



Bishop Justus Church of England School, Annual Careers Education Information & Guidance & Work Related Learning Plan for 2019-2020

CEIAG at Bishop Justus addresses 5 elements:

1. **Careers education:** Delivery of learning about careers as part of the curriculum. Careers education is often closely related to work-experience and other forms of work-related learning.
2. **Careers information:** Provision of information and resources about courses, occupations and career paths.
3. **Careers advice:** More in-depth explanation of information and how to access and use information.
4. **Careers guidance:** Deeper intervention in which students' skills, attributes and interests are explored in relation to their career options.
5. **Work-related learning:** Provision of opportunities to develop knowledge and understanding of work and to develop skills for employability through direct experiences of work.

Gatsby Good Career Benchmarks

Gatsby Good Career Guidance Benchmarks - Compass Careers Benchmark Tool has been rolled out to Secondary schools across the country and this careers plan supports the achievement of its eight benchmarks:

Benchmark 1: A Stable Careers Programme

Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents/carers, teachers, trustees and employers.

Benchmark 2: Learning from Career and Labour Market Information

Every Student and their parents/carers should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make the best use of available information

Benchmark 3: Addressing the Needs of Each Student

Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each Student. A school's careers programme should embed equality and diversity considerations throughout.

Benchmark 4: Linking Curriculum Learning to Careers

All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of careers paths.

Benchmark 5: Encounters with Employers and Employees

Every Student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.

Benchmark 6: Experiences of Workplaces

Every Student should have first-hand experience of the workplace through work visits, work shadowing, and/or work experience to help their exploration of career opportunities, and expand their networks.

Benchmark 7: Encounters with Further and Higher Education

All Students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.

Benchmark 8: Personal Guidance

Every Student should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all Students but should be timed to meet their individual needs.

Development priorities

Development priorities				Date:
GOALS	LED BY? (Who will lead on each goal?)	RESOURCES (What resources will you need?)	BY WHEN? (When do you aim to achieve this goal?)	SUCCESS CRITERIA (How will you know that you have been successful?)
1. To meet statutory requirements to provided independent, impartial, information advice and guidance on	Assistant Headteacher CEIAG.	Whole school	End of the academic Year.	Achieved reaccreditation of the national Quality in Careers Standards award in autumn 2018.

careers and courses (Education Act 2011). Department of Education Careers strategy: making the most of everyone's skills and talents, December 2017	Guidance Manager & Work Experience Coordinator (Careers Leader)			
2. The eight Gatsby Benchmarks of good career guidance is being used to set a standard of excellence.	As above	As above	As above	Compass self-assessment tool available to assess how careers support compares against the benchmarks. Achieved reaccreditation of the national Quality in Careers Standards award in autumn 2018.
3. To ensure that every young person is presented with two choices after the age of 16: an academic route, traditionally via A levels and university, leading to graduate jobs, and a technical route for those seeking to gain the technical knowledge and skills required for entering skilled employment.	As above	As above	As above	As above
4. Ensure that our students can access independent careers guidance.	As above	As above	As above	As above
5. Providers of technical education and apprenticeships are given the opportunity to talk to all pupils.	As above	As above	As above	Provider Access Policy reviewed in October 2019 and republished on the school website
6. Published details of their careers programme for young people and their parents.	As above	As above	As above	Annual CEIAG and Work Related Plan CEIAG Summary Plan, Provider Access Policy and CEIAG & Work Related Policy reviewed and republished on the school's website.

7. A named Careers Leader is in place to lead our careers programme.	As above			At present the school's Guidance Manager and WEX Coordinator is the careers leader for the school's careers programme.
8. We encourage young people, especially girls, to consider jobs in STEM (science, technology, engineering and maths).	Subject Leaders	Whole school approach: tutors and associate staff	As above	Annual cross curricular audit.
9. We are improving careers information, advice and guidance for young people and adults who are disadvantaged or vulnerable.	SEN Director, Senior Leaders, Subject Leaders and all other staff	As above	As above	Termly and annual reviews
10. Enterprise Advisers and employer encounters We are working towards offering all our students seven encounters with employers - at least one each year from years 7 to 13 by 2020	Guidance Manager & Work Experience Coordinator (Careers Leader) Whole school approach: tutors and associate staff	As above	As above	Termly and annual reviews
11. Support the priorities in the school's development plan.	Assistant Headteacher CEIAG Guidance Manager & Work Experience Coordinator (Careers Leader)	As above	As above	Termly and annual reviews
12. Work with local partners to coordinate provision and inform young people and parents/carers.	As above	As above	As above	As above
13. Engage employers	As above	As above	As above	As above

