



Personal Development, Behaviour and Welfare

Completed by	MDR
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**Careers Information, Advice and
Educational Guidance (CIAEG)**

Route Map 8.12: CIAEG strategy

Context:

Every child should leave school prepared for life in modern Britain. All children should receive a rich provision of classroom and extra-curricular activities that develop a range of character attributes, which underpin success in education and employment. They also need to be well informed when making subject and career decisions.



High quality careers guidance is crucial in helping pupils emerge from school as well rounded individuals ready for the world of work. At Matrovers we achieve this through our diverse CIAEG strategy which offers bespoke careers guidance and support to all students, whilst addressing the following identified barriers:

- Students have low aspirations linked to school's location in a significantly disadvantaged area. Student's aspirations do not always take them outside the immediate Westbury area.
- High number of potential NEET (Not in Education, Employment or Training) students.
- 12 years of below or significantly below national attainment on entry with large proportions of students with below national expectations in relation to literacy and numeracy which has the potential to hinder their application processes for Further Education, Higher Education or apprenticeships.

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Year group objectives and provisions:

Year Group	Objectives	Provisions	Evaluation of impact
7	Track student aspirations and provide opportunities for students to meet employers, find out about their careers and inspire them.	Student aspiration record- catalogue of student aspirations when they join in Year 7.	Completed Aspiration record for all year 7 students. Student voice identifies students are inspired by the careers fair.
		Careers Fair- 2 opportunities to meet with employers and FE/HE providers.	
		Careers week tutor activities- Skills quiz to identify careers/jobs students may be suited to.	
		STEM Careers club which focuses on STEM related careers	

Year Group	Objectives	Provisions	Evaluation of impact
8	Update of student aspirations from year 7 and providing them with further opportunities to meet with employers, find out about their careers and inspire. Provide students with the opportunity to research careers they may be interested in and discover the qualifications that are required. Aspirations of Higher ability and disadvantaged students raised through university trips. Students identified as possible NEET students in the future to have mentoring with an employer once a month.	Student aspiration record- Catalogue of student aspirations which is updated from year 7.	Completed Aspiration record for all year 8 students. Student voice identifies students are inspired by the careers fair. Feedback from the Bath University futures days identifies that students who were not considering university as an option now have raised aspirations and have an enhances awareness of what university is like. Possible NEET students meet once a month with an employer.
		Careers Fair- 2 opportunities to meet with employers and FE/HE providers	
		Careers week tutor activities- What qualifications are needed for different careers? Where can you find this information?	
		Bath University Futures days- Selected students (Higher ability and disadvantaged) provided with opportunity to visit a local university in order to raise aspiration and awareness of higher education.	
		Employer mentoring for potential NEET students.	
STEM Careers club which focuses on STEM related careers			

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Year Group	Objectives	Provisions	Evaluation of impact
9	Update of student aspirations from year 8 to allow planning of bespoke careers guidance and support.	Student aspiration record- Catalogue of student aspirations which is updated from year 8.	Completed Aspiration record for all year 9 students.
	<p>Providing students with further opportunities to meet with employers, find out about their careers and inspire.</p> <p>Aspirations of H ability and disadvantaged students raised through university trips.</p> <p>Students have the opportunity to explore different routes into careers which may suit their learning style. This is closely linked to their options process and choosing subjects/courses which they are most likely to succeed in.</p> <p>Interview skills developed and all students to have a first draft CV. Every student to receive feedback from an employer in relation to their interview skills and CV.</p> <p>Students identified as possible NEET students in the future to have mentoring with an employer once a month.</p>	Careers Fair- 2 opportunities to meet with employers and FE/HE providers	Student voice identifies students are inspired by the careers fair.
		Careers week tutor activities- Exploration of different routes that can be taken into careers.	Feedback from the Bath University futures days identifies that students who were not considering university as an option now have raised aspirations and have an enhances awareness of what university is like.
		Careers talks in fortnightly assemblies- Different routes into careers and linked to the Year 9 options process.	Possible NEET students meet once a month with an employer.
		Soloman Theatre company 'Choices' performance. Focuses on different routes into employment/careers which suit a range of learning styles.	Student feedback from the Little Interview day identifies that students have learnt how to write a CV and are more confident with interview skills.
		Bath University Futures days- Selected students (Higher ability and disadvantaged) provided with opportunity to visit a local university in order to raise aspiration and awareness of higher education.	Student feedback identifies that they know where they can access careers information.
		'Little' Interview day- opportunity for all students to have a mock interview with an employer and receive feedback on their CV and interview skills.	All year 9 students have a first draft of a CV and receive written feedback on their CV and interview skills.
		CV writing workshops in tutor time and for identified students with Job Centre plus.	Career Pilot usage
		Interview skills workshops in tutor time and for identified students with Job Centre Plus.	
		Employer mentoring for potential NEET students.	
1:1 Careers guidance with a Higher Education Advisor from Bath University			
STEM Careers club which focuses on STEM related careers			

