

## **Harton Academy's CEIAG programme**

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 6<sup>th</sup> 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,  $E = Q + WE + S$ , or Employability = Qualifications + Work Experience + Skills.

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.

<b>Year Group</b>	<b>Activity</b>	<b>Date</b>	<b>Purpose</b>	<b>Gatsby Benchmarks</b>
Year 7	<ul style="list-style-type: none"> <li>• Introduction to Skills self-assessment</li> </ul>	Term 3	An introduction to the importance of transferrable skills for employability/HE. This will include an initial self-assessment.	2 & 3
	<ul style="list-style-type: none"> <li>• External FE/HE/Employer events dependent on interest, availability, timings and target students</li> </ul>	Various	To raise aspirations, improve skills and provide additional information to help inform future decisions.	1, 2, 3, 4, 7
	<ul style="list-style-type: none"> <li>• Website</li> </ul>	Various	The Main school website has a 'Progression' section with a few key websites containing information on FE & HE options, as well as careers information including LMI.	1, 2, 3, 5, 7
Year 8	<ul style="list-style-type: none"> <li>• Real Game</li> </ul>	Various	To introduce the students to the world of work, to raise their aspirations but also give them an understanding of the cost of life and implications of future decisions.	1, 3, 4
	<ul style="list-style-type: none"> <li>• Skills self-assessment update</li> </ul>	Term 3	Confirmation about importance of transferrable skills for employability/HE. Includes an opportunity to update their assessment.	2, 3
	<ul style="list-style-type: none"> <li>• Introduction to 'Careers' &amp; job families</li> </ul>	Term 3	To introduce the students to the support offered in school with their key decisions and to start thinking about their future options, and decisions, and who can support them with their decisions.	1, 2, 3, 5, 7
	<ul style="list-style-type: none"> <li>• External FE/HE/Employer events dependent on interest, availability, timings and target students</li> </ul>	Various	To raise aspirations, improve skills and provide additional information to help inform future decisions.	1, 2, 3, 4, 7
	<ul style="list-style-type: none"> <li>• Website</li> </ul>	Various	The Main school website has a 'Progression' section with a	1, 2, 3, 5, 7

			few key websites containing information on FE & HE options, as well as careers information including LMI.	
Year 9	<ul style="list-style-type: none"> <li>• Introduction to Option Choices</li> <li>• Employer's Event</li> <li>• Buzz</li> <li>• Subject linked careers talks</li> <li>• 1-1 guidance interviews</li> <li>• Options Night</li> <li>• Parents' Evening</li> </ul>	<p>Term 2</p> <p>Term 2</p> <p>Term 2</p> <p>Term 2</p> <p>Term 2</p> <p>Term 2</p> <p>Term 2</p>	<p>To introduce the students to resources/programme of events to support them with their KS4 option choices.</p> <p>A series of talks by professionals/current HE students regarding aspirational careers/common industries. Where possible, non-traditional speakers will be used to breakdown stereotypes e.g. female engineers, male nurses etc. This will also involve talks from a variety of FE providers.</p> <p>To introduce the students to their different personality and learning styles and to link these longer term career areas.</p> <p>To encourage students to think about the longer term options linked to each of their subjects in order that they are broadening out their longer term ideas and recognising the importance of developing key skills whatever their future plans.</p> <p>1-1 or small group support with regards their specific KS4 option choices. This could be with parents, if requested. It will also be targeted with involvement from the Connexions, South Tyneside.</p> <p>An event for students and parents that outlines the options, explains the rationale and offers the chance for questions for the students KS4 option choices. Connexions, South Tyneside, Harton's 6<sup>th</sup> Form, a local FE College and Apprenticeship provider will also be invited.</p> <p>Additional 1-1 support offered regarding the student's choices and longer term aspirations. Confirmation of the</p>	<p>1, 2, 3</p> <p>1, 2, 3, 4, 5, 7</p> <p>1, 3, 5</p> <p>1, 2, 3, 4, 5</p> <p>1, 2, 3, 4, 8</p> <p>1, 2, 3, 4, 7, 8</p> <p>1, 2, 3, 4, 8</p>

