



**EMPOWER**  
LEARNING ACADEMY TRUST

# **Careers Education, Information, Advice and Guidance Policy**

**Agreed by Trust Board: Aug 2022**

**Review Date: May 2024**

## **Statement of Purpose**

This policy was written following the July 2021 [statutory careers guidance](#) and takes into account the [Gatsby benchmarks](#), Baker Clause and other best practice guidance. To fully meet this, we have a carefully sequenced CEIAG curriculum which aims to inspire our students to raise their aspirations, empower them to confidently make well informed decisions and create a passion for lifelong learning. This includes an annual Careers Fair hosted at each school in the Trust, a Trust-wide work experience programme in Year 10 and a range of experiences such as careers talks and visits to FE/HE institutions. Additionally, we aim to increase student exposure and understanding of how to utilise the most up to date Labour Market Information (LMI) alongside prioritising the development of employability skills across the curriculum, equipping students with the skills, attitudes, knowledge to thrive in the wider world. Our CEIAG curriculum is designed to broaden horizons, maximise future life chances and minimise the number of students potentially at risk of NEET.

## **Baker Clause**

In accordance with paragraphs 71 to 78 under section 42 of the Education Act 1997, each school within the Trust publishes a Provider Access Statement which outlines how providers of technical education and apprenticeships can access the school and work closely with the Careers Teams to ensure equality of access to opportunities for all students.

## **Rationale**

Our CEIAG curriculum provides a well sequenced, tailored and progressive programme of activities which enables all students in Years 7 to 11 to plan and manage their future career path. We provide impartial, unbiased CEIAG which is based on individual pupil needs and ensure our programme follows local, regional and national frameworks for good practice and other relevant guidance.

We seek to work in partnership with outside organisations, educational institutions and individuals that will enhance students' access to post-16 education, employment or training. This includes exposure to the full range of academic and vocational qualifications e.g. A Levels, T Levels, NVQ. We have particularly strong links with a range of local providers, including apprenticeship providers e.g. Ask and Aim, local college providers e.g. New City College and local school 6<sup>th</sup> Forms.

## **Underlying Principles for Careers Education, Information, Advice and Guidance:**

- Grow throughout life – by learning and reflecting on themselves, their background, and their strengths.
- Explore possibilities – by exploring the full range of possibilities open to them and learning about recruitment processes and the culture of different workplaces.
- Manage careers – making the most of opportunities and learn from setbacks.
- Create opportunities – by being proactive and building positive relationships with others.
- Balance life and work – as a worker and/or entrepreneur with their wellbeing, other interests and their involvement with their family and community.
- See the big picture – by paying attention to how the economy, politics and society connect with their own life and career

These are drawn from the Career Development Institutes [Career Development Framework](#) and further supports the vision for our schools.

## **Procedures**

The Empower Learning Academy Trust is a member of the local [Careers and Enterprise Local Hub](#) which supports to drive progress against the Gatsby Benchmarks by enabling Careers Leaders to access training and support, and to collaborate in a focussed way, bringing together best practice and local labour market insight.

The Empower Learning Academy Trust has one overall lead of CEIAG who works in partnership with the Trust Careers Adviser and Careers Leader/senior leader at each academy with responsibility for CEIAG to ensure best practice is followed across the Trust. Each academy has a strategic plan for each year that outlines the key themes and development goals for CEIAG for that year based on individual school and Trust level Compass evaluations mapped against the Gatsby Benchmarks of the previous academic year alongside local and national developments. All activities and interventions are underpinned by this framework that is formally reviewed each year and more informally each term. The framework for the current academic year can be found in the Appendix.

All students are entitled to CEIAG which meets professional standards of practice and is both personalised and impartial. It is integrated into students' experience of the whole curriculum and based on a partnership with students and their parents or carers. The programme is structured to deliver explicit learning outcomes, raise aspirations, challenge stereotyping and promote equality and diversity.

The careers programme is designed to meet the needs of the students at each academy to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

### **Resources**

Funding is allocated in the annual budget-planning round in the context of whole-school priorities and particular needs in the CEIAG area. The Careers Leader is responsible for the effective deployment of resources within each academy.

