

## Harton Academy's CEIAG programme

***Harton students will be ambitious and well informed, with the skills and attributes to succeed in the careers of the future .***

The key elements of a good Careers Education, Information, Advice and Guidance (CEIAG) Programme should be to develop the self-awareness, opportunity awareness, decision making and transition planning skills of its students. It should also look to raise aspirations, broaden horizons and breakdown stereotypes. It should help students to understand the purpose, and benefits, of education and it should aim to inspire them to greater achievement in their formal qualifications as well as successful progression into the next stage of their lives, and the 'world of work' in the longer term.

A robust and inspiring CEIAG programme should be an integral part of the whole school and, as a result, Harton's CEIAG programme incorporates both formal careers education, information, advice and guidance activities, as well as other opportunities linked to each of the students' subjects, whether this is delivered through/by bespoke lessons, external speakers, educational visits or developing our staff's knowledge of the careers and opportunities linked to their subject areas. We believe that the whole school staff has a responsibility for the 'careers education' of its students and, therefore, it is important that all staff maintain an up-to-date knowledge of the opportunities that relate to their subjects, encourage students to explore ideas and are happy to provide additional information to students, or to refer them to other resources/colleagues with a more specific knowledge.

In addition to the proposed CEIAG programme, we should also aim to provide students with opportunities to experience the 'world of work' and to develop their key employability and enterprise skills throughout Years 7 – 11 and beyond if they continue on into the 6th Form. This will be achieved through their formal education as well as through extra and super-curricular activities both in school and outside of school. This part of the CEIAG programme should be built around the form tutor and, once again, will be an opportunity for the school to draw the links between academic achievement and the students' future progression and should aim to confirm to the students that they will need more than just qualifications in order to be successful in their future plans. This relationship, and what the CEIAG programme aims to achieve, can be summed up in the equation,  $E = Q + WE + S (x C)$ , or Employability = Qualifications + Work Experience + Skills (x Contacts).

Finally, we aim to continue to develop a range of different resources, including through the school's website, to support the students (and their parents/carers) in researching and planning their futures, and we will work closely with other organisations, including the local authority, Further and Higher Education providers (including apprenticeship providers) and employers (including our Enterprise Adviser) to offer appropriate information and support for all of our students so that they can all make successful transitions within, and beyond, Harton and have successful and fulfilling lives in the future.

Year 7	September	October	November	December	January	February	March	April	May	June	July
Personal Development Programme	Tutorials on the following topics:  <b>Careers</b> Introduction to: Transferrable skills Job families Making choices Personality tests  <b>Broadening Horizons</b> Students learn about interesting current issues				Tutorials on the following topics:  <b>Careers</b> Introduction to: Understanding Labour Market Information Online LMI Resources Local Jobs Market  <b>Broadening Horizons</b> Students learn about interesting current issues		Tutorials on the following topics:  <b>Careers</b> Introduction to: Hidden roles in businesses Challenging stereotypes Careers terminology  <b>Broadening Horizons</b> Students learn about interesting current issues				
	Personal Development Award	<b>Bronze Award:</b> 4 hours of: Volunteering, Skills, Physical and one Challenge Activity									
Assemblies	<b>Assembly programme covering the following themes:</b> Positive habits and mindsets, wellbeing, staying safe, positive online profile, British values										
In School Events		NHS Careers Competition		Motivational Speaker Presentation							Employer Lead Enterprise Challenge
Trips											Sunderland College Activities on self awareness, decision making and taster sessions on different careers.
One to One Guidance and Target Setting			Students meet with their form tutors to discuss their progress this term and set themselves academic and personal targets for the next term.			Students meet with their form tutors to discuss their progress this term and set themselves academic and personal targets for the next term.				Students meet with their form tutors to discuss their progress this term and set themselves academic and personal targets for the next term.	
Careers Information Advice and Guidance Appointments		<b>Parents' evening</b> Our careers adviser will be available to offer advice and guidance and answer any questions you may have.									<b>Parents' evening</b> Our careers adviser will be available to offer advice and guidance and answer any questions you may have.
	Appointments can be made with our independent, level 7 qualified Careers Adviser.										

