

## Policy for Careers Education, Information, Advice and Guidance (CEIAG Policy)

### Introduction

The UTC's vision is to ensure that students achieve strong academic outcomes, develop technical skills and the skills necessary for them to become highly employable. This vision is in harmony with our sponsors' objectives of recruiting UTC (University Technical College) students into their organisations for further education, training, or employment. The Careers Lead works closely in line with the Gatsby Benchmarks.

<https://www.careersandenterprise.co.uk/schools-colleges/gatsby-benchmarks>

Careers education, information, advice, and guidance (CEIAG) helps young people to make the most of themselves and their opportunities in learning and work. It enables them to:

- construct their own 'career story' about who they are, what is important to them and what they would like to achieve in their lives
- raise their aspirations, broaden their horizons, and counter stereotyped thinking about what they and others can achieve
- extend their knowledge of changing labour market opportunities, requirements and pathways in learning and work
- extend their wide network of support through attending careers events, accessing information and advice, and gaining relevant experience
- develop essential career skills including resilience, adaptability, enterprise, employability, and self-presentation
- understand ways of experiencing and achieving career happiness and well-being
- take increasing responsibility for managing their own career choices, plans and transitions.

**Management** – The Vice Principal manages the Careers Lead and provides regular updates to SLT and governors' curriculum committee meetings. The Careers Lead is responsible for producing, implementing, and evaluating an annual careers programme, informed by the school development plan that identifies the role and contribution of subject teachers, tutors and other staff and partners.

**Guidance** - Careers guidance is provided through a range of activities and involving a range of key staff; it includes individual and group activities. All staff should, when approached by students, respond with appropriate 'first-in-line' advice and support. All guidance must be impartial, confidential (within policy guidelines), responsive to students' needs and based on the principles of equality and diversity.

**Training** - Staff professional learning and development needs are identified through an annual needs assessment and appropriate arrangements made to meet needs within a reasonable timeframe.

**Monitoring, review & evaluation** - Key programme activities are monitored, reviewed, and evaluated by the Careers Lead.

## **Appendix 1 - Careers Entitlement statements**

### **What can you expect in Year 10 and Year 11?**

#### **Key Themes**

- Individual employability skills diagnosis using Skills Builder, Be Ready and Start
- A programme of entitlement to support the improvement and knowledge
- Personal development, decision making and planning skills
- Self-presentation skills and what employers want
- Investigating and assessing choices and qualifications
- Building a network of support.

#### **Challenges**

- Update your career timeline and skills log
- Draw up a list of questions to ask employers and course organisers at careers events
- Attend open evenings and develop a record of applications
- Interview a sponsor or industry partner about the route they followed and what they wish they had known in KS4.
- Research how learning and work is changing in a specific sector
- Prepare a CV, covering letter and supporting statement.

#### **UTC Provision**

- One to one interview with the Careers Lead and/or pastoral manager
- Talks from employers with up to the date labour market information
- Visits to employers and work experience
- Visits to universities and colleges and access to student finance talks and managing personal budgets
- Career modules as part of CPD (Continuing Professional Development) provision including personal skills and qualities
- Preparing for work day with mock interviews with local employers
- Visit to events and activities

## **What can you expect in Year 12 and Year 13?**

### **Key Themes**

- Individual employability skills diagnosis using Skills Builder, Be Ready and Start
- A programme of entitlement to support the improvement and knowledge

### **Challenges**

- Update your career timeline and skills log
- Research apprenticeships and courses for your shortlist
- Prepare a personal statement
- Secure offers and have a back-up plan.

### **School Provision**

- Access to a qualified Careers Lead
- Visits to employers, sponsors, partners, careers events and university open days
- Industry specific talks with up-to-date labour market information
- Tailored work experience placements
- Coaching programme with support on effective decisions, applications, and transitions
- LSBU Ambassador input on range of subjects linked to university access
- Professional Development sessions to develop individual character, expose and experience
- Opportunities to develop skills such as creativity, in addition to technical taught curriculum
- Access to one-to-one discussions with the Careers Lead
- Networking sessions with industry professionals and academics
- Access to information on pathways including apprenticeships

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