### **Responsibilities and Monitoring**

#### **Empower Learning Academy Trust CEIAG Lead**

Develops and coordinates strategy, the use and access to shared resources and events. Line manages and deploys the Independent Careers Adviser. Updates and advise the CEO and Careers Leaders in each academy with regard to policy, strategy and operational matters. Acts as a networking link with outside providers.

#### **Governors**

A named governor will represent the Local Governance Committee and is responsible for reviewing this policy at academy level and monitoring its effectiveness through data analysis, meetings and link visits. The Governors are responsible for strategic oversight and ensuring that the curriculum reflects and reinforces the Academy's mission statement as well as meeting statutory guidelines.

#### **Careers Leader**

Careers Leader will plan, implement and quality assures the careers programme; manages the delivery of career guidance; networks with external partners, including employers; coordinating the contributions of careers teachers, subject teachers, tutors and SENCO. All Careers Leaders have completed the Level 6 Careers Leader qualification.

#### **Independent Careers Adviser**

Empower Learning Academy Trust employs a Level 7 qualified Independent Careers Adviser who is a member of the CDI and subscribes to their [Code of Ethics](#). They will look at each student's profile prior to interview and conduct individual interviews with all Key Stage 4 students and working with them and the parents to develop an individual bespoke careers plan. They will meet students as often as that individual requires, within reasonable logistical and time constraints. They will also be present at Year 9, 10 and 11 Parent Teacher Consultations and Year 9 and 11 Information evening to

offer further advice and guidance.

### **Head of PSHEE and Citizenship**

Ensures that CEIAG is part of students' curriculum and works with the Careers Leader to ensure that this input is relevant, purposeful and engaging.

### **Staff**

All staff are responsible for CEIAG through their roles as tutors and subject teachers. The PSHE team at Key Stage 3, 4 and 5, delivers specialist sessions. Head of Year liaise with the Careers Leader to address needs of individual students, including support from other teachers and external agencies and the independent Careers Advisor.

### **Assessment and Evaluation of provision**

We will measure the effectiveness of our CEIAG in a number of ways:

- Compass – reviewing and evaluating our progress against the Gatsby Benchmarks on a termly basis
- Student tracking data – monitoring and evaluation of student participation in activities
- Student Destinations – making use of destinations data published by the Department for Education and collected internally to ensure progression into positive destinations
- Surveys – providing opportunities for feedback from students, parents and staff members

### **Linked document**

Provider Access Policy – Ensuring compliance with the Baker Clause, each Academy policy is available on the school website.

## Local Variations

### Bower Park Academy

#### Appendix 1 – CEIAG Curriculum and Operating Plan 2022-23

At our Bower Park we offer all students a range of careers education, information, advice and guidance (CEIAG) opportunities to learn about the world of work and to help to prepare for their future steps at post-16. We aim to prepare our students for life after school by helping them with their decisions at transition points, informing them of all their options and introducing them to the world of work.

Our Vision is to strive for excellence to transform the life chances for all. Through determination and resilience, every child will excel, to obtain outstanding outcomes across a breadth of experiences. They will develop into well-rounded, valued citizens, ready and equipped for a future world, and embracing a love of life.

#### **Support & Personal Guidance**

All students will receive at least two separate one to one careers advice sessions at key transition points e.g. Year 9 Options with a member of the Senior Leadership Team and Year 10/11 to discuss post-16 pathways with the Empower Learning Academy Trust's own careers adviser, Mrs Witchalls. We also offer all students at risk of NEET the opportunity for independent and impartial careers advice and guidance with the 'Prospects' organisation. There is an opportunity for 'drop in' advice sessions for any students who have further career-related questions through their Support and Guidance Manager or Director of Learning. Students and parents are welcome to contact Mrs Porter directly if they wish to discuss any careers questions or book additional careers advice.