	<ul style="list-style-type: none"> <li>Year 9 Evaluation forms</li> <li>Skills assessment update</li> <li>Year 9 focus group</li> <li>External FE/HE/Employer events dependent on interest, availability, timings and target students</li> <li>Website</li> </ul>	<p>Term 2</p> <p>Term 3</p> <p>Term 3</p> <p>Various</p> <p>Various</p>	<p>attendance of MJ &amp; Connexions, South Tyneside should be highlighted in the build-up.</p> <p>An opportunity to get feedback from the Year 9s regarding the CEIAG programme throughout KS3 in order to help us develop the programme.</p> <p>Confirmation about importance of transferrable skills for employability/HE. Includes an opportunity to update their assessment.</p> <p>An opportunity to get feedback from the Year 9s regarding the CEIAG programme throughout KS3 in order to help us develop the programme.</p> <p>To raise aspirations, improve skills and provide additional information to help inform future decisions.</p> <p>The Main school website has a 'Progression' section with a few key websites containing information on FE &amp; HE options, as well as careers information including LMI.</p>	<p>1</p> <p>2, 3</p> <p>1</p> <p>1, 2, 3, 4, 7</p> <p>1, 2, 3, 5, 7</p>
Year 10	<ul style="list-style-type: none"> <li>Routes to Employment: University</li> <li>Skills assessment update</li> <li>Post-16 Options Talk</li> <li>FE &amp; Apprenticeship Talks</li> </ul>	<p>Term 1</p> <p>Term 3</p> <p>Term 3</p> <p>Term 3</p>	<p>A 'careers' event designed to raise aspirations and broaden horizons and to give the students a chance to find out further information about HE as well as to speak to a range of different professionals.</p> <p>Confirmation about importance of transferrable skills for employability/HE. Includes an opportunity to update their assessment.</p> <p>To introduce the students to their post-16 options.</p> <p>To give the students a chance to learn about the full</p>	<p>1, 2, 3, 4, 7</p> <p>2, 3</p> <p>1, 2, 3, 7</p> <p>1,2, 3, 7</p>

			range of opportunities that are available to them after Year 11.	
	<ul style="list-style-type: none"> <li>College taster sessions/skills based session</li> </ul>	Term 3	To give the students a chance to experience FE and to breakdown some of the barriers of FE. Students who know that they want to progress onto A levels, and have the appropriate grades, can attend a skills based session as an alternative.	1, 2, 3, 4, 5, 7
	<ul style="list-style-type: none"> <li>Parents' Evening</li> </ul>	Term 3	Additional 1-1 support offered regarding their post-16 option choices and longer term aspirations. Confirmation of the attendance of the MJ and Connexions, South Tyneside at this event will be highlighted in the build-up.	1, 2, 3, 4, 8
	<ul style="list-style-type: none"> <li>1-1 Guidance interviews</li> </ul>	Various	1-1 interviews regarding student's post-16 option choices. This could be with parents, if requested. It will also be targeted with involvement from the Connexions, South Tyneside and a letter will be sent home offering the support of both MJ and an independent adviser.	1, 2, 3, 4, 8
	<ul style="list-style-type: none"> <li>'Aim Higher Trips'</li> </ul>	Term 3	A small number of Year 10 students will be invited on a trip to Jesus College, Cambridge in order to raise their aspirations and give them a better of understanding of what is involved in a Russell Group education and what they can do over the next couple of years in order to make a successful application. All students will also be given the opportunity to apply to Newcastle University's 3 day residential and other activities that we are aware of.	1, 2, 3, 4, 7
	<ul style="list-style-type: none"> <li>Work experience</li> </ul>	Term 3	An opportunity to spend a week on work experience, to give the students a chance to experience the 'world of work' and understand the key skills needed to succeed. It should also give the students a chance to explore some of their career options.	1, 2, 3, 5, 6, 7
	<ul style="list-style-type: none"> <li>Website</li> </ul>	Various	The Main school website has a 'Progression' section with a few key websites containing information on FE & HE	1, 2, 3, 5, 7

