



Academies Trust

Co-op Academy Grange CEIAG Programme

2019-2020

Approved by: Date :	Last reviewed on:	Next review due by:
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Careers Leader : Danielle Lewandowski

Rationale and Vision

Our academy is committed to ensuring all of our students have access to highly impartial careers advice and to a range of employers who can support them in considering their future. To help us do this we align our CEIAG Plan to the Gatsby Benchmarks which have been explicitly referenced throughout the DfE's Careers Strategy (December 2017) the Statutory Guidance for careers (January 2018) and aligns to the delivery of independent careers guidance to year 8-13 pupils in accordance with section 42A of the Education Act 1997.



The 8 Gatsby benchmarks are outlined below:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of work places
7. Encounters with further and higher education
8. Personal guidance

The vision for the development of CEIAG across our academy is to provide the very best opportunities to enable our students to make informed and incisive decisions throughout, and beyond, their school life. By using the Gatsby benchmarks as a framework of best practice we have a CEIAG programme that meets the needs of our ever changing cohort of students, providers and labour market landscape. Our plan promotes equality of opportunity, celebrates diversity and challenges stereotypes whilst inspiring, raising aspirations and giving our students an optimistic outlook on life and their place in the world of work. We are always guided by our Co-op values:

Do what matters most

What matters most is ensuring that our students achieve the best possible outcomes.

Be yourself, always

We bring our best self to work, so that we each contribute a bit of our own unique Co-op difference, and respect others for doing the same.

Show you care

We care about our Co-op, our colleagues, our members, our students, their parents and communities, now and for the future.

Succeed together

Co-operating is what makes us different; we're better and stronger when we work together.

Incorporate Co-op values



Intent

Our CEIAG programme is both bespoke and unique to our academy and is reviewed on an annual basis to meet our students needs based on our monitoring and evaluation processes. We are committed to providing a coherently planned and sequenced programme that reflects our academies context and core values. Our programme is designed to give all learners the knowledge, skills, understanding and cultural capital they need to go on to destinations that meet their aspirations and interests.

- To provide impartial and independent advice for all pupils (**Gatsby Benchmark 1 - 8**)
- To prevent pupils leaving and becoming NEET (**Gatsby 1 - 8**)
- To contribute to strategies for raising achievement, especially by increasing motivation, attitude to learning and attendance (**Gatsby 3**)
- To support inclusion, challenge stereotyping and promote equality of opportunity (**Gatsby Benchmark 3,4**)
- To encourage participation in continued learning including higher education, further education and apprenticeships (**Gatsby Benchmark 7,8**)
- To develop enterprise and employment skills (**Gatsby 2,3**)
- To reduce drop out from and course switching in education and training (**Gatsby 3,5,6,7,8**)
- To contribute to the economic prosperity of individuals and communities (**Gatsby 2,5,7**)
- To meet the needs of all our pupils through appropriate differentiation (**Gatsby 3**)
- To focus students on their future aspirations and opportunities (**Gatsby 3,4,8**)
- To involve parents and carers (**Gatsby 1,2,5,6,7**)
- To support the raising of the participation age and assist with positive destinations for all pupils post 16, 17 and 18 (**Gatsby 1,4,8**)
- To meet the needs of our current cohort of students across each year group (**Gatsby 1,3**)
- To use current LMI to enable students, staff and parents to engage actively with local and national CEIAG information so that they can increase their knowledge and understanding about the world of work. (**Gatsby 1,2,3**)
- To use student's parents, staff feedback to reflect on our current provision in order to develop our future CEIAG programme (**Gatsby 1,2,3**)
- To provide additional to specific vulnerable groups such as SEND and pupil premium (**Gatsby 1-8**)



- All stakeholders have a clear understanding of CEIAG and rationale and vision **(Gatsby 1)**
- To monitor and evaluate current provision in order to ensure our programme is quality assured in line with other curriculum areas **(Gatsby 1)**
- To share best practice with other Co op academies at network events to ensure reflection and development of own programme **(Gatsby 1)**
- To ensure all students actively engage with a n CEIAG tracking platform to support them in making informed choices about their Career development plan **(Gatsby 1,2,3)**
- To achieve / work towards a Quality in Careers award in recognition of all that our academy offers **(Gatsby 1)**

Implementation

Our programme is taught via bespoke activities, subject curriculum and extracurricular activities, and a wide range of enrichment activities.