**Careers Lead:** Kelly Porter [kporter@elatschools.co.uk](mailto:kporter@elatschools.co.uk)

**Careers Advisor:** Kirsten Witchalls [kwitchalls@elatschools.co.uk](mailto:kwitchalls@elatschools.co.uk)

**SLT Link:** David Sears [dsears@elatschools.co.uk](mailto:dsears@elatschools.co.uk)

Use this link to gain more information regarding Prospects: <http://www.prospects.co.uk/What-WeDo/Education-and-Learning/Careers-AdvicePlu>

We have placed a number of important links and helpful guides on our CEIAG padlet: <https://engb.padlet.com/Empowercareers/norwod98rs1bsbyk>

#### **Resources**

The Careers office in reprographics is well stocked with key publications suitable for a range of ages and abilities. Materials are audited annually to ensure information is up-to-date and accurate and relevant to students' needs. In addition, there is a large online resource in the 'Morrisby Careers' platform [www.morrisby.com](http://www.morrisby.com), here students can download their 'careers passport' which reminds them of all the career related events they have taken part in since September 2021.

All students will also have access to [www.startprofile.com](http://www.startprofile.com) an online careers platform which enables students to look at what their future options are and also gives them access to a number of resources and activities to develop employability skills. They will also complete sessions in form on [skills builder](#) specifically looking to develop skills in Leadership, Speaking, Listening and Teamwork.

#### **Other important links:**

- <https://www.careersbox.co.uk/>
- <https://www.ucas.com/>
- <https://www.gov.uk/apply-apprenticeship>

- <https://www.redbridge.gov.uk/jobs/workredbridge/apprenticeships/>
- <https://www.ncclondon.ac.uk/redbridge>
- <https://nationalcareersservice.direct.gov.uk/>
- <https://www.careerpilot.org.uk/>
- <https://www.prospects.ac.uk/job-profiles>

#### **Year 7 Summary of Programme**

- Form time activities including pre-recorded speakers from employers, as well as personalised sessions on careers and aspirations.
- Skills builder sessions to develop employability skills
- CPHE lessons exploring important transition stages in life and the world of work
- Students will have access to Morrisby careers where they can explore and track careers and opportunities as well as taking an aspirations quiz.
- Engage in both National apprenticeship week and national careers week activities
- Attend whole school careers fair
- Take part in enterprise day.

#### **Year 8 Summary of Programme**

- Form time activities including pre-recorded speakers from employers, as well as personalised sessions on careers and aspirations.
- Skills builder sessions to develop employability skills
- CPHE lessons exploring the importance of a work/life balance and good mental health.
- Students will have access to Morrisby careers where they can explore and track careers and opportunities as well as taking an aspirations quiz.
- Engage in both National apprenticeship week and national careers week activities
- Attend whole school careers fair
- Take part in enterprise day.

#### **Year 9 Summary of Programme**

- Form time activities including pre-recorded speakers from employers, as well as personalised sessions on careers and aspirations.
- Skills builder sessions to develop employability skills
- CPHE lessons on Job opportunities, Unemployment, Employment law, Further education/options and Enterprise
- Students will have access to Morrisby careers where they can explore and track careers and opportunities as well as taking an aspirations quiz.
- Engage in both National apprenticeship week and national careers week activities
- Attend options evening and be given support from tutor/HOY/Careers Lead and Careers advisor
- Take part in AccessHE level up day – exploring ways to develop themselves and their employability skills
- Attend whole school careers fair
- Take part in enterprise day.

#### **Year 10 Summary of Programme**

- Form time activities including pre-recorded speakers from employers, as well as personalised sessions on careers and aspirations.
- Skills builder sessions to develop employability skills

- CPHE lessons on Employability skills/ Leadership skills and CV writing
- Students will have access to Morrisby careers where they can explore and track careers and opportunities as well as taking an aspirations quiz.
- Engage in both National apprenticeship week and national careers week activities
- Attend raising the participation event in October to explore post 16 options
- Take part in AccessHE Chose you own adventure programme
- Attend whole school careers fair
- Take part in enterprise day.
- Take part in a 1-week work experience.
- Attend college taster day

### **Year 11 Summary of Programme**

- Form time activities including pre-recorded speakers from employers, as well as personalised sessions on careers and aspirations.
- Skills builder sessions to develop employability skills
- CPSHE lessons on Careers. Including CV and personal statement writing and post 16 options
- Students will have access to Morrisby careers where they can explore and track careers and opportunities as well as taking an aspirations quiz.
- Engage in both National apprenticeship week and national careers week activities
- Attend raising the participation event in October to explore post 16 options
- Attend whole school careers fair
- Take part in mock interview day
- Attend college transfer evening
- Have one to one meeting with careers adviser.
- Those most at risk of being NEET to engage in the TTK programme

### **Other opportunities**

Through individual lessons or enrichment curium students may also be invited and have opportunities to attend.