	<ul style="list-style-type: none"> <li>DofE</li> </ul>	Various	<p>options, as well as careers information including LMI.</p> <p>An opportunity to take part in the DofE, in order to, amongst other targets, further develop the students' key skills and qualities.</p>	1, 3, 5, 6
Year 11	<ul style="list-style-type: none"> <li>1-1 Guidance interviews</li> <li>CV writing</li> <li>Routes to Employment: University</li> <li>Routes to Employment: FE &amp; Apprenticeships</li> <li>6 Form Open Evening</li> <li>Parents' Evening</li> </ul>	<p>Various</p> <p>Term 1</p> <p>Term 1</p> <p>Term 1</p> <p>Term 1</p> <p>Term 1</p>	<p>1-1 interviews regarding the students post-16 option choices. This could be with parents, if requested. It will be targeted with involvement from the Connexions, South Tyneside and a letter will be sent home offering the support of both MJ and an independent adviser. Initially, support will be offered to students who request it but after audits are conducted in January and April particular students will be targeted. Referrals from staff and external agencies are accepted.</p> <p>To ensure that the students understand the basics of, and have, a good CV for when they leave school.</p> <p>A 'careers' event designed to raise aspirations and broaden horizons and to give the students the chance to find out further information about HE as well as speak to a range of different professionals.</p> <p>A 'careers' event designed to give the students access to a wide range of FE providers in order find out what they can offer the students and how to apply.</p> <p>A 'careers' event that provides information on the post-16 provision offered at Harton. Connexions, South Tyneside are invited to attend.</p> <p>Additional 1-1 support offered regarding their post-16 choices and longer term aspirations. Confirmation of the attendance of MJ and Connexions, South Tyneside at this event should be highlighted in build-up. The 6<sup>th</sup> Form, an</p>	<p>1, 2, 3, 4, 8</p> <p>1, 3</p> <p>1, 2, 3, 4, 7</p> <p>1, 2, 3, 4, 5, 7</p> <p>1, 2, 3, 4, 7</p> <p>1, 2, 3, 4, 8</p>

			FE College and Apprenticeship provider will also be invited to attend.	
	<ul style="list-style-type: none"> <li>• Open Evenings (external)</li> </ul>	Various (Term 1+)	A range of 'careers' events organised by the other FE providers within T&W will be shared with the students.	1, 2, 3, 4, 7
	<ul style="list-style-type: none"> <li>• Year 11 Evaluation Forms</li> </ul>	Term 1	An opportunity to get feedback from the Year 11s regarding the CEIAG programme offered them in Year 11, including 1-1 guidance interviews.	1
	<ul style="list-style-type: none"> <li>• Apprenticeship adverts</li> </ul>	Term 2	Vacancy information for apprenticeships will be advertised within school, via student's emails, and available via the National Apprenticeship Service website as well as other websites.	1, 7
	<ul style="list-style-type: none"> <li>• Bespoke talks (HE, Armed Forces, Marine Engineering etc)</li> </ul>	Various (Term 2+)	Depending on interest, additional talks can be arranged for individual students or groups of students.	1, 5, 7
	<ul style="list-style-type: none"> <li>• Launch of Unifrog</li> </ul>	Term 3	Launch of Unifrog programme so that students can explore their HE options, as well as apprenticeship/school leaver programmes. It also gives them a chance to evidence various competencies and research MOOCs.	1, 2, 3, 7
	<ul style="list-style-type: none"> <li>• Apprenticeship adverts</li> </ul>	Term 2+	Vacancy information for apprenticeships will be advertised within school, via student's emails, and available via the National Apprenticeship Service website as well as other websites.	1, 7
	<ul style="list-style-type: none"> <li>• 'Life after Harton' posters</li> </ul>	Term 3	A number of posters that are designed to inspire the students in Years 7-10 and to show them the range of opportunities available after Year 11.	1, 2, 3, 4, 7
	<ul style="list-style-type: none"> <li>• Year 11 focus group</li> </ul>	Term 3	An opportunity to get feedback from the Year 11s	1