Throughout KS3 and KS4 CEIAG is accessed by all at Co-op Academy Grange. CEIAG is delivered by a wide range of providers such as our internal Careers Advisor, teachers and support staff, FE Colleges, Universities, visiting speakers, employers and employees. This delivery includes bespoke workshops, assemblies, work visits, work experience, mock interviews , careers fairs, drop down days and via subject curriculum . Our students are supported and encouraged to explore possible pathways they may take in the future, to ensure they have the very best start in life. Our staff receive regular CPD to support them in embedding employability skills into their subject areas. Our parents can access our academy's website which provides clear links to a range of CEIAG related events and information about local market information (LMI) to UCAS applications to Apprenticeships. Parents are also encouraged to attend our CEIAG information evenings and parents evenings.



Year Group	Autumn Term (Sept-Dec)	Spring Term (Jan-Apr)	Summer Term (Apr-July)
Year 7	<ul style="list-style-type: none"> • Futures Week • Enterprise Event • LMI assembly 	<ul style="list-style-type: none"> • Futures week • Shine Programme • The Brilliant Club • ASK (Apprenticeships) 	<ul style="list-style-type: none"> • Futures Week • Dragons Den Activity with PWC
Year 8	<ul style="list-style-type: none"> • Futures Week • Enterprise Event • LMI assembly 	<ul style="list-style-type: none"> • Futures Week • Shine Programme • The Brilliant Club • ASK (Apprenticeships) 	<ul style="list-style-type: none"> • Futures Week
Year 9	<ul style="list-style-type: none"> • Futures Week • Careers Fair • Options Evening (4th February) • LMI assembly 	<ul style="list-style-type: none"> • Futures Week • Shine Programme • The Brilliant Club • ASK (Apprenticeships) 	<ul style="list-style-type: none"> • Futures Week
Year 10	<ul style="list-style-type: none"> • Futures Week • Careers Fair • Careers insight visits • Work inspiration day at PWC • LMI assembly • Visit to Yorkshire Skills Show in Leeds 	<ul style="list-style-type: none"> • Futures Week • Shine Programme • The Brilliant Club • Work inspiration day at PWC • Bradford College, FE assembly • New College Bradford, FE assembly • FE presence at parents evening • ASK (Apprenticeships) 	<ul style="list-style-type: none"> • Futures Week • Mock practice interviews • Bradford Manufacturing Week • Work Experience taster days
Year 11	<ul style="list-style-type: none"> • Futures Week • Mock practice interviews 	<ul style="list-style-type: none"> • Futures Week • Shine Programme 	<ul style="list-style-type: none"> • Future Week • Essential access to careers advisor



	<ul style="list-style-type: none"> Careers Fair Essential access to careers advisor inc 1:1 interviews with careers advisor 	<ul style="list-style-type: none"> ASK (Apprenticeships) The Brilliant Club Essential access to careers advisor inc 1:1 interviews with careers advisor 	<p>inc 1:1 interviews with careers advisor</p> <ul style="list-style-type: none"> Bradford College, FE assembly New College Bradford, FE assembly FE presence at parents evening
Additional provision	<ul style="list-style-type: none"> Mock practice interviews (Y11 students) interviews are individualised depending on the level of each need for each student. Interview support available i.e more time given, interpreter required etc 	ASK (Apprenticeships) workshops adapted for specific SEND students	Enterprise Challenge to address the needs of SEND students
Staff	Various CPD sessions arranged for CEIAG, Apprenticeships, Unifrog etc	Various CPD sessions arranged for CEIAG, Apprenticeships, Unifrog etc	Various CPD sessions arranged for CEIAG, Apprenticeships, Unifrog etc

- Visits to Universities (**Gatsby 1,3,7**)

The Shine Programme

We engage with the shine programme for all our year groups. Shine provides support to students in schools to help them reach their full potential. The programme aims to inspire, motivate and encourage students to achieve academic success and raise their aspirations towards higher education. This is achieved by our school organising student residential visits to University of York which include attending conferences, project work and family celebration events.



