



## Charter East Dulwich Careers Education, Information and Guidance (CEIAG) Policy 2023-2024

### **Introduction**

High quality careers education and guidance is critical to our student's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work, including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

**Trust Vision: to transform lives through the power of inclusive education.**

### **Vision**

- ❖ TCSED School Vision: WE ARE CURIOUS · WE WORK HARD · WE CARE · WE ACT WITH INTEGRITY

The Charter School East Dulwich exists to inspire young people from across its diverse local community to develop the character and expertise they need to succeed in adult life - personally, economically and as good citizens. We teach our students to be curious, to work hard, to care and act with integrity. They will leave us happy in themselves, excited about their future and ambitious to achieve.

- ❖ TCSED CEIAG: The aim of our Career's Journey is to provide high quality and effective careers guidance for all students. Students will actively engage in gaining selfawareness as well as critical awareness of all options available in their life long learning journey. All students will be given the tools to develop the necessary life skills and be excited about their future and ambitious to achieve.

### **Rationale:**

The school has a moral and statutory duty to provide its students in years 7 to 13 with careers education, information, advice and guidance. We will provide an integrated approach to CEAIG – it will be integral to the curriculum rather than a bolt-on. We will have a whole school approach to careers education with every member of staff helping to deliver quality and impartial Careers Education, Information, Advice and Guidance. It will coordinate with the schools PSHE and co-curricular offering. To support our careers programme we use the gold standard Gatsby Benchmarks: a nationally-recognised framework used to define and develop a first-class careers provision. Evidence suggests that enabling students to see what they can achieve in life has a significant impact upon students' engagement in learning and progress in school. (1)

### **Objectives**

To deliver quality, effective and impartial careers guidance using the eight Gatsby Foundation benchmarks to guide our activities as we support each student in preparing for their future. These are:

1. A stable careers programme
2. Learning from career and Labour Market Information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with Employers and Employees
6. Experiences of the workplace
7. Encounters with Further and Higher Education
8. Personal Guidance

Our Students will:

- ❖ Have a clear understanding of the skills and attributes that are valued in the 21st Century workplace
- ❖ Have opportunities to develop and enhance the key employability skills
- ❖ Have a clear understanding of all options and pathways available to them at key transition points
- ❖ Have good knowledge of a wide variety of different job sectors
- ❖ Have an understanding of the various routes into employment

Our staff will:

- ❖ Have an understanding of the various careers available that link with their curriculum area
- ❖ Be able to embed careers education and information into curriculum learning
- ❖ Have an understanding of the options available to students at key transition point

Other objectives to be addressed:

- ❖ Development of an evolving enrichment & co-curricular programme
- ❖ Increasing engagement with our alumni network

#### **Key Performance Indicators**

- ❖ Analysis of destinations
- ❖ Termly self-analysis using Compass +  
Latest Evaluation <https://compass.careersandenterprise.co.uk/shared/bUbKsivbPCn3zAfbCYp6ssmBSGpuzNw5>
- ❖ Student/Parent feedback on career guidance provision
- ❖ Ofsted judgements
- ❖ Career Mark quality Award – to be undertaken in 2024
- ❖ Feedback from stakeholders.
- ❖ Feedback from external visitors to the school.
- ❖ The number of students who are NEET in October having left the school in the previous summer. This figure can be compared to national figures as well as against the equivalent figure from similar schools both nationally and within the county. \* Not currently available due to number of Year 11 cohorts

**Review** This policy will be reviewed annually

- ❖ Last review date: Jan 24

### **Key staff**

- ❖ Francesca Hall – Careers Lead /Careers Adviser: [FHall@charterseastdulwich.org.uk](mailto:FHall@charterseastdulwich.org.uk)
- ❖ Florence Anderson -- Personal Development Assistant Headteacher (acting) [fanderson@charterseastdulwich.org.uk](mailto:fanderson@charterseastdulwich.org.uk)
- ❖ Sophie Adebimpe- Careers & Destinations Coordinator [sadebimpe@charterseastdulwich.org.uk](mailto:sadebimpe@charterseastdulwich.org.uk)
- ❖ Sixth Form Progression & Destinations TCSED: [sixthform@charterseastdulwich.org.uk](mailto:sixthform@charterseastdulwich.org.uk)
- ❖ Rebecca Kaloo - Governor for Careers, TCSED: [chair@charterseastdulwich.org.uk](mailto:chair@charterseastdulwich.org.uk)

### **Roles and Responsibilities**

#### **Staff Body**

All staff understand the importance and significance of independent CEIAG and this is embedded within the curriculum. All Teaching staff are involved in delivering CEIAG through the curriculum (subject specific) and through Tutor time (PSHE lessons) mapped to the CDI Careers Frame Work (2)

#### **Careers Lead**

The Careers Lead is qualified to L7, PG Careers Education and collaborates with:

- ❖ Careers and Enterprise Company, Careers Hub and dedicated Enterprise Coordinator – Southwark.
- ❖ The Career Development Institute (member of CDI) and utilizes the CDI Framework

The Careers Lead produces a strategic careers plan, in-line with the Gatsby Benchmarks. This plan includes how the careers programme is implemented and how its impact is measured via student outcomes.