Year 8	September	October	November	December	January	February	March	April	May	June	July	
<b>Personal Development Programme</b>	Tutorials on the following topics: <b>Careers</b> Increasing understanding of: Transferrable skills Job families Making choices Self awareness <b>Broadening Horizons</b> Students learn about interesting current issues				Tutorials on the following topics: <b>Careers</b> Increasing understanding of: Understanding Labour Market Information Online LMI Resources Local Jobs Market <b>Broadening Horizons</b> Students learn about interesting current issues				Tutorials on the following topics: <b>Careers</b> Increasing understanding of: Hidden roles in businesses Challenging stereotypes Careers terminology <b>Broadening Horizons</b> Students learn about interesting current issues			
<b>Personal Development Award</b>	<b>Silver Award:</b> 6 hours of: Volunteering, Skills, Physical and two Challenge Activities											
<b>Assemblies</b>	<b>Assembly programme covering the following themes:</b> Positive habits and mindsets, wellbeing, staying safe, positive online profile											
<b>In School Events</b>		Careers in the NHS Assembly  NHS Careers Competition		Motivational Speaker Presentation							BITC – Careers Speed dating event with a range of different employers	
<b>One to One Guidance and Target Setting</b>			Students meet with their form tutors to discuss their progress this term and set themselves academic and personal targets for the next term.			Students meet with their form tutors to discuss their progress this term and set themselves academic and personal targets for the next term.				Students meet with their form tutors to discuss their progress this term and set themselves academic and personal targets for the next term.		
<b>Careers Information Advice and Guidance Appointments</b>											<b>Parents' evening</b> Our careers adviser will be available to offer advice and guidance and answer any questions you may have.	
Appointments can be made with our independent, level 7 qualified Careers Adviser.												

Year 9	September	October	November	December	January	February	March	April	May	June	July	
<b>Personal Development Programme</b>	Tutorials on the following topics: <b>Careers</b> Transferrable skills Career choices Online LMI Resources  <b>Broadening Horizons</b> Students learn about interesting current issues				Tutorials on the following topics: <b>Careers</b> Decision making and choosing GCSE Options Understanding apprenticeships  <b>Broadening Horizons</b> Students learn about interesting current issues		Tutorials on the following topics: <b>Careers</b> Careers research project  <b>Broadening Horizons</b> Students learn about interesting current issues					
<b>Personal Development Award</b>	<b>Silver Award:</b> 8 hours of: Volunteering, Skills, Physical and three Challenge Activities.											
<b>Assemblies</b>	<b>Assembly programme covering the following themes:</b> Positive habits and mindsets, wellbeing, staying safe, positive online profile GCSE and post-16 options											
<b>In School Events</b>	Children's Comissioner Lecture	NHS Careers Competition		Sunderland University – Medicine Talk  Motivational Speaker Presentation	Cambridge University talk – Higher Education  Apprenticeships talks during registration	Subject talks for GCSE options process	Sunderland University – Decisions Decisions workshop  Pathways event				BITC mock interview event with a range of different employers	
<b>Trips</b>									Newcastle University Medicine and Dentistry day		Northumbria University campus visit. Sessions include: What is higher education? Managing your money Revision workshop Campus tour	
<b>One to One Guidance and Target Setting</b>			Students meet with their form tutors to discuss their progress this term and set themselves academic and personal targets for the next term.			Students meet with their form tutors to discuss their progress this term and set themselves academic and personal targets for the next term.				Students meet with their form tutors to discuss their progress this term and set themselves academic and personal targets for the next term.		
<b>Careers Information Advice and Guidance Appointments</b>								<b>Parents' evening</b> Our careers adviser will be available to offer advice and guidance and answer any questions you may have.				
	Appointments can be made with our independent, level 7 qualified Careers Adviser.											