	<ul style="list-style-type: none"> <li>Year 11 follow up work</li> <li>Website</li> </ul>	<p>Summer+</p> <p>Various</p>	<p>regarding the CEIAG programme throughout KS3 &amp; 4 in order to help us develop the programme.</p> <p>Telephone calls throughout the summer and into the new academic year, in order to confirm the destinations of all students. If required, interviews will be arranged with either MJ or Connexions, South Tyneside. This includes tracking students for the year after they leave Harton.</p> <p>The Main school website has a 'Progression' section with a few key websites containing information on FE &amp; HE options, as well as careers information including LMI.</p>	<p>1, 3</p> <p>1, 2, 3, 5, 7</p>
Year 12	<ul style="list-style-type: none"> <li>1-1 Guidance interviews</li> <li>Introduction to Widening Participation schemes including Realising Opportunities, 1<sup>st</sup> Choice, NU Entry &amp; Supported Progression</li> <li>Parents' Evening</li> <li>Routes to Employment: University</li> </ul>	<p>Various</p> <p>Various</p> <p>Term 1</p> <p>Term 1</p>	<p>1-1 interviews regarding their post-18 option choices. This could be with parents, if requested and includes specialist support during the summer for students deciding not to continue with their 6<sup>th</sup> Form education.</p> <p>We advertise a variety of different programmes to the Year 12 students from the local universities that are designed to widen participation. They all involve attendance at university events to help them explore their options, get a better understanding of what HE involves and student finance. They also involve some academic work to help prepare the students for the independent study required in HE and, successful completion should lead to a greater consideration of their application, and, usually, a reduced offer.</p> <p>Additional 1-1 support offered regarding their post-18 choices and longer term aspirations. Confirmation of the attendance of MJ and Connexions, South Tyneside at this event will be highlighted in the build-up.</p> <p>A 'careers' event designed to raise aspirations and broaden horizons and to give the students the chance to</p>	<p>1, 2, 3, 4, 8</p> <p>1, 2, 3, 7</p> <p>1, 2, 3, 4, 8</p> <p>1, 2, 3, 4, 7</p>

			find out further information about HE as well as speak to a range of different professionals.	
	<ul style="list-style-type: none"> <li>• HE+</li> </ul>	Term 1 & 2	Students will be able to apply to participate in Cambridge University's HE+ programme, which is designed to give the students a better understanding of what studying at a Russell Group university will involve; what expectations these universities have of their applicants and it will also give them a chance to take part in activities that will help strengthen an application.	1, 3, 7
	<ul style="list-style-type: none"> <li>• Gap Year Talk</li> </ul>	Term 2	A talk to the students outlining the costs and benefits of a gap year, and how to organise it.	1, 2, 3, 5, 7
	<ul style="list-style-type: none"> <li>• HE Talk</li> </ul>	Term 2	A talk to the Year 12 students regarding university applications, covering what is important to consider, how to conduct research and what universities are looking for in their applicants. This talk also includes student finance and repayment information.	1, 2, 3, 5, 7
	<ul style="list-style-type: none"> <li>• Scottish HE Talk</li> </ul>	Term 2	A talk to the Year 12 students outlining the Scottish HE system and highlighting how it can differ from other parts of the UK.	1, 2, 3, 5, 7
	<ul style="list-style-type: none"> <li>• HE Overseas Talk</li> </ul>	Term 2	A talk to the Year 12 students regarding the option of applying to university in Europe and elsewhere outside of the UK. This talk includes information on courses available, the differences between HE in the UK and overseas, how to research and apply, as well as how student finance is organised.	1, 2, 3, 5, 7
	<ul style="list-style-type: none"> <li>• Apprenticeships Talk</li> </ul>	Term 2	A talk to the Year 12 students on Apprenticeships; what opportunities are available, how they can research them and how they can apply. This talk also includes information on applying for Degree Level Apprenticeships/ School Leaver Programmes and possible HE progression.	1, 2, 3, 5, 7

