



UTC Cambridge

Careers Education, Information, Advice and Guidance (CEIAG) policy

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UTCC Designated Governor:

Associated documentation

Equality & Diversity Policy & Accessibility Plan
Special Educational Needs & Disabilities Policy
Health, Safety & Welfare Policy
SMSC/PSME Policy

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Introduction

UTC Cambridge believes each student has an entitlement to receive a comprehensive Careers Education, Information, Advice and Guidance (CEIAG) programme.

Students themselves are central to an effective programme and other professionals including Industry Leaders, Teachers and the Head of Careers. Independent, impartial Careers Advisers make a vital contribution to ensuring that UTC students develop the skills toolkit they need to make well informed realistic decisions that will enable them to achieve their full potential in the future.

The overall aim of an effective Careers Education, Information, Advice and Guidance programme is to help students to:

- Gain information about jobs and employment (the labour market) in a variety of areas;
- Understand themselves better and develop their personal capabilities;
- Acquire the skills necessary for making realistic decisions;
- Make informed choices about their own career paths;
- Be aware of all education, training and career opportunities Post 16 and 18;
- Have the career management skills needed to manage transitions to new roles and situations.

At UTC Cambridge, all students will have:

- Receive a careers guidance based upon their own aspirations.
- Access to opportunities within different industrial sectors to help them learn more about what is involved. This will be led by industry professionals where possible and can include speakers, work inspiration events and visits;
- Access to a planned and structured careers education programme to help develop key skills around self-awareness and informed decision making;
- Access to up to date, impartial and comprehensive careers information covering educational, vocational training and career opportunities (provided in a range of formats including information sheets, emails, parent information evenings, talks, websites and online resources);
- Access to individual impartial advice or guidance interview with a qualified professional Careers Adviser.
- All students will receive at least one 1:1 meeting with a careers advisor in KS4 and KS5, other meetings may be arranged as required.
- All students will have a Portfolio of Achievement which they will regularly update. This will bring together academic and technical education together with extracurricular pursuits which increase a student's employability.



Through the delivery of UTC Cambridge's CEIAG programme, each year students will:

- Have careers lessons which are incorporated into the Challenge programme to enhance students' knowledge and understanding of the 'World of Work';
- Use 'Career Action Planners' to help guide their own career aspirations.
- Develop self-awareness to gain a better understanding of themselves (personal characteristics, abilities, interests, potential, weaknesses and limitations) achieved through the Challenge programme and Big Question Days;
- Have access to careers education, information, advice or guidance in school through the Head of Careers or an independent career adviser;
- Gain a greater understanding of the 'world of work' and basic employment laws;
- Have discussions about how different subjects can enhance/affect career choices;
- Be taught about equality in the workplace and young people in work;
- Be able to access one-to-one individualised careers support through the Head of Careers;
- Have the opportunity to complete a Work Experience Programme in Years 10 & 12;
- Receive briefs from external speakers on a range of topics including apprenticeships, sector specific roles and higher education.

PRE-16

- All students will receive at least one 1:1 meeting with a careers advisor in KS4, other meetings may be arranged as required.
- All students will have a Portfolio of Achievement which they will regularly update. This will bring together academic and technical education together with extracurricular pursuits which increase a student's employability.

YEAR 10

- Through the Challenge timetable students will develop key skills of communication, problem solving and teamwork through innovative work based projects to prepare them for situations in adult working life.
- Be taught and encouraged to research careers and post 16 choices through a variety of mediums including networking and the internet.
- Receive a structured work experience programme and be given the opportunity to undertake one week Work Experience in the Spring Term (March).
- Be taught how to access careers information using the National Careers Service and Youthoria.
- Have the opportunity to meet with the Head of Careers at the Year 10 Information Evening to discuss work experience, options and careers in greater details.
- Have the opportunity to visit an externally run careers and apprenticeship fair.
- Have access to one-to-one career support through the Head of Careers.
- Receive lessons and personalised support in preparing covering letters and *curriculum vitae* and receive personalised feedback.

- Receive 1:1 mock interview practice and receive feedback.

