</b>					
	<b>IAG and Destinations Assemblies:</b>	<b>Assembly on Pathways and LMI</b> (Shaping Futures)	<b>Apprenticeship IAG</b> (Liverpool City Region Apprenticeship Hub)	<b>National Careers Week</b> (2nd-7th March) ... <b>School Careers Fair</b> (3rd Mar)	<b>MY BNK</b> (personal financial education)	<b>New Student Days</b> Carmel College 29th June Cronton/Riverside 7th/8th/9th July
	<b>Carmel Open Evening</b> Parent VIP Visit			<b>Accelerator &amp; Particle Physics Masterclass</b> (Daresburg)		
	<b>365 Destinations/Careers</b>	<b>Cronton/Riverside Application</b>		<b>Medical Careers Day</b> (Hugh Baird College - 4th March)		
		<b>Cronton/Riverside Interviews</b>	<b>Cronton/Riverside Interviews</b> (follow-up appointments)			
		<b>Trade Day</b> (Riverside College)	<b>DROP DOWN DAY</b> Theme: Study Skills and CEIAG			
<b>Support Group IAG programme</b> (External agency projects throughout the academic year: 'Use Your Voice' / 'Practical Citizenship' / 'Creative Futures' / 'Wellbeing and Resilience Management' (WARM))						
VI			<b>Digital Skills Workshop</b> (delivered through Growth Platform)	<b>National Careers Week</b> (2nd-7th March) ... <b>School Careers Fair</b> (3rd Mar)		
			<b>Interview techniques for university and apprenticeships</b> (Shaping Futures)			
		<b>Information evening</b> Apprenticeships, UCAS and Student Finance - 5th December	<b>Career Progression Talk</b>			
	<b>Complementary Studies (timetabled 1-1 CEIAG tutorial)</b>					
	<b>UCAS support</b>					
<b>Health &amp; Social Care Work Placements</b>						
<b>Apprenticeship Show</b> (Anfield - 9th October)	<b>Apprenticeship IAG</b> (ASK)		<b>Apprenticeship IAG</b> (Liverpool City Region Apprenticeship Hub)			

## **Implementation**

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

- As part of a separately time-tabled Complementary Studies and Work Skills 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

## **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 wide 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
- 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

## **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:

Mrs Louise McComas (Assistant Head) - [McComasl@saintspeterandpaul.halton.sch.uk](mailto:McComasl@saintspeterandpaul.halton.sch.uk)

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

## **Approval and review**

Approved (date) by Governors at Curriculum and Standards Committee

Next review: (date)

Signed:

Mr J Wilson

Chair of Governors

Mrs D Scott

Principal