The Brilliant Club

The brilliant club was founded in 2011, the club aims to widen the access to university for students from underrepresented groups. We currently work with Worcester College, Oxford University and University of Leeds to deliver this fantastic programme to our students. Whilst on the club our students take part in residential visits, tutoring sessions, and graduation events.

- Visits to FE College (**Gatsby 1,3,7**)
- PSHCE CEIAG element of SoL (**Gatsby 1,2,3,4**)
- LMI (Labour Market Information)/ Career sector assemblies (**Gatsby 1,2,3,5**)
- Introduction to Unifrog (**Gatsby 1, 2, 3**)
- Enrichment week (**Gatsby 1, 2, 3 ,5,7**)
- Careers fair (**Gatsby 1,2,3,5,7**)
- FE / HE fairs (**Gatsby 1,3,7,8**)
- External providers ie Enterprise / Dragon Den drop down days (**Gatsby 1,2,3,5**)
- Career panels (**Gatsby 1,2,3,5**)
- Career insight visits (**Gatsby 1,2,3,5**)
- Subject related “Do Nows / Starter” during National Career Week & Apprenticeships week (**Gatsby 1,2,3,4**)
- Y9 Career events preparation for options ie Career information evening (**Gatsby 1,3,7**)
- Apprenticeship assembly / workshops (**Gatsby 1,2,3,5**)
- PSHCE workshops/events/external speakers (**Gatsby 1,2,4**)
- Bradford Manufacturing week (**Gatsby 1,2,3,5,6**)
- Workplace visits (all years) (**Gatsby 1,2,3,5,6**)
- Employer mentoring (**Gatsby 1,3,5**)
- Y10 works place visit / experience (**Gatsby 1,2,3,5,6**)
- Futures week (delivered in tutor time after each term) (**Gatsby 1,2,3,4, 5,6**)
- 1 - 1 interviews with Careers Advisor (**Gatsby 1,3,8**)
- Curriculum links to employers (**Gatsby 1,2,3,4,5,6**)
- Masterclasses (**Gatsby 1,2,3,4,5**)



- Motivational speakers (**Gatsby 1,2,3,5**)
- Targeted motivational speakers ie challenging stereotypes / SEND (**Gatsby 1,2,3,4,5**)
- STEM activities (**Gatsby 1,2,3,4,5,6**)
- SEND / vulnerable groups additional support / projects (**Gatsby 1,2,3,4,5,6**)
- Mock interviews (**Gatsby 1,3,5**)
- Employability/CV / job application preparation (**Gatsby 1,2, 3,4,5**)
- Staff LMI / Apprenticeship CPD (**Gatsby 1,2,3**)
- CEIAG subject ambassadors meetings (**Gatsby 1,2,3,4**)
- Curriculum mapping (**Gatsby 1,2,3,4**)

SEND and other vulnerable groups

All CEIAG opportunities are fully inclusive and are designed to engage with all students. However embedded within our programme are additional events / activities to support our students with SEND such as :

- A series of 1 - 1 interviews , parents invited, support assistant available (**Gatsby 1,3**)
- Preparing for the world of work workshops (**Gatsby 1,2,3**)
- Structured KS4 transition programme in post 16 ie taster sessions / days, mentoring (**Gatsby 1,2,3**)
- Focused enterprise activity sessions (**Gatsby 1,2,3,4**)
- Structured mock interviews (**Gatsby 1,2,3, 5,7**)
- Supported work experience (**Gatsby 1,2,3,5,6**)
- Access to inspirational role models (alumni?) (**Gatsby 1,3**)
- Appropriate KS4 pathways available in curriculum (**Gatsby 1,3,4**)
- Partnerships with employers with a diverse workforce (**Gatsby 1,3, 5**)
- Access to Careers Advisor with assisted support (**Gatsby 1,3,8**)