	<ul style="list-style-type: none"> <li>• Foundation Degree Talk</li> </ul>	Term 2	A talk to the Year 12 students on applying for Foundation degrees (and/or HNDs), covering what is available locally as well as how they differ from degree courses and where they can lead onto.	1, 2, 3, 5, 7
	<ul style="list-style-type: none"> <li>• Careers Project</li> </ul>	Term 2	After listening to the range of post-18 option choices talks the students will complete some research into their specific plans. It is designed to help prepare them for applying to HE or apprenticeships, and to develop their presentation skills. This project includes completing the 1 <sup>st</sup> draft of their Personal Statement (whether for UCAS or NAS).	1, 2, 3, 4, 7
	<ul style="list-style-type: none"> <li>• Launch of Unifrog</li> </ul>	Term 2	Launch of Unifrog programme so that students can explore their HE options, as well as apprenticeship/school leaver programmes. It also gives them a chance to evidence various competencies and research MOOCs and write their personal statement.	1, 2, 3, 7
	<ul style="list-style-type: none"> <li>• HE Subject Talks</li> </ul>	Term 2	To introduce the HE application system to the Year 12s and to help prepare them for understanding the requirements for a variety of different HE courses. It is also helps develop key skills for the Year 13 students.	1, 2, 3, 4, 7
	<ul style="list-style-type: none"> <li>• Attendance at UCAS Fair</li> </ul>	Term 2	An opportunity that gives the students the chance to speak to a wide range of HEIs and to gain an understanding of the number of other students who they will be competing against in the UCAS process.	1, 2, 3, 4, 7
	<ul style="list-style-type: none"> <li>• Attendance at Oxbridge Conference</li> </ul>	Term 2	An opportunity to help students better understand the degrees offered at Oxbridge, the differences between Oxbridge and other universities and the competitive application process. This is usually accompanied by a visit from either Oxford or Cambridge.	1, 2, 3, 4, 7
	<ul style="list-style-type: none"> <li>• University Visits including Durham, Oxbridge &amp; another UK</li> </ul>	Term 2	To encourage students to understand the benefits of attending university open days, to explore the university	1, 2, 3, 7

	city with 2 universities		cities and find out more about the universities and what they can offer, in addition to their academic degrees.	
	<ul style="list-style-type: none"> <li>Attendance at Masterclass/Student shadowing opportunities/Open Days at local universities,</li> </ul>	Various	To encourage the students to explore the options available at university, what university study will involve and to try and provide the students with experiences to strengthen their university applications.	1, 2, 3, 4, 7
	<ul style="list-style-type: none"> <li>Introduction to UCAS</li> </ul>	Term 3	Once exams are completed, we will support students to register on UCAS and start completing the application form. For students not interested in HE, we will encourage them to register with NAS or conduct research into other FE options.	1, 3, 7
	<ul style="list-style-type: none"> <li>Enterprise Challenge</li> </ul>	Term 3	Students participate in an enterprise challenge in order to develop key transferrable skills – useful for applying to HE or employment. It also gives us the chance to invite a local employer into school to develop links and to promote our students to them.	1, 3, 5
	<ul style="list-style-type: none"> <li>Work Experience</li> </ul>	Term 3	To give the students a chance to experience the 'world of work' and understand the key skills needed to succeed. It should also the students a chance to explore some of their career options.	1, 2, 3, 5, 6, 7
	<ul style="list-style-type: none"> <li>Enrichment Programme /DofE</li> </ul>	Various	To give the students an opportunity to experience a wide range of different activities in order to develop key skills and try new experiences.	1, 3, 5, 6
	<ul style="list-style-type: none"> <li>Subject Visits to HEI's</li> </ul>	Various	To give the students the chance to explore a subject further, better understand what university study will involve and to try and provide the students with experiences to strengthen their university applications.	1, 2, 3, 4, 7
	<ul style="list-style-type: none"> <li>Year 12 follow up work</li> </ul>	Summer+	Telephone calls throughout the summer and into the new academic year, in order to confirm the destinations of all students. If required, interviews will be arranged with	1, 3