14. Taking into account the views of young people and their parents/carers.	As above	As above	As above	As above Ongoing evaluations
15. Supporting teachers to embed careers information into lessons and subjects.	As above	As above	As above	As above
16. Provide careers education and guidance from Year 7 upwards.	As above	As above	As above	As above
17. Young people should be supported to learn about their strengths, weaknesses, and how to develop realistic careers aspirations and decision-making skills, as well as being provided with information about career pathways.	As above	As above	As above	As above
18. Actively encouraging young people to consider all options at 14 and 16 so that they select the best options for their interest, motivation, learning style, ability and aspirations	As above	As above	As above	As above
19. Allocating resources to the provision of careers guidance.	As above	As above	As above	As above
20. Providing all young people with face-to-face, impartial and independent guidance.	As above	Careers Adviser Education Development Trust. Supported by Guidance Manager – (the school's Careers Leader).	As above	As above

21. Working towards quality awards nationally validated by the Quality in Careers Standard	As above	Whole school	As above	Achieved reaccreditation of the national Quality in Careers Standards award in autumn 2018.
22. Utilising advisers trained and qualified in delivering careers education and guidance.	As above	Careers Adviser Education Development Trust. Supported by Guidance Manager – (the school's Careers Leader).	As above	As above, Impact and young people's evaluations
23. Using online technology where possible for the collection, interactive analysis and reporting of careers data.	As above	SIMS SISRA Analytics Excel spreadsheets	As above	As above
24. Support inclusion, challenge stereotyping and promote equality of opportunity.	As above	PHSE and CEIAG programmes	As above	As above

Summary of provision

Summary of provision		
Target group	Careers and work-related education activities including financial capability, enterprise and employability	Careers information, advice and guidance
Year 7 <i>Year 7s should understand that there has been a rise in the</i>	Core Entitlement: Introduction to careers resources & LMI and informed how to use them; careers and educational routes. Some Events this Year Business volunteer speakers throughout the year	<ul style="list-style-type: none"> • Support (Special Educational Needs and Disability) SEND and Most Able students. • Support for Pupil Premium (PP) students. • Equipped to make better informed decisions at transition stages and are more motivated in school in order to follow a particular pathway.

<p><i>participation age to 18. They should understand the curriculum pathways available to them</i></p>		<ul style="list-style-type: none"> • Encouraged to identify personal traits, strengths and skills and develop confidence and have high expectations of themselves. • Optional access to independent and impartial advisers. • Parents' Consultation Evening 30/1/20 • Help students find and process information from Year 7 onwards, using objective information about the local and national labour market to make decisions that improve their careers and transitions into work.
<p>Target group</p>	<p>Careers and work-related education activities including financial capability, enterprise and employability</p>	<p>Careers information, advice and guidance</p>
<p>Year 8</p> <p><i>Students should be aware of the importance to secure triple Science for A level study, be aware value of applied subjects for their future.</i></p>	<p>Core Entitlement:</p> <ul style="list-style-type: none"> • Work related sessions held in PHSE lesson • How and why we make choices. Includes: eCLIPS, Unifrog and Fast Tomato • Introduction to the world of work and LMI <p>Some Events this Year Business volunteer speakers throughout the year Fast Tomato: Exploring career interests sessions Year 8</p>	<p>Core Entitlement: 8 into 9 Options IAG</p> <ul style="list-style-type: none"> • Support SEND and Most Able students. • Support for Pupil Premium (PP) students. • Students informed of how to access the school's careers guidance support. • Introduction to careers software and websites Introduction to careers resources such as Fast Tomato and Unifrog and information on how to use them. • Guidance on research techniques and how to read websites • Psychometric testing with Year 8 using Fast Tomato (FT) an online career guidance programme, to gauge students' interests attitudes and motivations. • Help students interrogate and explore the many career options open to them based on their FT results. • Contractor contracted to see PP students and students with a statement.