## **Governor**

The governor responsible for CEIAG develops the strategic careers plan in conjunction with the Careers Lead and other relevant staff. They hold a strategic interest in careers education and guidance and encourage employer engagement.

The governing body ensures that independent careers guidance is provided to all 12 to 18-year-olds and that the plan:

- ❖ Is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option.
- ❖ Includes information on the range of education or training options, including apprenticeships and technical education routes.
- ❖ Considers the needs of individuals and promotes the best interests of the students to whom it is given.
- ❖ Parents and pupils are actively involved in our CEIAG offer, in particular at key transition points, namely Options, post-16 and post-18 choices

## **The school's curriculum and extra-curricular offer enables key areas of career development to be identified and taught via high-quality practice.**

Opportunities include:

- ❖ Unfrog – a one-stop CEIAG interactive programme designed to be used at every stage of student's career development and exploration
- ❖ Tailored progressive Unifrog careers workshops/ tutor time sessions
- ❖ The school website, which has a range of helpful resources including guidance on labour market information and apprenticeship vacancies.
- ❖ An Open Evening for parents, held in Year 9, in addition to a Parents' Evening to discuss Option choices and how these link to careers.
- ❖ Open Evenings for parents in Year 11 with Careers and Next Step Support
- ❖ Annual Careers Fair and Post 16 Providers Fair
- ❖ Work experience and/or Work based experiences.

- ❖ Personalised meetings with an independent CEIAG Adviser.
- ❖ Specialist and targeted support for our SEND cohort
- ❖ All families at KS4 may discuss their child's academic progress and career ambitions.
- ❖ Trips to universities and employers, as well as visitors into school
- ❖ Post examination results service.
- ❖ Monitoring and the CEIAG policy is reviewed regularly by the Governing Body and clearly accessible to all stakeholders on the school's website.
- ❖ The Headteacher, in conjunction with the other relevant personnel, will ensure that the work of the Careers Lead and CEIAG events are supported and monitored.
- ❖ A member of the Senior Leadership Team has an overview of CEIAG work and provides regular feedback.

## Strategic activities

### Key Stage 3

#### Aims to Broaden horizons, Raise Aspirations and Challenge perceptions

**School Careers Guidance Policy:** Pupils are introduced to the careers resources. Over the course of KS3 all pupils have sessions with a variety of external providers and go on work-related visits. They embark on their progression through the seven-year Charter Schools East Dulwich Careers Journey which has the following main learning aspects:

- Self-awareness, self-determination and self-improvement as a learner.
- Exploring careers and career development.
- Investigating work and working life.
- Understanding business and industry.
- Valuing equality, diversity and inclusion.
- Showing initiative and enterprise.
- Preparing for employability.
- Developing personal financial awareness and capability.
- Learning about employment law, including health and safety.

Year Group Objectives	Activities	Staff Involved and Resources Used	Student Outcome
Year 7– Broaden horizons	<p>1 per Term - Assemblies from diverse industry sectors</p> <p>National Careers week 4th – 9th March 2024</p> <ul style="list-style-type: none"> <li>● All subjects will deliver 5 minutes ‘where will my subject lead me’ to explore Career pathways</li> </ul> <p>Careers Fair – 7<sup>th</sup> Feb 24</p> <p>Summer 2:5 Tutor Sessions covering</p> <ul style="list-style-type: none"> <li>● Launch students on Unifrog our on-line one stop shop careers platform: sign up and job exploration</li> <li>● BUZZ quiz – Fun personality quiz</li> </ul>	<p>Year Leader</p> <p>Tutors</p> <p>Subject Leads</p> <p>Careers team</p> <p>Outside speakers and Industry Sector</p>	<ul style="list-style-type: none"> <li>● I will explore a wide variety of career options and different pathways to success.</li> <li>● I will explore personal strengths and likes and focus on who I am</li> <li>● I will consider how my preferences match to career choices by exploring a variety of options</li> </ul>

