

Careers Education information and guidance (CEIAG)



Introduction

Roundwood Park school is passionate about supporting our students to transition successfully from secondary school to their chosen pathways after leaving school.

The landscape of career choices is complex and constantly changing and in response the school provides dedicated careers support to ensure accurate and timely information; career advice and guidance; closer links with employers as well as training where necessary for teachers and pastoral staff.

We do this by providing:

- a stable and comprehensive programme of careers input from Year 7 to Year 13.
- dedicated career lessons written and delivered by teaching staff through PSHCE.
- individual advice and guidance with a trained careers professional.
- dedicated support during options choices and following mock results.
- information on the labour market, careers, apprenticeships, college and university admissions.
- careers events and drop-down days allowing students to explore their skills, interests and aptitudes in more depth.
- access to employers to find out more about the world of work and particular career areas and job sectors.
- Access to further education, apprenticeship and training providers.
- Use of Fast Tomato – a free online careers package that allows students to explore their career options and helps with researching relevant courses and pathways in detail.
- Support and help with applications to employment, college and university.
- Support and help with psychometric testing, online application forms and interviews.
- Group sessions delivered to students by Youth Connexions Hertfordshire at key transition times.
- A personal adviser from Youth Connexions Hertfordshire.
- Work experience placements for Year 10 and Year 12.
- A dedicated web page for students, parents and employers.

Over view of the careers programme offered by Year Group.

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12/13
KS3	PSHCE Classroom teaching. Careers Assemblies	PSHCE Classroom teaching. Career Assemblies Group Sessions	PSHCE Classroom teaching. Students undertake ca programme Fast Tomato Organised Group Sessions with Youth Connexions on options choices. New Business Challenge (E-week). KS4 Options Evening			
KS4				'Careers Investigators Day' (PSHCE) Group Sessions with Youth Connexions on Career Planning. Work Taster Week for Selected Students. YC Mentoring Programme YCX 1:1 Interviews	'Navigating your Next St (PSHCE). Group Sessions Routes Pathways after year 11 with Youth Connexions YCX 1:1 Interviews for those likely to go to college & SEND. Taster Days at Oakland's College. Mock Results Day Post 16 Info Evening 1:1 interview with SLT for sixth form.	
KS5						Careers subject taught to all yr. 12s Application Forms & CVs Soft Skill development e.g. management/networking Career Planning with Morrisby Fast Tomato computer programme 1:1 careers appointment incl. Action Planning Compulsory Professional Placement for all Yr. 12s Mock Interview with an outside employer. External Speakers Yr. 12 Welcome Evening Yr. 12 Degree Apprenticeship Evening Mock Results Day SJL Career Fair UCAS Convention Sixth Form UCAS/ Personal Statements workshops
	EVENTS & EMPLOYER TEACHING		YOUTH CONNECTIONS VISITS		OPEN EVENINGS WORK EXPERIENCE	

STUDENT OUTCOMES

Key Stage 3 Provision

- PSHCE lessons and tutor time for exploration and research using careers software.
- Termly careers assemblies with visiting employers.
- An introduction to the careers resources in the Careers Library.
- Session delivered by Youth Connexions Hertfordshire focusing on KS4 options including vocational and alternative courses.
- Specialised sessions from Youth Connexions Hertfordshire

By the end of Stage 3 all students will have:

- A better understanding of their strengths, achievements and weaknesses in addition to support in evaluating how these might inform future choices in learning and work.
- A better understanding of the full range of 14-19 opportunities for progression.
- An understanding of some key qualities, attitudes and skills needed for employability.
- Received appropriate advice and guidance on Key Stage 4 options.
- Applied their careers research to help make informed choices for Key Stage 4 options.

Key Stage 4 Provision

- Work experience placement: learning about work and employability skills.
- 'Career Investigators Day' – a drop down day where employers speak about their jobs and careers. Students apply an investigative model to their own career ideas, researching and making an action plan.
- Careers interview for every Year 11 student.
- Information on college open dates and visits to local colleges as well as support with completing college application forms.
- Interview preparation.
- Post 16 Options Evening supported by external IAG provider and Head of Careers.
- Close monitoring of vulnerable students.
- Mock Results Day – career support and interviews for students whose results have not been expected.