		<ul style="list-style-type: none"> • Personal strengths and skills linked to specific careers enabling realistic and informed decisions at transition stages • Encouraged to think about what they might like to achieve after school. • Optional access to independent and impartial advisers. GCSE options in terms of career pathways and plan their future. • Parents' Consultation Evening 12/12/19 • Links to curriculum areas to careers to help prepare them for choosing their GCSE options. • Support students to explore the world of work, skills and career interests. • Inform students about the what 'World of Work' offers to students and what they have to offer in return.
Target group	Careers and work-related education activities including financial capability, enterprise and employability	
Year 9 <i>Students should be aware of the study skills and learning behaviour required to succeed at both KS4 and KS5</i>	Core Entitlement: <ul style="list-style-type: none"> • Investigate different jobs and careers and what they mean in terms of lifestyle, budgeting and a good work/life balance and develop economic awareness. • Challenge stereotypes within the world of work and traditional job roles. • Opportunities to engage with a range of local business, FE, HE and training providers. • Access LMI independently. • Careers events to give them a taste of future possible career paths. Business volunteer speakers throughout the year	Core Entitlement: <ul style="list-style-type: none"> • Support SEND and Most Able students. • Support for Pupil Premium (PP) students. • Reassess personal strengths with a focus on transferable skills. • Students reminded about the school's careers provision and their entitlement. • Group work sessions reintroducing students to Fast Tomato and raising awareness of other on line careers programmes, such as Unifrog, how2become and icould. • Optional access to independent and impartial advisers via drop in sessions. • Introduction to careers and post-14 options and the school's guidance support.

		<ul style="list-style-type: none"> • Support at Parents Consultation Evenings. Parents' Consultation Evening 5/3/20 • Use careers resources available and informed where to find out more about specific courses/careers. • One to one guidance interviews with a % of students who need additional support. • Understanding progression choices. • LMI for example, exploring careers. • Business volunteer speakers throughout the year.
Target group	Careers and work-related education activities including financial capability, enterprise and employability	Careers information, advice and guidance
<p>Year 10</p> <p><i>Students should be aware of the grades required for 6th Form and College courses. Students should begin thinking about their post 16 courses</i></p>	<p>Core Entitlement: WEX for BTEC and some targeted students (?)</p> <ul style="list-style-type: none"> • PP group session on post 16 options • Preparation for mock interview. • Mock Interviews. • Opportunities to engage with a range of local business, FE, HE and training providers. • Bromley College link up activity. • Employability and career pathways, online appearance, workplace behaviour / expectations, preparing a CV, preparing for interviews and interview techniques. • Access LMI independently. • Careers events to give them a taste of future possible career paths. <p>Some Events this Year Business volunteer speakers throughout the year Fast Tomato: Exploring career interests sessions Year 8. Annual Careers Event including, coaching, soft skills, speed networking and action planning.</p>	<ul style="list-style-type: none"> • Students complete Careers Questionnaires to indicate future plans to help prioritise need for careers guidance support. • Students reminded about the school's careers provision and their entitlement. Support SEND and Most Able students. • Support for Pupil Premium (PP) students. • Explore post 16 pathways. • Encouraged to use careers resources available and informed where to find out more about specific courses/careers. • Skills Analysis: What do employers want and how to develop those skills. • KS4 Course Information Evening 16/1/20 • Support at Parents Consultation Evenings. Parents' Consultation Evening 19/3/20 • Optional access to independent and impartial advisers via a referral system. • Priority students receive independent, impartial individual careers advice, one to one meetings with