<p>Year 8 – Developing life skills</p>	<p>1 Per Term - Assemblies from STEM ambassadors</p> <p>National Careers week 4th – 9th March 2024</p> <ul style="list-style-type: none"> <li>All subjects will deliver 5 minute 'where will my subject lead me' to explore Career pathways</li> </ul> <p>Careers Fair – 7<sup>th</sup> Feb 24</p> <p>Summer 2 – 6 Tutor Sessions covering</p> <ul style="list-style-type: none"> <li>Focus on STEM</li> <li>NHS insights</li> <li>Challenging stereotypes in Construction</li> <li>Jobs of the future Green tech</li> <li>Borough Market Entrepreneur Challenge</li> <li>Unifrog career exploration</li> </ul>	<p>Year Leader</p> <p>Tutors</p> <p>Subject Leads</p> <p>Careers team</p> <p>STEM Ambassadors</p> <p>Go Construct</p> <p>Southwark Education Business Alliance</p>	<ul style="list-style-type: none"> <li>I will gain insight into the skills and traits desired by employers and how to build these</li> <li>I will understand that opportunities are open to all regardless of gender identity or race</li> <li>I will understand key vocabulary and concepts such as – career, entrepreneur, portfolio career etc.</li> <li>I will begin to identify my career aspirations, based on personal interests and strengths.</li> <li>I will gain problem solving, team building and communication skills</li> </ul>
<p>Year 9 – Stepping up to KS4</p>	<p>1 Per Term - Assemblies from diverse industry sectors</p> <p>National Careers week 4th – 9th March 2024</p> <ul style="list-style-type: none"> <li>All subjects will deliver 5 minute 'where will my subject lead me' to explore Career pathways</li> </ul> <p>Careers Fair – 7<sup>th</sup> Feb 24</p> <p>Spring 1- 10 Tutor sessions covering</p> <ul style="list-style-type: none"> <li>Looking ahead to Post 16 Options how GCSE and BTEC can inform next steps</li> <li>Workshops and subject open evenings</li> <li>National Careers Challenge</li> <li>Duke of Edinburgh Bronze Life Skills</li> </ul>	<p>Year Leader/SLT/ Lead on Duke of Edinburgh</p> <p>Careers Team</p> <p>Subject Leads</p> <p>Outside speakers and Industry Sector</p>	<ul style="list-style-type: none"> <li>I will understand how subject choices at GCSE impact on future career and educational choices.</li> <li>I will be aware of Labour Market Information what are the jobs specifically needed in my area</li> <li>I will select GCSE options based on personal strengths, interests and career preferences</li> <li>I will gain life skills and resilience</li> <li>I will understand how NOT to choose my Options</li> <li>I will begin to explore Post 16 Options</li> </ul>



	<ul style="list-style-type: none"> <li>1 to 1 with a member of senior member of staff to discuss finalizing Options</li> </ul>		
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### **Key Stage 4**

#### **Aims to focus thinking on next steps and build experience of the world of work**

**School Careers Guidance Policy:** Students continue to work through the learning aspects at a more sophisticated and detailed level. They are encouraged to make regular use of the careers guidance resources including staff, online resources and library. The full range of Post-16 possibilities explored through a number of activities, including contact with and visits to FE, training and work-based facilities. Talks by employers are included regularly in assemblies and other forums, as well as one-to-one career interviews. Parents are encouraged to be involved in and supportive of these activities. Special attention given to the needs of students with difficult personal circumstances and with SEN.

Year Group Objectives	Activities	Staff Involved and Resources Used	Student Outcome
Year 10 – World of Work and Work Experience	<p>Assemblies from diverse industry sectors</p> <p>Careers Fair – 7<sup>th</sup> Feb 24</p> <p>Spring 2 – 6 Tutor sessions</p> <p>Work Experience ALL Year 10</p> <ul style="list-style-type: none"> <li>6<sup>th</sup> to 10<sup>th</sup> March</li> <li>CV writing workshops and draft revision</li> <li>Interview practice (outside providers)</li> <li>Practical information about travel and time keeping</li> <li>Health and safety in the workplace</li> <li>Reflection on WEX and skills gained on Unifrog</li> <li>Future Frontiers mentoring</li> </ul>	<p>Year Leader</p> <p>Tutors</p> <p>Careers team</p> <p>Southwark Education Business Alliance (Prep and health and safety)</p>	<ul style="list-style-type: none"> <li>I will know how to secure employment – developing key employability skills</li> <li>I will develop self-confidence and resilience through work experience and reflect on the key skills needed to optimize my chances for employment</li> <li>I will identify practical steps required to achieve individual career aspirations</li> </ul>

