

# Careers Information Advice and Guidance Policy

## Aims

My Choice School considers Careers Information, Advice and Guidance **(CIAG)** to be an important part of the experience and support we offer to our students.

My Choice School aims

- to prepare students for adult life
- to ensure that all Year 11 students achieve a place at post 16 provision or employment

CIAG at My Choice School supports our students to be able to make independent decisions about their futures and transition from learners to workers.

The curriculum at My Choice School also prepares students for adult life by developing their understanding of Fundamental British Values, by developing their communication skills, their social skills and their emotional literacy. We encourage students to broaden their horizons, identify their career aspirations through the life of the school community and ensure they are ready to take the next steps.

My Choice School follows the principles of the **Gatsby Benchmarks**.

The objectives for the careers programme are

- To help students to understand the changing world of work
- To facilitate meaningful encounters with employers for all students
- To support positive transitions post-16
- To enable students to develop ICT and research skills needed to find out about opportunities outside of school more independently
- To help students to develop the skills, attitudes and qualities to make a successful transition into the world of work or further education
- Encouraging participation in continued learning, including further and higher education and apprenticeships
- Supporting inclusion, challenging stereotyping and promoting equality of opportunity
- Contributing to strategies for raising achievement, particularly by increasing motivation.

## Entitlement

All students are entitled to be fully involved in an effective CIAG programme. Our students are encouraged to take an active role in their own career development, we encourage student participation with a focus on self-development; learning about careers and the world of work; and developing career management and employability skills.

During their time at My Choice School, all students can expect

- To have the support they need to make the right choices for their next step
- To access up-to-date and unbiased information on future learning and training, careers and labour market information
- To have support to develop the personal and social skills needed for their future
- To be informed by a range of education and training providers, including colleges, universities and apprenticeship organisations; this could include visits and taster days, long or short term vocational courses, as well as assemblies, talks and meetings at school or online
- To have the opportunity to relate and apply what they learn in lessons outside of the classroom
- To facilitate the opportunity to encounter different work settings or experiences and develop travel training
- To have the opportunity to talk through their career and educational choices with school staff
- My Choice School to keep parents / carers informed of their progress and provide parents / carers with information to support their career planning and decision making. Parent / carer involvement is vital to the support and success of our students.

CIAG is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

## Curriculum

CIAG at My Choice School is designed to support each student to develop their own pathway for the future. The structure will be dependent on their needs and skills but they have the opportunity to use or access careers education sessions, career guidance activities (group work and individual

interviews), information and research activities, work related learning and individual learning activities as well as college placements.

All students at My Choice School will have opportunity through their curriculum, through the Student Council and through school life to develop the following skills set essential for employability:

- Communication skills
- Problem solving
- Positivity and self motivation
- Flexibility
- Leadership
- Team work

### **Yr7 to Yr9**

Careers education for Yr7 to Yr9 is delivered through the curriculum and careers assemblies.

Careers information is embedded within all core subject schemes of work.

### **Yr 7**

Students begin **Key Steps** and are introduced to the world of employment through topics such as assessing personal strengths, careers, raising aspirations, leadership, and understanding behaviour at work.

### **Yr8**

Students begin **Citizenship** and **PHSE**, through which they are introduced to job descriptions, adverts, and create their own for the job that they feel they are suited to. There is an analysis of the skills needed for the job. Students also learn strengths and behaviours required in the workplace.

### **Yr9**

Students begin **Asdan Careers and Experiencing Work**; investigating career sectors and are introduced to labour market information. They explore career pathways and important themes such as equality at work .

Students take part in enterprise days which offer the opportunity to learn about requested employment skills in a fun and practical environment.

## **Yr10 to Yr11**

### **Yr10**

Students cover specific employability modules in **PHSE**. In Year 10 students learn how to write a CV, how to apply for a job with confidence and will also have an opportunity to learn interview skills.

Students may also attend a local college on a vocational option one day a week for Yr10 and Yr11.

### **Yr11**

Students continue with the careers modules in **PHSE** focusing on self-efficacy, future opportunities, personal leadership, and readiness for work.

Throughout Key Stage 4, learners will be invited to take part in a wide range of career focused activities and further career related learning opportunities are provided:

- National Careers Week
- Food Hygiene certificate
- First Aid certificate
- Health and Safety certificate

### **Additional vocational Asdan Short Courses**

- Sports and Fitness
- Gardening

- Foodwise
- Hair and Beauty
- Animal Care

By the end of Yr11, students will have:

- Attended internal virtual careers sessions to engage with employers, training providers, local colleges to inspire and inform them about their future options
- Attended Open Events with local colleges including exploring apprenticeship options with training providers
- Been offered assemblies focusing on topics such as apprenticeships, preparing for interviews, how to make choices for Post 16 education and understanding student finance.
- Taken part in activities providing access to a range of employers and employees sharing their experiences and job roles.
- Taken part in a Year 10 mock interview event 'The Big Interview' which provides students with the chance to practice interview techniques in a safe and supportive environment
- Researched a range of career options using National Careers Service to inform Post 16 choices and career options, including accessing Labour Market Information
- Been offered Careers Advice and support accessed through Career Sense and National Careers Service (Yr7 to Yr11)
- Made informed choice about Post 16 options supported by application to college/apprenticeship
- Attended an interview for a Post 16 place/course
- Throughout Key Stage 3 and 4, students will also be offered smaller scale trips to local and national events such as careers fairs, apprenticeship shows, trips and taster days to local college.

### **Monitoring and evaluation**

When monitoring the success of CIAG, My Choice School considers

- student feedback on their experience of the careers programme and what they have gained from it
- staff feedback on careers activities
- quality assurance of careers lessons by the Headteacher
- student destinations post-16

**Policy link:**

My Choice School Curriculum policy

My Choice School SMSC policy

**Reviewed April 2025****Annual review due June 2026**