



Summary Plan for Careers Education Information and Guidance (CEIAG) & Work Related Learning (WRL) 2019 – 2020 at Bishop Justus Church of England School *(for full details please refer to the school's CEIAG & WRL annual plan on the school's website)*

Years 7 & 8	Developing self-awareness
	<p>Introduction to the school's careers provision and their entitlement explained. Students informed of how to access the school's careers guidance support. Introduction to careers resources such as Fast Tomato and Unifrog and information on how to use them. Prepare students to discover different types of careers and to independently access information, advice and guidance. Psychometric testing with Year 8 using Fast Tomato (FT) an online career guidance programme, to gauge students' interests, attitudes and motivations. Help students explore the many career options open to them based on their FT results. CEIAG support at Parents' Consultation Events and KS3 Curriculum Evenings. 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 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. Business volunteer speakers throughout the year</p>
Year 9	Developing opportunity awareness
	<p>Introduction to careers and post-14 options and the school's guidance support. 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. One to one guidance interviews with a % of students who need additional support. Support at Parents Consultation Evenings. Understanding progression choices. LMI for example, exploring careers. Business volunteer speakers throughout the year.</p>
Year 10	Decision making
	<p>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. Skills Analysis: What do employers want and how to develop those skills. 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. Business volunteer speakers throughout the year. Support at Parents Consultation Evenings.</p>

Year 11	Annual Careers Event including, coaching, soft skills, speed networking and action planning.
	<p>Opportunity awareness and making transitions at post 16</p> <p>Annual Careers Event as above.</p> <p>Students complete Careers Questionnaires to indicate future plans to help prioritise need for careers guidance support.</p> <p>Students reminded about the school's careers provision and their entitlement.</p> <p>Post 16 preparation: Post-16 options choices and how the careers team will be working with students.</p> <p>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.</p> <p>Group work sessions in September on post 16 options for post-16/18 choices and career planning/research, making progression choices</p> <p>Information about on line careers programmes, such as Fast Tomato, Unifrog, how2become and icould, career map and careerometer.</p> <p>One to one guidance interviews with students from September till March.</p> <p>Support at Parents Consultation Evenings.</p> <p>LMI and employability sessions.</p> <p>Support at Sixth Form Open/Information events.</p> <p>Support at Academic Review Days.</p> <p>Support for students wanting apprenticeships and employment.</p> <p>Visits to colleges and other post 16 providers.</p> <p>Business volunteer speakers throughout the year.</p> <p>Advice and guidance at GCSE Results Day.</p>
Years 12 & 13	<p>Opportunity awareness and making transitions at post 18</p> <p>Students reminded about the school's careers provision and their entitlement.</p> <p>UCAS Preparation/Applications/Visits/Follow up.</p> <p>Information about on line careers programmes.</p> <p>Alternatives to university support.</p> <p>Careers guidance interviews and support.</p> <p>Preparing students for the world of work through Career Ready and other initiatives.</p> <p>Enrichment through volunteering and similar activities.</p> <p>Support with CV writing, completing application forms and interview skills techniques</p> <p>Referrals to appropriate training providers or agencies where required.</p> <p>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 masterclasses, mentoring, work place visits and internships.</p> <p>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.</p> <p>Work Experience preparation sessions.</p> <p>2 weeks work experience placement from 6/7/20 – 17/7/20</p> <p>Visits from industry and universities.</p> <p>Enterprise activities for Business Studies students</p> <p>Support at Results Day.</p>