		<p>commissioned advisors followed up with appropriate support.</p> <ul style="list-style-type: none"> • CV writing, application forms and interview techniques. LMI and Employability skills such understanding progression and making choices. • Students learn how to acquire and develop a range of skills to manage their own careers and prepare themselves for employment and/or self-employment.
Target group	Careers and work-related education activities including financial capability, enterprise and employability	Careers information, advice and guidance
<p>Year 11</p> <p><i>Students should be aware of the impact of particular A level/ BTEC and Vocational courses on future options. Course choices should match ability profiles.</i></p>	<p>Core Entitlement: IAG Meeting with Tutor team and Senior Staff</p> <ul style="list-style-type: none"> • Annual Careers Event including, coaching, soft skills, speed networking and action planning. Focussed assemblies Opportunities to engage with a range of local business, FE, HE and training providers. • Employability and career pathways, online appearance, workplace behaviour / expectations, preparing a CV, preparing for interviews and interview techniques. • Access LMI independently. • Visiting speakers • Post 16 Tasters <p>Business volunteer speakers throughout the year</p>	<p>Careers Sessions</p> <ul style="list-style-type: none"> • Support SEND and Most Able students. • Support for Pupil Premium (PP) students. • Options at post 16 sessions at the start of term • Students complete Careers Questionnaires to indicate future plans to help prioritise need for careers guidance support. • Students reminded about the school's careers provision and their entitlement. • Post 16 preparation: Post-16 options choices and how the careers team will be working with students. • Students continue to learn how to acquire and develop a range of skills to manage their own careers and prepare themselves for employment and/or self-employment. • Students explore post 16 pathways. Information about on line careers programmes, such as Fast Tomato, Unifrog, how2become and icould, career map and careerometer. • Students receive independent, impartial individual careers advice through one to one meetings with

		<p>commissioned advisers followed up with appropriate support. One to one guidance interviews with students from September till March.</p> <ul style="list-style-type: none"> • LMI and employability sessions. • Tracking: intended destinations throughout the year • Tracking actual destination Sept/Oct • Apprenticeships information evening for parents/carers and students. • Introduction to work experience 18/11/19 Parents' Consultation Evening 21/11/19 . • Support at Sixth Form Open/Information events. Support at Academic Review Days. • KS4 Course Information Evening 16/1/20 • Academic Review Day 14/1/20 • Welcome and 6th Form Offer Evening 30/4/20 • New Year 11 Academic Review Day 14/7/20. • Visits to colleges and other post 16 providers. • Business volunteer speakers throughout the year. • Advice and guidance at GCSE Results Day.
Target group	Careers and work-related education activities including financial capability, enterprise and employability	Careers information, advice and guidance
<p>Year 12</p> <p><i>Students should be aware of key requirements for university applications, for applying for jobs or other vocational routes</i></p>	<p>Core Entitlement: Tutoring focused on application forms, covering letters, CVs and interview skills</p> <ul style="list-style-type: none"> • Support for UCAS by Year Head/tutors. • Tutoring focused on application forms, covering letters, CVs and interview skills • HE Conference UCAS Trip UCAS and Careers Day Summer University 	<p>Careers Sessions-</p> <ul style="list-style-type: none"> • Support SEND and Most Able students. • Support for Pupil Premium (PP) students. • Contractor contracted to see PP students and students with a statement. • Career Ready programme to support students in employability, enabling them to develop the skills, confidence, and experience to transition from education to employment. Activities include, employability

	<ul style="list-style-type: none"> • University Taster days • Work Experience • Career Academy • Community Enrichment Young Enterprise company programme. <p>Some Events this Year Business volunteer speakers throughout the year Work Experience 6th – 13th July 2020</p>	<p>masterclasses, mentoring, work place visits and internships.</p> <ul style="list-style-type: none"> • LMI Choices for life after 6th Form, acquiring and developing skills to manage their own careers and prepare themselves for employment and/or self-employment. • Work Experience preparation sessions. • Year 12 Induction Conference 12/9/19 • 6th Form Open Evening 17/10/19 • Parents' Consultation Evening 2/4/20 • In house 1-1 guidance for self-referrals or tutor referrals. • Apprenticeships information evening for parents/carers and students. • Introduction to work experience 18/11/19. • Work experience 6/7/20 – 13/7/20 • Results Clinic – August.
Target group	Careers and work-related education activities including financial capability, enterprise and employability	Careers information, advice and guidance
<p>Year 13</p> <p><i>Students should finalise applications for university, HND courses and apprenticeships and jobs</i></p>	<p>Core Entitlement: Support for UCAS applications – delivered by tutors/head of year Visiting speakers.</p> <p>Business volunteer speakers throughout the year</p>	<p>Careers Sessions</p> <ul style="list-style-type: none"> • Support SEND and Most Able students. • Support for Pupil Premium (PP) students. • Contractor contracted to see students with a statement and those not applying for university. • In house 1-1 guidance for self-referrals or tutor referrals. • Ongoing support for students not going to university – in-house workshops and 1-1 support re: job applications and interview skills. • Parents' Consultation Evening 6/2/20 • UCAS Evening 1/7/20 • Tracking: intended destinations – throughout the year.