YEAR 11

- Receive information and support in preparing applications for post 16 education and/or apprenticeships.
- Be able to attend internally organised careers fairs focussing on a range of different career pathways.
- Use the National Careers Service and Youthoria as a source of valuable careers information;
- Be made aware of the National Citizens Service, part time jobs and other volunteer opportunities and how they can enhance career opportunities.
- Have the opportunity to meet with the Head of Careers at the Year 10 Information Evening to discuss work experience, options and careers in greater details;
- Be encouraged to have a one-to-one career interview with the Head of Careers or an independent career adviser;
- Receive information from external speakers about apprenticeships, higher education and employment. This will include opportunities to meet with employees from a range of organisations and professions, and at different stages in their careers.
- To increase awareness of vocational and applied general qualifications which are widely accepted for entry into higher education.
- To encourage students to explore the impact of post-16 educational choices on their post-18 education and career choices.
- Careers advisor for meetings will be available when GCSE results are released.

POST-16

Throughout the Sixth Form students will participate in a programme of Careers Education Information, Advice & Guidance activities. The aim of the careers programme is as follows:

- To ensure that before leaving the Sixth Form, each student has made a clear decision about the next stage of their career, based on a realistic appraisal of their abilities and interests;
- Decisions are rational and can be justified in terms of the criteria of the student concerned;
- Each student should understand his/her own criteria and be able to describe them;
- Decisions have been made after considering a range of accurate information;
- Students recognise the degree of realism, or lack of it, which is inherent in their ideas, and can identify barriers to achieving their aims;
- Students have a plan for putting their ideas into effect, and a contingency plan in case the first course of action does not bring success.
- To achieve this, students are entitled to receive careers sessions on a variety of career planning activities.

- Through the Challenge timetable students will develop key skills of communication, problem solving and teamwork through innovative work based projects to prepare them for situations in adult working life
- To increase awareness that participation in higher education is growing with applicants holding a range of qualifications, levels of attainment and from disadvantaged areas.

To support students in achieving this goal:

- All students will receive at least one 1:1 meeting with a careers advisor in KS5, other meetings may be arranged as required.
- All students will have a Portfolio of Achievement which they will regularly update. This will bring together academic and technical education together with extracurricular pursuits which increase a student's employability.
- Students are encouraged to take Core Maths which includes modules on personal finance.

YEAR 12

Careers sessions are in place for all Year 12 students. Students will:

- Have access to one-to-one career interviews with the Head of Careers. Students will have their individual ideas explored whether it be degree courses, apprenticeships, employment or gap year opportunities; taking into account financial elements for all options;
- Receive lessons and personalised support in preparing covering letters and *curriculum vitae* and receive personalised feedback.
- Receive 1:1 mock interview practice and receive feedback.
- Receive a structured work experience programme and be given the opportunity to undertake one week Work Experience;
- Be encouraged and supported to gain work experience during their holidays.
- Students will receive specialist briefs from external providers, including universities and apprenticeship providers and be encouraged to visit a university;
- Receive an introduction to UCAS, be shown how to create a UCAS account and support in making an application;
- Receive individual support to write their UCAS personal statement;
- Be encouraged to attend UCAS conventions, university open days and summer course/taster days;
- Receive specialist guidance throughout the year from external agencies to provide advice on careers in specific sectors;
- Be encouraged to, and guided in developing networking skills.
- Use the National Careers Service and Youthoria as a source of valuable careers information;
- Be made aware of the National Citizens Service and other volunteer opportunities and how they can enhance career opportunities.
- Have the opportunity to attend external careers and apprenticeship fairs.

YEAR 13

Careers sessions are in place for all Year 13 students throughout the year. Students will:

- Continue to receive one-to-one interviews with the Head of Careers to support students throughout the Year;
- Receive support for universities, gap year, employer or apprenticeship applications and where necessary to ensure students are fully briefed on all their options;
- Use the National Careers Service and Youthoria as a source of valuable careers information;
- Receive UCAS support and guidance to help students through the UCAS process;
- Where appropriate, share their 'application' experiences with younger students to share knowledge and lessons identified
- Have the opportunity to attend external careers and apprenticeship fairs.
- Receive information from a wide range of employer-led programmes for school-leavers which give year 13 a direct route into the world of work and may include obtaining a qualification as part of the programme.
- Careers advisor for meetings will be available when A Level/BTEC results are released.

Tracking

The destinations of students' post 16 and 18 will be tracked and used to inform future CEIAG activities.