- Visits to and experiences of HE or workplaces
- Workshops or assemblies with guest companies or speakers
- Mentoring programmes with employers or University Students
- Access to virtual work experience/workshops
- Opportunities to explore LMI
- Students will have specific careers input from staff in the station

## The Brittons Academy

### Appendix 1 – CEIAG Curriculum and Operating Plan 2022-23

At The Brittons Academy we are passionate about ensuring that our students become engaged citizens who are fully prepared for life in the wider world. In order to achieve this, we offer all students a diverse range of CEIAG curriculum opportunities to provide them with the knowledge they need to make informed post-16 decisions and prepare the next steps needed on their journey to reach their goals and aspirations.

#### **Support & Personal Guidance**

All students will receive at least two separate one to one careers advice sessions at key transition points e.g. Year 9 Options with a member of the Senior Leadership Team and Year 10/11 to discuss post-16 pathways with the Empower Learning Academy Trust's own careers adviser, Mrs Witchalls. We also offer all students at risk of NEET the opportunity for independent and impartial careers advice and guidance with the 'Prospects' organisation. Additionally, there is an opportunity for 'drop in' advice sessions for any students or parents who have further career-related questions through the Careers Lead, Mrs Philpot or Careers coordinator, Mrs Hissey.

**Careers Lead & SLT Link:** Michaela Philpot [mphilpot@elatschools.co.uk](mailto:mphilpot@elatschools.co.uk)

**Careers Co-ordinator:** Paula Hissey [phissey@elatschools.co.uk](mailto:phissey@elatschools.co.uk)

**Careers Advisor:** Kirsten Witchalls [kwitchalls@elatschools.co.uk](mailto:kwitchalls@elatschools.co.uk)

Use this link to gain more information regarding Prospects: <http://www.prospects.co.uk/What-WeDo/Education-and-Learning/Careers-AdvicePlu>

We have placed a number of important links and helpful guides on our CEIAG padlet: <https://engb.padlet.com/Empowercareers/norwod98rs1bsbyk>

#### **Resources**

Our Careers Library is well stocked with key publications from a wide range of industry sectors as well as post-16 and post-18 institutions suitable for a range of ages and abilities. Materials are audited annually to ensure information is up-to-date and accurate and relevant to students' needs. Additionally, all students will also have access to [The Skills Builder Partnership](#), an online platform which enables students to develop their employability skills.

#### **Other important links:**

- <https://www.careersbox.co.uk/>
- <https://www.ucas.com/>
- <https://www.gov.uk/apply-apprenticeship>
- [Havering Colleges | New City College \(ncclondon.ac.uk\)](https://www.haveringcolleges.ac.uk/new-city-college)
- [Home — Barking & Dagenham College \(barkingdagenhamcollege.ac.uk\)](https://www.barkingdagenhamcollege.ac.uk)
- <https://nationalcareersservice.direct.gov.uk/>
- <https://www.careerpilot.org.uk/>
- <https://www.prospects.ac.uk/job-profiles>
- <https://www.how2become.com>
- <https://www.icould.com>

#### **Year 7 Summary of CEIAG Curriculum**

Across the curriculum, Year 7 students are introduced to the skills and characteristics needed for employability through interacting with the Skills Builder form time sessions, by taking part in



Employability Skills workshops and attending bespoke Alumni talks. Additionally, students are given the opportunity to explore a range of careers and reflect upon which careers they would be best suited to by attending our annual Careers Fair and a series of industry talks during National Careers Week and National Apprenticeship Week. Individual students are selected by pastoral teams to take part in raising aspirations projects such as the Future Grad Programme with Coventry University which aims to increase participation in higher education. This programme is targeted at students in receipt of free school meals and at students who have indicated that there is no history of higher education in their immediate family. The programme tailors their events to the age of the students participating.