		<ul style="list-style-type: none"> • Apprenticeships information evening for parents/carers and students. • Ongoing support for Career Ready students. • 2 weeks work experience placement from 6/7/20 – 17/7/20 • Visits from industry and universities. • Enterprise activities for Business Studies students Support at Results Day. • Tracking: actual destinations – Sept/Oct after leaving.
Students with different needs – SEND, Most Able, Pupil Premium	Core Entitlement: CEIAG in lessons, tutor groups, assemblies, events, enrichment/extra-curricular activities. Activities incorporated in the Year Groups above	<ul style="list-style-type: none"> • Information giving. • One to one and small group help, tutoring, mentoring and coaching • Activities incorporated in the Year Groups above

Quality interactions between schools and businesses, providing students with at least one meaningful interaction with businesses every year with particular focus on STEM (*New Careers Strategy 2018*)

Year 7 – Introduction to Careers Education

Preparing students to discover different types of careers and to independently access Information, Advice and Guidance.

Business volunteer speakers throughout the year

Exploring the world of work.

Year 8 - Introduction to the 'World of Work'

What the 'World of Work' offers to students and what they have to offer in return.

Fast Tomato: Exploring career interests sessions.

Business volunteer speakers throughout the year.

Exploring Skills

Year 9 – Preparing for KS4

Business volunteer speakers throughout the year.

Exploring careers

Year 10 Understanding progression choices

KS4 - Options

Students must learn how to acquire and develop a range of skills to manage their own careers and prepare themselves for employment and/or self-employment.

Business volunteer speakers throughout the year.

Year 10 Understanding progression choices; Year 11 Making progression choices

KS5 – Next Steps

Students must learn how to acquire and develop a range of skills to manage their own careers and prepare themselves for employment and/or self-employment.

Business volunteer speakers throughout the year.

Work Experience July 2020

Years 12 & 13 making choices for life after 6th Form

Enrichment on Wednesday afternoons: Activities include: volunteering at primary schools; teaching assistance in lower school; volunteering in local charity shops; volunteering in local care homes; work experience in an area of interest.

Benefits to ALL our students

- Raise students' aspirations and expectations.
- Enable students to set personal objectives and goals in relation to their future choices.
- Engage young people.
- Help students develop employability and key skills.
- Promote equal opportunities and tackles gender stereotyping within career choices.
- Promote lifelong learning and education to students.
- Prepare students to independently access Information, Advice and Guidance.

Calendar of main activities and events

Activities for all students including targeted groups such as SEND, Pupil Premium, Gifted and Talented, alternative curriculum, etc.

Calendar of main activities and events			
Time of Year	KS3	KS4	P16
Ongoing	<ul style="list-style-type: none"> • Assembly presentations including Introduction to CEIAG at BJS • Drop in sessions G320 for students to seek advice and guidance • Open days (own and local) • Whole-school national awareness events, e.g. Apprenticeships Week, National Science and Engineering Week 	<ul style="list-style-type: none"> • Assembly presentations • Weekly lunch-time drop-in sessions in the library • Drop in centre in G320 for students to seek advice and guidance • Open days (own and local) • Whole-school national awareness events, e.g. Apprenticeships Week, National Science and Engineering Week 	<ul style="list-style-type: none"> • Assembly presentations • Drop in centre in G320 for students to seek advice and guidance • Open days (own and local) • Alumni network meetings • Whole-school national awareness events, e.g. Apprenticeships Week, National Science and Engineering Week
September	<ul style="list-style-type: none"> • Introduction to CEIAG and Work Experience sessions • Fast Tomato 	<ul style="list-style-type: none"> • Introduction to CEIAG and Work Experience sessions • Universities, Further Education Colleges and Apprenticeships • Independent CEIAG interviews 	<ul style="list-style-type: none"> • Career Ready promoted to students - Promotion, recruitment and induction • Identifying career interests and the qualifications required to pursue them. • Year 12 Induction Conference 12/9/19
October		<ul style="list-style-type: none"> • Different Qualifications and progression. • Independent CEIAG interviews: • Employability: C.V. sessions • Self-assessment • STEM careers 	<ul style="list-style-type: none"> • Career Ready applications and Interviews - Promotion, recruitment and induction; Capital experience launch event; Masterclasses with employers.