Year 10	September	October	November	December	January	February	March	April	May	June	July	
<b>Personal Development Programme</b>	Tutorials on the following topics: <b>Careers</b> Transferrable skills Finding work experience Unifrog BMS – Your Direction BMS – Personal Finances  <b>Broadening Horizons</b> Students learn about interesting current issues				Tutorials on the following topics: <b>Careers</b> BMS – Online Profile BMS - CVs  <b>Broadening Horizons</b> Students learn about interesting current issues			Tutorials on the following topics: <b>Careers</b> BMS – Preparing for interviews How to get the most from work experience Work Experience – Health and Safety Reflecting on work experience  <b>Broadening Horizons</b> Students learn about interesting current issues				
	<b>Assembly programme covering the following themes:</b> Positive habits and mindsets, wellbeing, staying safe, positive online profile Work experience, apprenticeships and post-16 options Talks from various employers as part of the Building My Skills Programme											
<b>In School Events</b>	BMS Talk Launch - Esh group  Children's Comissioner Lecture	BMS Talk 1 AECOM - your direction	BMS Talk 2 Lloyds bank - finances	Sunderland University – Medicine Talk  Motivational Speaker Presentation	BMS Talk 3 Dynamo - Online profile  Cambridge University talk – Higher Education.	ASK Apprenticeships Talk	BMS Talk 4 Business TBC - CVs	BMS Talk 5 Kwik fit - interviews	Post 16 options talk	FE talks in lessons  FE Taster Sessions	BMS mock interview event with a range of different employers	
<b>Work Experience</b>										Work Experience Week		
<b>Trips</b>		South Tyneside Careers Event							BMS Mock interview event with a range of employers		Cambridge University Residential	
<b>Duke of Edinburgh</b>	Bronze Duke of Edinburgh's Award											
<b>One to One Guidance and Target Setting</b>			Students meet with their form tutors to discuss their progress this term and set themselves academic and personal targets for the next term.		Students meet with their form tutors to discuss their progress this term and set themselves academic and personal targets for the next term.					Students meet with their form tutors to discuss their progress this term and set themselves academic and personal targets for the next term.		
<b>Careers Information Advice and Guidance Appointments</b>									1 hour Careers Information Advice and Guidance Appointments with our independent, level 7 qualified Careers Adviser.			
							<b>Parents' evening</b> Our careers adviser will be available to offer advice and guidance.					
	Appointments can be made with our independent, level 7 qualified Careers Adviser.											

Year 11	September	October	November	December	January	February	March	April	May	June	July	
Personal Development Programme	Tutorials on the following topics: <b>Careers</b> Transferrable skills Your choices at 16 Decision making Unifrog Exploring LMI <b>Broadening Horizons</b> Students learn about interesting current issues				Tutorials on the following topics: <b>Careers</b> CVs Preparing for interviews Positive online profiles Global Bridge <b>Broadening Horizons</b> Students learn about interesting current issues				Tutorials on the following topics: <b>Careers</b> Continued support with post 16 applications <b>Broadening Horizons</b> Students learn about interesting current issues			
	<p style="text-align: center;"><b>Assembly programme covering the following themes:</b> Positive habits and mindsets, wellbeing, staying safe, positive online profile Apprenticeships and post-16 options and introduction to Globalbridge</p>											
In School Events	Children's Comissioner Lecture			Sunderland University – Medicine Talk	Cambridge University talk – Higher Education.	ASK Apprenticeships Talk	Employer talk on transferrable skills with follow up task.					
Trips		South Tyneside Careers Event										
Duke of Edinburgh	Bronze and Silver Duke of Edinburgh's Award											
One to One Guidance and Target Setting			Students meet with their form tutors to discuss their progress this term and set themselves academic and personal targets for the next term.		Students meet with their form tutors to discuss their progress this term and set themselves academic and personal targets for the next term.							
Careers Information Advice and Guidance Appointments	1 hour Careers Information Advice and Guidance Appointments with our independent, level 7 qualified Careers Adviser.											
		<b>Parents' evening</b> Our careers adviser will be available to offer advice and guidance. South Tyneside College will also be present										
Additional appointments can be made with our independent, level 7 qualified Careers Adviser.												