<p>Year 11 – Next Steps Post 16 Programme</p>	<p>Assemblies form Careers Lead on Informed choices to run alongside information booklets.</p> <p>Careers Fair – 7<sup>th</sup> Feb 24</p> <p>Post 16 Providers Fair- 6<sup>th</sup> December</p> <p>Assemblies from outside Post 16 providers</p> <ul style="list-style-type: none"> <li>• Post 16 Providers Fair – Colleges, apprenticeship providers and sixth forms</li> <li>• 1 to 1 Guidance sessions for ALL Year 11s with qualified and experienced advisor to explore options</li> <li>• LMI – shared</li> <li>• Extra Provision for SEND and targeted students</li> <li>• Open days of other providers shared with parent and students</li> <li>• Information cascaded to parents and carers</li> <li>• Future Frontiers mentoring</li> </ul>	<p>Careers Team</p> <p>Tutors</p> <p>Southwark Local Authority Post 16 information and team</p> <p>Local vocational, technical and academic Post 16 Providers plus specialist colleges</p>	<ul style="list-style-type: none"> <li>• I will understand the different post-16 options available after leaving school.</li> <li>• I will identify most suitable post-16 option(s) based on personal interests, strengths and career aspirations.</li> <li>• I will successfully apply for post-16 education, employment or training opportunities based on informed choices (all student to make at least 2 applications)</li> <li>• I will choose my next steps based on accurate information and guidance</li> </ul>
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### **Key Stage 5**

**Aims to focus thinking on next steps, develop individual 'brand' and skill set plus offer targeted support where needed**

**School Careers Guidance Policy:** The Post-16 careers provision is part of our Sixth Form Enrichment programme. Students are encouraged to reflect on their own personal development. They are kept aware of changing career processes and opportunities, as well as being encouraged to carry out their own research and to develop their personal network of support. In particular, students are offered help in preparing for and performing well in interview and selection processes; particularly with regard to Degree Apprenticeships. Visits to higher education and other institutions are arranged. External providers ensure that the best possible up-to-date impartial advice is available. Advice and guidance in completion of high quality UCAS applications, interview practice, BMAT guidance for medical school applicants, conservatoire support and practice for Music, Drama and specialist preparation for Art colleges is provided to support applicants in their preparation for auditions and interviews. Additional Oxbridge preparation supported within local networks of secondary schools in the Southwark Secondary Learning Partnership (SSLP) with local independent schools.

Year 12 and 13 - focus on the future	<p>Degree Apprenticeship Fair</p> <p>Year 12 External Mentoring Programme</p> <p>CV workshops plus help with personal statements using Unifrog</p> <p>Individual careers guidance interviews</p> <p>Careers Fairs (internal and external)</p> <p>Mentoring internal and external – especially for potential Oxbridge applicants/medics</p> <p>Summer Work experience/Volunteering in Y12</p> <p>Visits to Universities and University application process (UCAS)</p> <p>Financial planning workshops</p>	<p>External mentors (Blackwood Group)</p> <p>Careers Team</p> <p>YL/Tutors/Intervention coordinator</p> <p>YL/Careers adviser/6<sup>th</sup> form admin</p> <p>YL/Careers Team</p> <p>Oxbridge/Law/Medic coordinator</p> <p>YL/Tutors/Teachers/Careers Team</p> <p>Progress coordinator/Tutors/</p> <p>Careers team/External volunteers</p> <p>YLS/Careers team</p>	<p>A forum for open discussion, learning and the sharing of ideas to build up confidence in and understanding of the workplace.</p> <p>All students will have an up to date CV and personal statement.</p> <p>Students offered individual guidance for post 18 options in Year 12 and again in Y13 if needed</p> <p>To ensure that all students have clear ideas of what their next steps will be including University, apprenticeships and gap years</p> <p>Programme of activities to support potential Oxbridge candidates, medics and Law students</p> <p>To be completed by all Y12 and optional for Y13. To further develop work place skills and add to their CVs</p> <p>All students will have the opportunity to visit University and University fairs to gain better understanding of different institutions and courses before completing their UCAS applications</p> <p>To prepare students for financial self-management post 18</p>
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	Year 12 Destinations week	AHT/YL/Careers Team	
	Inspirational assemblies	Tutors/Interventions coordinator/Volunteers/Careers Team	High quality speakers from a variety of industries and backgrounds to inspire and inform students.
	Information evenings	YL/Tutors/Interventions coordinator	Ensures all students and parents are aware of all post 18 opportunities including apprenticeship, work, HE and gap years
	Practical support, including help with applications, interview practice, online testing etc.		To ensure that all students are prepared for the various steps used in recruitment today. Delivered via workshops or individually if required.
	Weekly opportunities bulletin		Weekly email detailing work experience and apprenticeship vacancies shared with students via tutors and on the 6 <sup>th</sup> form screens.

## Appendix

- 1) Independent review of careers guidance in schools and further education and skills providers - Ofsted's independent review of careers guidance in schools and further education and skills providers. From: Ofsted Published 29 September 2023  
<https://www.gov.uk/government/publications/independent-review-of-careers-guidance-in-schools-and-further-education-and-skills-providers>
- 2) Careers Development Institute Framework <https://www.thecdi.net/resources/cdi-framework#>