			<ul style="list-style-type: none"> Enrichment Opportunities (Volunteering/sport /peer mentoring/ subject leadership/ performing etc.). Can include: Volunteering at primary school TA in lower school Mentoring School sports teams Volunteering in local charity shops Volunteering in local care homes Cadets/Guides/etc. Work experience in an area of interest 6th Form Open Evening 16/10/19.
November	Fast Tomato Key Stage 3 Curriculum Support	<ul style="list-style-type: none"> Interviews, and how to prepare for them and survive them Transition Preparation: Qualifications and their levels. Options, choices and how to make applications to a range of institutions Year 11 Parents' Consultation Independent CEIAG interviews : 	<ul style="list-style-type: none"> Career Ready Interviews - Promotion, recruitment and induction Enhancing applications: WEX Summer University
December	<ul style="list-style-type: none"> Year 8 Parents' Consultation Evening 6/12/18 	<p>Interviews, and how to prepare for them and survive them</p> <p>Independent CEIAG interviews</p>	<ul style="list-style-type: none"> Career Ready starts Enhancing applications:
January	Ongoing support when required	<ul style="list-style-type: none"> Skills analysis: What do employers and how to develop those skills? Mock interviews. 	<ul style="list-style-type: none"> Career Ready Mentoring, master classes and workplace visits

		<ul style="list-style-type: none"> • KS4 Course Information Evening (Options) 16/1/20 • Academic review Day 14/1/20 • Apprenticeship sessions to support those students seeking apprenticeships. • Independent CEIAG interviews : 	<ul style="list-style-type: none"> • Career Ready Masterclasses delivered by employers: Year 12 & 13 making choices for life after 6th Form. • University and industry visits
February	As above.	<ul style="list-style-type: none"> • Skills analysis: What do employers want and how to develop those skills? • NCS - stall to attract interest and recruit. • Apprenticeship sessions • Independent CEIAG interviews : 	<ul style="list-style-type: none"> • Career Ready Mentoring, master classes and workplace visits. • University and industry visits. • Year 13 Parents' Consultation Evening 6/2/20
March	As above. Year 9 Parents' Consultation Evening 5/3/20	<ul style="list-style-type: none"> • Career Ready Lab • Year 10 Parents' Consultation Evening 19/3/20 • Independent CEIAG interviews : 	<ul style="list-style-type: none"> • Career Ready Local Advisory Board (Lab) • Career Ready Mentoring, master classes and workplace visits begin • University and industry visits • NCS Information session • Life Skills PHSE • Year 12 Parents' Consultation Evening 2/4/20
Time of Year	KS3	KS4	P16
April		<ul style="list-style-type: none"> • Independent CEIAG interviews 	University and industry visits Parents Consultation Evening 2/4/20 (tbc).
May	Option choices, which careers require which subjects		<ul style="list-style-type: none"> • Career Ready: Internships and work placements.

			<ul style="list-style-type: none"> • University and industry visits • Next Steps/Futures Event July 2020
June	<ul style="list-style-type: none"> • Staff and 6th Form visits. • Careers Survey Review 	<ul style="list-style-type: none"> • Staff and 6th Form visits. • Year 10 6th Form taster 	<ul style="list-style-type: none"> • Career Ready: Internships and work placements. • New 6th Form Induction Day • UCAS preparation: • Personal statements • C.V.s updated with WEX
July	<ul style="list-style-type: none"> • Staff and 6th Form visits. • Careers Survey Review 	<ul style="list-style-type: none"> • Staff and 6th Form visits. • Careers Survey Review • Annual Careers Event including, coaching, soft skills, speed networking and action planning on 3/7/20. • 	<ul style="list-style-type: none"> • WEX 2 weeks • UCAS preparation: • Personal statements • C.V.s updated with WEX • UCAS Evening 1/7/20
August	<ul style="list-style-type: none"> • Staff and 6th Form visits. • Careers Survey Review 	<ul style="list-style-type: none"> • Staff and 6th Form visits. • Careers Survey Review 	<ul style="list-style-type: none"> • Career Ready: Internships and work placements. • UCAS preparation: • Personal statements • C.V.s updated with WEX