#### **CEIAG Questions explored in Year 7:**

- What is CEIAG and why is it important?
- What are my personal aspirations and goals?
- What are employability skills?

#### **Year 8 Summary of CEIAG Curriculum**

Across the curriculum, Year 8 students develop the skills and characteristics needed for employability through interacting with the Skills Builder form time sessions, by taking part in the First Give Social Action Enterprise programme, enhanced Employability Skills workshops and attending bespoke Alumni talks. Additionally, students are given the opportunity to explore a range of careers and reflect upon which careers they would be best suited to through attending our annual Careers Fair and a series of industry talks during National Careers Week and National Apprenticeship Week. Individual students are selected by pastoral teams to take part in raising aspirations projects such as the Future Grad Programme with Coventry University which aims to increase participation in higher education. This programme is targeted at students in receipt of free school meals and at students who have indicated that there is no history of higher education in their immediate family. The programme tailors their events to the age of the students participating. Additionally, Year 8 students are able to explore possible Post-16 pathways through Further & Higher Education Campus visits as well as within the PSHE curriculum. Office Duty work experience opportunities are also offered to Year 8 students to enable them to start to develop their personal employability skills.

#### **CEIAG Questions explored in Year 8:**

- How can I develop my employability skills?
- What is further and higher education?
- What are the different career sectors?

#### **Year 9 Summary of CEIAG Curriculum**

Across the curriculum, Year 9 students continue to develop the skills and characteristics needed for employability through interacting with the Skills Builder form time sessions, attending bespoke Alumni talks and engaging with opportunities to take part in the Houses of Parliament experience, Army Activity Day, Ford STEM Careers workshop, raising aspirations mentoring and Office Duty work experience role. Additionally, students are given the opportunity to explore a range of careers and reflect upon which careers they would be best suited to through attending our annual Careers Fair and a series of industry talks during National Careers Week and National Apprenticeship Week. Additionally, our Alumni network host sessions which explore careers in variety of employment sectors. Individual students are selected by pastoral teams to take part in raising aspirations projects such as the Future Grad Programme with Coventry University which aims to increase participation in higher education. This programme is targeted at students in receipt of free school meals and at students who have indicated that there is no history of higher education in their immediate family. The programme tailors their events to the age of the students participating.

In PSHE students spend half a term completing a Scheme of Learning dedicated to careers where they begin to look at routes into different careers and explore what qualifications are needed to enter the workplace at different levels. All Year 9 students also attend subject area assemblies as well as one to one interviews with a member of the Senior Leadership Team aimed at preparing students to make informed GCSE options choices.

#### **CEIAG Questions explored in Year 9:**

How can I make informed decisions regarding my GCSE options?

What independent research skills do I need to develop to be able to utilise information and guidance?

#### **Year 10 Summary of CEIAG Curriculum**

Across the curriculum, Year 10 students prepare to make informed Post-16 choices by interacting with the Skills Builder form time sessions, attending bespoke Alumni talks and engaging with college taster days, apprenticeship talks from local businesses and university visits. Students are encouraged to visit sixth form and college open days in Year 10 to ensure choices are fully researched and details of these are emailed to inform parents via Edulink. Information and events are also promoted on our Careers Twitter feed. Additionally, students are given the opportunity to explore a range of careers and reflect upon which careers they would be best suited to through attending our annual Careers Fair and a series of industry talks during National Careers Week and National Apprenticeship Week. Individual students are selected by pastoral teams to take part in raising aspirations projects such as the Future Grad Programme with Coventry University which aims to increase participation in higher education and the Future Frontiers Programme. These programmes are targeted at students in receipt of free school meals and at students who have indicated that there is no history of higher education in their immediate family. The programmes tailor their events to the age of the students participating. In addition to this, selected Year 10 students are also chosen to be part of the Future Frontiers programme. Future Frontiers are a charity that work with schools and businesses across the UK to provide a programme of coaching and access to professional role models to young people aged 14-16. The programme exists to ensure young people from disadvantaged backgrounds are equipped with the knowledge, skills and mindsets to achieve their potential at school and when transitioning to destinations in education, employment or training.