By the end of Key Stage 4, all students will have:

- Enhanced their self-knowledge, career management and employability skills.
- Used ICT software and other sources to investigate and explore future choices and progression routes. Students are aware of all the pathways open to them after GCESs.
- Been given guidance to help identify a range of post-16 options; careers advice and useful support networks to help students plan and negotiate their career pathways.
- Been provided with the resources to complete the post-16 application procedures, including CVs, personal statements, and preparation for interview.
- Experienced the 'World of Work' through a work placement.
- Been given direct access to employers, colleges and training providers.
- Been given information about available appropriate funding.
- Produced a challenging but realistic plan for their future learning and work, by relating their abilities, attributes and achievements to the goals they have set themselves

Key Stage 5 Provision

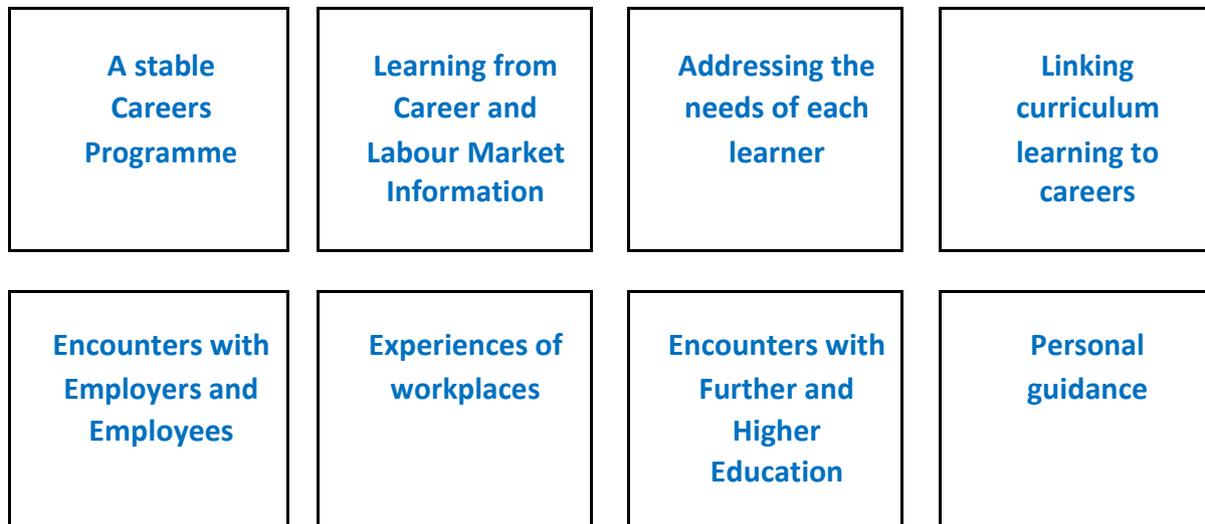
- A specialised careers module which is timetabled each week (Autumn term, Year 12) and is written and delivered by a professional careers adviser. This incorporates employability skills, aptitude testing, how to research the internet for careers information, how to research companies for a professional placement and how to present yourself on CVs and online application forms.
- Every student receives a 1:1 mock interview with an employer and with a careers advisor.
- Students undergo a mock assessment centre delivered by our employment advisers, Santander.
- Access to Morrisby and Fast Tomato platform for online career exploration and research.
- Students are given support in managing and understanding finance through 'Moneywise'. An initiative delivered by Santander.
- UCAS preparation tutorials.
- YC Hertfordshire Drop-in sessions.
- SJL Careers Day – employer, HE and apprenticeship represented.
- Employer Mentors.
- Employer visits during assemblies.
- Access to Careers Library.
- Course finder sessions during Careers Day.

By the end of Stage 5 all students will have:

- Enhanced their self-knowledge, career management and employability skills.
- Used ICT software and other sources to investigate and explore future choices and progression routes.
- Received guidance through the UCAS application procedure.
- Been given direct access to employers, universities, training providers, colleges and UTCs.
- Been given guidance to help identify a range of Post-18 options.
- Been provided with the resources to develop their CVs, personal statements as well as interview preparation.
- Understood and been supported through the 5 stage application process for Degree Apprenticeships.
- In Year 13, identified their career choices, researched and actively secured a professional placement to enhance their UCAS applications in addition to support with applications for higher/degree apprenticeships and employment.

Quality & Consistency - Gatsby Benchmarks

To ensure that the careers programme and careers strategy for Roundwood Park School is of the highest quality, the careers department have adopted the Gatsby Benchmarks as the required standard for quality CEIAG at our school. These standards have also been used as they key organising structure for the Department for Education's latest statutory guidance 'Careers Guidance and Access for Education and Training Providers'. (Jan 2018).



External Liaison

The careers team liaise with a number of external parties to ensure our comprehensive careers programme is relevant and up-to-date with current labour market and careers trends.

- Youth Connexions, Hertfordshire.
- Careers and Enterprise Company.
- Hertfordshire Chamber of Commerce.
- Hertfordshire LEP.
- Santander: our dedicated Employment Adviser for Roundwood Park School.
- Parents.
- Employers.
- Our consortium schools.

ASPIRE and Careers

Students are made aware of the skills inherent in their educational learning through mapping Aspire learning habits against employability skills. Students are aware of how these skills can be marketed successfully in CVs and application forms and how these skills can reflect and support their career choices.

Subjects within the school are supported to draw links between the subject area and potential career opportunities. This is done through staff training, visual posters and KS4 and KS5 options handbooks.