Year 12	September	October	November	December	January	February	March	April	May	June	July	
<b>Personal Development Programme</b>	Tutorials on the following topics:  <b>Careers</b> Unifrog and exploring LMI  <b>Broadening Horizons</b> Students learn about interesting current issues				Tutorials on the following topics:  <b>Careers</b> Global Bridge Post 18 options  <b>Broadening Horizons</b> Students learn about interesting current issues				Tutorials on the following topics:  <b>Careers</b> Career project and presentation Continued support with future planning and applications. Decision making UCAS  <b>Broadening Horizons</b> Students learn about interesting current issues			
<b>Guidance and Target Setting</b>	Students meet with their form tutors to discuss their progress this term and set themselves academic and personal targets											
<b>Assemblies</b>	<b>Assembly programme covering:</b> <ul style="list-style-type: none"> <li>Effective study techniques, positive habits and wellbeing</li> <li>Widening Participation programmes including: HE+, Realising Opportunities, Newcastle Partners, Durham University Supported Progression</li> </ul>				<b>Assemblies from a range of external providers on:</b> <ul style="list-style-type: none"> <li>Higher Education, Further Education, Apprenticeships, Studying Overseas, Gap Years, Labour Market Information, Student Finance</li> <li>Work experience programmes and internships</li> </ul>				<b>Assembly programme covering:</b> <ul style="list-style-type: none"> <li>Getting the most from work experience and health and safety</li> <li>Personal Statements, successful applications for university, apprenticeships, employment and entrance exams</li> </ul>			
<b>In School Events</b>	Oxford University Personal Statement Masterclass  Children's Comissioner Lecture  National Citizenship Service Talk		Social Mobility Foundation Talk  HE+ Academic launch event	Sunderland University – Medicine Talk	Cambridge University talk – Higher Education  ASK Apprenticeships Talk	Introduction to Global Bridge						
<b>Enrichment</b>	Students can select from a number of enrichment activities including: Digital Inclusion, First Aid, Sign Language, Academic Reading and Discussion Group, Work Placements, Enterprise, Fundraising, Student Mentoring, Sports and Gym Membership											
<b>Work Experience</b>	Ongoing placement opportunities throughout the year									Work Experience Week		
<b>Trips</b>		South Tyneside Careers Event		Newcastle University Library Visit and Registration	Allied Heath Professionals Visit Sunderland Hospitals	HE+ Conference Newcastle University	HE+ Residential – Jesus College Cambridge University			University Campus Visits Newcastle University Durham University One of York, Leeds or Manchester Universities TBC		
<b>Duke of Edinburgh</b>	Silver and Gold Duke of Edinburgh's Award											
<b>Careers Information Advice and Guidance</b>	Careers Information Advice and Guidance Appointments with our independent, level 7 qualified Careers Adviser.											
			<b>Parents' evening</b> Our careers adviser will be available to offer advice and guidance.									

Year 13	September	October	November	December	January	February	March	April	May	June	July	
<b>Personal Development Programme</b>	Tutorials on the following topics: <b>Careers</b> Continued support with future planning and applications.  <b>Broadening Horizons</b> Students learn about interesting current issues				Tutorials on the following topics: <b>Personal Development</b> Activities on: effective study techniques, exam preparation, wellbeing, positive habits and mindsets  <b>Broadening Horizons</b> Students learn about interesting current issues				Tutorials on the following topics: <b>Careers</b> Continued support with post 18 applications  <b>Broadening Horizons</b> Students learn about interesting current issues			
	<b>Guidance and Target Setting</b> Students meet with their form tutors to discuss their progress this term and set themselves academic and personal targets for the next term.											
	<b>Assemblies</b> <b>Assembly programme covering:</b> Effective study techniques, positive habits and wellbeing Personal Statements, successful applications for university, apprenticeships, employment and entrance exams				<b>Assembly programme covering:</b> Effective study techniques, positive habits and wellbeing External programmes and opportunities				<b>Assembly programme covering:</b> Effective study techniques, positive habits and wellbeing External programmes and opportunities			
<b>In School Events</b>	Oxford University Personal Statement Masterclass			Sunderland University – Medicine Talk	Cambridge University talk – Higher Education		Employer talk on transferrable skills with follow up task.					
	Children’s Comissioner Lecture			Mock MMIs	ASK Apprenticeships Talk							
<b>Enrichment</b>	Students can select from a number of enrichment activities including: Digital Inclusion, First Aid, Sign Language, Academic Reading and Discussion Group, Work Placements, Enterprise, Fundraising, Student Mentoring, Sports and Gym Membership											
<b>Trips</b>	Residential – Jesus College Cambridge University	South Tyneside Careers Event									Overseas Expedition	
<b>Duke of Edinburgh</b>	Silver and Gold Duke of Edinburgh’s Award											
<b>Careers Information Advice and Guidance Appointments</b>	Careers Information Advice and Guidance Appointments with our independent, level 7 qualified Careers Adviser.											
		<b>Parents' evening</b> Our careers adviser will be available to offer advice and guidance.										