In Year 10 students also participate in the Changing Education Work Experience programme where they will be able to practise using their employability skills in a work environment. In addition to this, year 10 students begin individual Careers interviews with our impartial career advisor, who works across ELAT. Those at risk of being Not in Education, Employment or Training (NEET) are identified using the Targeting Toolkit and the list produced is reviewed by senior leaders, the pastoral team, the Careers Lead and the Careers Co-ordinator to ensure the extra support provided by Prospects is correctly targeted.

#### **CEIAG Questions explored in Year 10:**

What Post-16 pathways are on offer?

What skills and qualities do I need to be successful in my work experience placement?

How can I prepare to apply for Post-16 pathways?

#### **Year 11 Summary of CEIAG Curriculum**

Across the curriculum, Year 11 students are supported to make informed Post-16 choices through bespoke one to one careers meetings, Post-16 information assemblies, interview skills and CV writing workshops alongside college, sixth form and apprenticeship open events. Students are encouraged to attend the events above to ensure choices are fully researched. Additionally, students are given the opportunity to explore a range of careers and reflect upon which careers they would

be best suited to through attending our annual Careers Fair and a series of industry talks during National Careers Week and National Apprenticeship Week. Individual students are selected by pastoral teams to take part in raising aspirations projects such as the Future Grad Programme with Coventry University which aims to increase participation in higher education and the Future Frontiers Programme. These programmes are targeted at students in receipt of free school meals and at students who have indicated that there is no history of higher education in their immediate family. The programmes tailor their events to the age of the students participating. In addition to this, selected Year 11 students are also chosen to be part of the Future Frontiers programme. Future Frontiers are a charity that work with schools and businesses across the UK to provide a programme of coaching and access to professional role models to young people aged 14-16. The programme exists to ensure young people from disadvantaged backgrounds are equipped with the knowledge, skills and mindsets to achieve their potential at school and when transitioning to destinations in education, employment or training.

Individual Careers interviews with our impartial career advisor, who works across the ELAT MAT, will begin from mid-September and an individual action plan is produced after this meeting and shared with key stakeholders. Year 11 Form Time sessions created by the Careers Lead support the process of researching, selecting and applying for post-16 courses. The Careers Lead publishes information about Open Days for Local Post 16 providers and we promote open events by emailing parents via Edulink and our dedicated Careers Twitter feed. If students remain unsure of their future direction additional careers interviews are offered to assist their research and planning and the Careers Library is also open for drop in sessions at break and lunch. Those at risk of being Not in Education, Employment or Training (NEET) are identified in Year 10 and support continues throughout Year 11 and delivered by Prospects (funded by London Borough of Havering).

**CEIAG Questions explored in Year 11:**

How can I use bespoke careers advice to make informed decisions regarding my Post-16 options?  
How can I successfully transition to my Post-16 pathway?

**Whole School**

The Careers Lead and Careers Co-ordinator publish and monitor a CEIAG programme of events across the curriculum.

## **Hall Mead School**

### **Support & Personal Guidance**

All students will receive at least two separate one to one careers advice sessions at key transition points e.g. Year 9 Options with a member of the Senior Leadership Team and Year 10/11 to discuss post-16 pathways with the Empower Learning Academy Trust's own careers adviser, Mrs Witchalls. We also offer all students at risk of NEET the opportunity for independent and impartial careers advice and guidance with the 'Prospects' organisation.

**Careers Lead & SLT Link:** Martin Leslie [mleslie@elatschools.co.uk](mailto:mleslie@elatschools.co.uk)

**Careers Administrator:** Denise Cox [dcox@elatschools.co.uk](mailto:dcox@elatschools.co.uk)

**Careers Advisor:** Kirsten Witchalls [kwitchalls@elatschools.co.uk](mailto:kwitchalls@elatschools.co.uk)

Use this link to gain more information regarding Prospects: <http://www.prospects.co.uk/What-WeDo/Education-and-Learning/Careers-AdvicePlu>

We have placed a number of important links and helpful guides on our CEIAG padlet: <https://engb.padlet.com/Empowercareers/norwod98rs1bsbyk>

### **Other important links:**

- <https://www.careersbox.co.uk/>
- <https://www.ucas.com/>
- <https://www.gov.uk/apply-apprenticeship>
- [Havering Colleges | New City College \(ncclondon.ac.uk\)](http://www.haveringcolleges.ac.uk/)
- [South Essex College](http://www.southessex.ac.uk/)
- <https://nationalcareersservice.direct.gov.uk/>
- <https://www.careerpilot.org.uk/>
- <https://www.prospects.ac.uk/job-profiles>
- <https://www.how2become.com>
- <https://www.icould.com>

### **Year 7**

Year 7 explore a range of careers, post-16 providers and employers as part of our annual careers fair.