Agreements with providers

Name of provider	Contact information	Services to be provided
Education Development Trust	Dedicated Contracts Manager.	Independent careers adviser

		Choices magazine: Post 16 transition. Monthly LMI bulletins.
Career Ready	Regional Manager, London and the South East	Preparing students for the world of work through employability workshop, master classes, internships, etc.
London South East Colleges Bromley Campus	Student Services Team	Visit and tours of the local college Support for Year 11 at post 16
Various	Various	Supporting students to have encounters with employers, employees, work places, further and higher education.

Allocation and deployment of resources

Self-help information provision	
Type of provision	Details
Careers resources area of library/learning resources centre	Updated
Careers pages on website/VLE	Links on the school website of useful careers guidance online programmes such as Unifrog, UCAS, Gov.UK, Student Finance, National Careers Service, Apprenticeships, Icould (real life career videos, advice and information to inspire students' careers) how2become (careers and educational information and development website), eCLIPS, Fast Tomato and others – (see our website for full details).
Digital media (texts, tweets, display screens)	To be developed
Noticeboards and displays	Mainly outside Careers Room G320; also in the library and throughout the school

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Roles and responsibilities

Roles and responsibilities	
Roles	Responsibilities
Aquinas Advisory Council Members (AAC) and SLT	<p>The governing body ensures that all registered pupils at the school are provided with independent careers guidance from year 8 (12-13 year olds) to year 13 (17-18 year olds)' and ensures that the independent careers guidance provided:</p> <ul style="list-style-type: none"> • is presented in an impartial manner; • includes information on the range of education or training options, including apprenticeships and other vocational pathways; • Is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given' (DfE, Statutory Guidance, para. 16, 2014b). <p>An AAC member has a remit to encourage employer engagement and to take a strategic interest in career guidance.</p> <p>The AAC provides clear advice to the head teacher on which he can base a strategy for advice and guidance, which is appropriately resourced and meets the school's legal requirements.</p> <p>Supported the school in achieving reaccreditation of the Quality in Careers Guidance Award in Autumn 2018.</p> <p>AAC members talk to learners about their experience of the school's careers provision, e.g. by attending events or by inviting a group of young people to talk to the Trust's curriculum committee.</p>

Nathan Carter, Assistant Headteacher, senior leader with overall responsibility for careers provision	Has over-arching responsibility manages the Careers Leader/Guidance Manager & Work Experience Coordinator
The Careers Leader/Guidance Manager & Work Experience Coordinator	<p>The Careers Lead ensures effective day-to-day delivery.</p> <p>Monitors and evaluates the 'CEIAG Plan' and report progress to the Assistant head, Head teacher and Aquinas Advisory Council.</p> <p>Ensures the Bishop Justus COfE School is fulfilling our statutory responsibilities.</p> <p>Develops and organises all areas of CEIAG, including: 'Careers Education', 'Careers Information', 'Careers Advice' and 'Careers Guidance'.</p> <p>Ensures that provision meets the quality of the Quality in Careers Guidance Award.</p> <p>Ensures CEIAG is planned, resourced, delivered and monitored via the Tutorial programme</p> <p>Utilises destination measures data and LMI information.</p>
Head of Sixth	Assists with the implementation and monitoring of the school's CEIAG programmes and activities. Oversees that personal statements, CV updated, and related issues are met. Performs destination checks
SEN	Work closely with the careers and guidance staff to support a planned transition from school into appropriate post 16 opportunities for young people with special educational needs or disabilities.
Careers Adviser	Provides students with independent careers guidance
Teachers and teaching support staff	<p>All relevant staff (subject teachers, tutors, etc.) take responsibility for their contributions. They:</p> <ul style="list-style-type: none"> • Help students make the optimum decisions about careers choices, transition and progression. • Link subject areas to different work opportunities, jobs and careers. • Help develop students' employability skills within lessons. • Promote progression routes within the subject areas. • Help prepare students for the world of work. • Refer any student who is at risk of NEET to the relevant Year Leader • Develop external links whenever possible.
Pastoral and pastoral support staff	As above