Staff

- Annual update on LMI (**Gatsby 1,3,4,5**)



- Annual feedback on Compass (**Gatsby 1**)
- Directed time to develop CEIAG in the curriculum (**Gatsby 1,2,3,4,5,7**)
- PSHCE curriculum review (**Gatsby 1,2,3,4**)
- External CEIAG CPD ie visiting a local subject related business (**Gatsby 1,2,3,4**)

Impact

Measuring the impact of our CEIAG programme supports us to develop our programme on a termly / annual basis and to know that we are making a positive and empowering difference. We value quantitative and qualitative feedback from all stakeholders and ensure our evaluations lead to change / amendments in our future planning. We undertake internal and external quality assurance to ensure our intent and implementation is in-line with our expectations. We measure impact in the following ways:

- Positive destinations data via Prospects
- Tracking of Compass over time internally
- Reduced NEET figures over time via Propsects/DofE
- Increase in attendance / reduction in PA over time
- Increase in rising stars data
- Increase in progress / attainment over time
- Feedback and evaluation for all events, both quantitative and qualitative
- Reviewing progression data over time ie take up of Apprenticeships, entry into FE with reference to vulnerable groups ie SEND
- Progress and achievement data over time with reference to vulnerable groups ie SEND
- Development of employability skills after key events
- Employer engagement increased

Useful websites



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[University of Bradford](#)

[University Of Leeds](#)

Links to various FE colleges

Universities

[University of Bradford](#)

[University Of Leeds](#)

<https://www.ucas.com/corporate/news-and-key-documents/news/new-ucas-hub-encourages-students-shoot-stars> (New Hub that has replaced UCAS progress)

[www.russell group.ac.uk](http://www.russellgroup.ac.uk) (represents 24 leading universities, source of careers information & advice including 'informed choices' a downloadable guide to making post 16 choices)



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<https://www.gov.uk/student-finance> (Student finance)

<https://universitycompare.com/> (comparing different universities)

<https://universitycompare.com/rankings/> (University rankings)

Apprenticeships

<https://www.gov.uk/apply-apprenticeship>

<https://www.ucas.com/apprenticeships-in-the-uk>

<https://www.apprenticeships.gov.uk/>

<https://www.prospects.ac.uk/jobs-and-work-experience/apprenticeships>

<https://allaboutapprenticeships.co.uk/>



Online platforms

www.unifrog.org

Labour Market Information (LMI)

<https://www.lmiforall.org.uk/>

<https://www.the-lep.com/research-and-publications/research-publications-archive/leeds-city-region-labour-market-information-report-20182019/>

Other

<https://nationalcareers.service.gov.uk/> (provides information, advice and guidance to help you make decisions on learning, training and work)

<https://www.careersbox.co.uk/> (A great source of up to the minute job profile films)

<https://icould.com/> (Career videos to find out about a wide range of careers and opportunities. Take the Buzz Quiz – it's great fun!)

<https://www.gov.uk/government/publications/careers-of-the-future> (what does the future hold!)

<https://successatschool.org/> (gives clear and comprehensive information about a range of Career Zones (sectors))



<https://www.notgoingtouni.co.uk/> (opportunities if you decide university is not for you)

<https://uk.job-applications.com/> (has useful videos, demonstrating how to complete the online applications for many top companies in the UK, as well as providing detailed information on salaries and interviews. Applications forms can be printed off directly from this site.)

<http://www.talkingjobs.net/> (An online video player that delivers a series of career case studies)

Parents

<https://targetcareers.co.uk/parents-and-teachers>

<https://careerready.org.uk/parents>

<https://www.careeralchemy.co.uk/choosing-career-paths.html>