### **Year 8**

Within PSHEE and Citizenship students undertake a business style project. This introduces students to the skills and characteristics needed for employability. This takes place over the course of a half term. Individual students are selected by the Pupil Premium Mentors to take part in a raising aspirations project with the University of East London which aims to increase participation in higher education. This is targeted at students in receipt of free school meals and at students who have indicated that there is no history of higher education in their immediate family. Year 8 also explore a range of careers, post-16 providers and employers as part of our annual careers fair.

### **Year 9**

In PSHEE and Citizenship students spend half a term researching a variety of careers using web-based applications and the National Careers Service website. They begin to look at routes into these careers and explore what qualifications are needed to enter the workplace at different levels. Students selected in Year 8 for the raising aspirations project continue their visits to universities. The Deputy Head responsible for the curriculum begins the information and guidance process for options. This includes a number of assemblies, an options booklet and interviews for all students with a member of the Senior Leadership Team. Year 9 also explore a range of careers, post-16 providers and employers as part of our annual careers fair.

## **Year 10**

Year 10 students attend the Havering Raising of Participation Age event (RPA) which brings them into contact with providers and organisations from a range of post-16 institutions and career areas. Year 10 also have a day at their choice of the three New City College campuses to sample the post-16 options. We also run a post-16 tutor period and invite all local post-16 providers present to students about their offer; students see their top two choices from the providers who attend. This year due to a clash Sacred Heart attended on an alternative day and had around 90 Year 9 and 10 girls attend their presentation. Students begin individual Careers interview with our impartial career advisor, who works across the ELAT MAT; parents are invited to these and an individual action plan is produced in together by all present. Those at risk of being Not in Education, Employment or Training (NEET) are identified using the Targeting Toolkit and the list produced is reviewed by senior leaders and the Head of Year 10 to ensure the extra support provided by Prospects is correctly targeted. Year 10 also explore a range of careers, post-16 providers and employers as part of our annual careers fair.

## **Year 11**

All Year 11 students receive an Individual Careers interview with our impartial career advisor, who works across the ELAT MAT. Parents will be invited to these and may attend, if they wish to. An individual action plan is produced after this meeting and shared with students and parents who attend. In Year 11 PSHEE and Citizenship lessons, students spend half a term researching post 16 options and work-related skills. This includes researching local course and FE providers as well as learning how to complete applications, CVs and letters of application. The Head of CEIAG publishes information about Open Days for Local Post 16 providers and this year we will run and promote 'virtual' open events. If students remain unsure of their future direction additional careers interviewed are offered to assist their research and planning. Students also take part in college interviews with partner institutions and their chosen institution. During Year 11 NEET intervention session for identified individual run on a fortnightly basis. Assemblies and virtual events may also provide further information on aspects of various careers, led by outside speakers and organisations. Year 11 also explore a range of careers, post-16 providers and employers as part of our annual careers fair.

## **Hacton Primary School**

At Hacton Primary School, we pride ourselves on having vibrant, dedicated staff who share the common goal of developing children's academic abilities and life skills through engaging and inspiring lessons. Children from Nursery to Year 6 are always encouraged to investigate, initiate, contribute and reflect as they progress along their path of learning.

Through the 'Boarding Pass' and 'School of Life' initiatives, we aim to offer experiences outside of the curriculum and equip students with the knowledge and skills that will support them throughout life. To support this all students will participate in careers-based activities such as 'When I Grow Up' week where they engage with over 50 employers from a variety of employers.

**SLT Link:** [cemes@elatschools.co.uk](mailto:cemes@elatschools.co.uk)