	<ul style="list-style-type: none"> <li>Website</li> </ul>	Various	<p>either MJ or Connexions, South Tyneside.</p> <p>The 6<sup>th</sup> Form website has a substantial 'Progression' section with a wide range of key websites containing information on FE &amp; HE options; volunteering, gaps years and student finance as well as careers information including LMI.</p>	1, 2, 3, 5, 7
Year 13	<ul style="list-style-type: none"> <li>1-1 guidance interviews</li> <li>Personal Statements &amp; HE application support</li> <li>Mock Interviews</li> <li>Routes to Employment: University</li> <li>Routes to Employment: FE &amp; Apprenticeship event</li> <li>Bespoke Apprenticeship Talks</li> <li>Apprenticeship adverts</li> </ul>	<p>Various</p> <p>Term 1 &amp; 2</p> <p>Term 1 &amp; 2</p> <p>Term 1</p> <p>Term 1</p> <p>Term 2</p> <p>Term 2+</p>	<p>1-1 interviews regarding their post-18 option choices. This could be with parents, if requested and could be with an independent adviser if requested.</p> <p>Extensive 1-1 guidance and support is offered to all of the Year 13 students in order to make a competitive application to the universities of their choice.</p> <p>To support the students in their preparation for interviews at university.</p> <p>A 'careers' event designed to raise aspirations and broaden horizons and to give the students the chance to find out further information about HE as well as speak to a range of different professionals.</p> <p>A 'careers' event designed to give the students access to a wide range of FE providers in order find out what they can offer the students and how to apply.</p> <p>Talks or 1-1 interviews arranged for Year 13 students who are interested in pursuing an apprenticeship. This could be with a recruitment consultant or training provider. These students are also encouraged to attend the FE &amp; Apprenticeships event organised for the Year 11 students.</p> <p>Vacancy information for apprenticeships will be advertised within school, via student's emails, and available via the</p>	<p>1, 2, 3, 4, 8</p> <p>1, 2, 3, 7</p> <p>1, 2, 3, 7</p> <p>1, 2, 3, 4, 7</p> <p>1, 2, 3, 4, 5, 7</p> <p>1, 2, 3, 4, 5, 7</p> <p>1, 7</p>

	<ul style="list-style-type: none"> <li>• 'Life after Harton' posters</li> <li>• Year 13 student focus group</li> <li>• Year 13 follow up work</li> <li>• Website</li> </ul>	<p>Term 3</p> <p>Term 3</p> <p>Summer+</p> <p>Various</p>	<p>National Apprenticeship Service website as well as other websites.</p> <p>To inspire the students in Years 7-12 and to show them the range of opportunities available after Year 13.</p> <p>To get feedback from the Year 13s regarding the CE programme throughout KS3, 4 (where appropriate) &amp; 5 in order to help us develop the programme.</p> <p>Telephone calls throughout the summer and into the new academic year, in order to confirm the destinations of all students. If required, interviews will be arranged with either SPM or Connexions, South Tyneside. This includes tracking students for one year after they leave Harton and making contact 3 years after they leave Harton (to use as alumni).</p> <p>The 6<sup>th</sup> Form website has a substantial 'Progression' section with a wide range of key websites containing information on FE &amp; HE options; volunteering, gaps years and student finance as well as careers information including LMI.</p>	<p>1, 2, 3, 4, 7</p> <p>1</p> <p>1, 3</p> <p>1, 2, 3, 5, 7</p>
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