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Year Group	Objectives	Provisions	Evaluation of impact
10	<p>Update of student aspirations from year 9 to allow planning of bespoke careers guidance and support.</p> <p>Providing students with further opportunities to meet with employers, find out about their careers and inspire.</p> <p>Majority of students to have narrowed down their aspirations, all to have model answers to a range of common interview questions.</p> <p>Interview skills developed and all students to have a final CV. Every student to receive feedback from an employer in relation to their interview skills and CV.</p> <p>Students identified as possible NEET students in the future to have mentoring with an employer once a month.</p>	Student aspiration record- Catalogue of student aspirations which is updated from year 9.	Completed Aspiration record for all year 10 students.
		Careers Fair- 2 opportunities to meet with employers and FE/HE providers	Student voice identifies students are inspired by the careers fair.
		Careers week tutor activities- Analyse responses to interview questions and write model answers to common interview questions.	Possible NEET students meet once a month with an employer.
		Bespoke careers guidance through Job Centre Plus and Career Pilot for students identified from the aspiration record.	Student feedback from the Big Interview day identifies that students have learnt how to write a CV and are more confident with interview skills.
		'Big' Interview day- opportunity for all students to develop their interview skills and CV from their little interview in Year 9. All students will have a mock interview with an employer and receive feedback on their CV and interview skills.	Student feedback identifies that students know where they can access careers information.
		CV writing workshops in tutor time and for identified students with Job Centre plus.	All year 10 students have a final draft of a CV and receive written feedback on their CV and interview skills.
		Interview skills workshops in tutor time and for identified students with Job Centre Plus.	Students identified as requiring careers support meet with the Job Centre Plus representative.
		Employer mentoring for potential NEET students.	Career Pilot usage
		Generation STEM work experience programme- All year 10 students receive an employer led session relating to work experience. 15 further students receive additional support and possible opportunities for STEM related work experience placements.	
		1:1 Careers guidance with a Higher Education Advisor from Bath University	
Women in engineering trip for a select group of girls interested in STEM related careers			
STEM Careers club which focuses on STEM related careers			

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Year Group	Objectives	Provisions	Evaluation of impact
11	Update of student aspirations from year 10 to allow planning of bespoke careers guidance and support.	Student aspiration record- Catalogue of student aspirations which is updated from year 10. Record of student post 16 options included.	Completed Aspiration record for all year 11 students. Student voice identifies students are inspired by the careers fair.
	Providing students with further opportunities to meet with employers, find out about their careers and inspire.	Careers Fair- 2 opportunities to meet with employers and FE/HE providers	Student feedback identifies that students know where they can access careers information.
	All students to have a final CV.	Careers week tutor activities- Where next? Students explore post 16 options.	All year 11 students have a final draft of a CV.
	All students to have identified post 16 options.	Post 18 options talks at Year 11 parent support evening from Job Centre Plus and Wessex Outreach Network.	Students identified as requiring careers support meet with the Job Centre Plus representative.
	Aspirations of Higher ability boys raised through university visits.	Options assemblies- Post 16 options a focus of year 11 assemblies.	Student feedback from university trips identifies students have raised aspirations.
		Bespoke careers guidance through Job Centre Plus and Career Pilot for students identified from the aspiration record.	Destinations record shows an increasing number of Year 11 students go into sustained education and a higher percentage remain with aspirational providers.
		CV writing workshops for identified students with Job Centre plus and Wessex Inspiration Network project officers.	
		Interview skills workshops for identified students with Job Centre Plus and Wessex Inspiration Network project officers.	
		Bristol University trip- for Higher ability boys to raise aspirations.	
	STEM Careers club which focuses on STEM related careers		

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Year Group	Objectives	Provisions	Evaluation of impact
12/13	<p>Update of student aspirations from year 11 to allow planning of bespoke careers guidance and support. Plan A, Plan B with regards to Post 18 options tracked.</p> <p>Providing students with further opportunities to meet with employers, find out about their careers and inspire.</p> <p>All students to have a skills audit to support any post 18 applications. Bespoke support in place for identified students to discuss post 18 options.</p> <p>Aspirations of students raised through university and HE education days and inspirational talks from guest speakers.</p> <p>All year 12 students to have a week of work experience which links into a presentation on the Bigger interview day.</p> <p>Enhanced financial awareness for all Year 12 and Year 13 students.</p>	<p>Student aspiration record- Catalogue of student aspirations which is updated from year 11. Record of student post 18 options included.</p>	<p>Completed Aspiration record for all year 12/13 students.</p> <p>Student voice identifies students are inspired by the careers fair.</p>
		<p>Careers Fair- 2 opportunities to meet with employers and FE/HE providers</p>	<p>Student feedback identifies that students know where they can access careers information.</p>
		<p>Guest speakers- Inspirational talks from a wide range of guest speakers.</p>	<p>All year 12/13 students have a final draft of a CV.</p>
		<p>Options assemblies- Post 18 options a focus of year 12/13 assemblies.</p>	<p>Students identified as requiring careers support meet with the Job Centre Plus representative.</p>
		<p>University UCAS convention- Students are able to visit a variety of stalls and discover more about the courses available to them.</p>	<p>Student feedback from university trips identifies students have raised aspirations and a firmer decision regarding post 18.</p>
		<p>Wiltshire HE day- Students are able to visit a variety of stalls and discover more about the courses available to them.</p>	<p>Student feedback identifies that they have an enhanced awareness of finances post 18.</p>
		<p>Tutor activities- skills audit to support students with HE applications.</p>	<p>All year 12 students to have a 1 week work experience placement and share a work experience presentation with an employer.</p>
		<p>Year 12 work experience- a week long work placement for all year 12 students to experience the work environment.</p>	<p>Destinations record shows an increasing number of Year 13 students go into sustained education and a higher percentage remain with aspirational providers.</p>
		<p>Year 12 Bigger interview- All year 12 students give a presentation to an employer linked to their work experience.</p>	
		<p>Bespoke careers guidance through Job Centre Plus and Career Pilot for students identified from the aspiration record. This includes parents/student 1:1 support.</p>	
<p>Financial awareness workshop</p>			

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Additional support:

1. **Careers enterprise advisors:** We work closely with our careers enterprise advisor to build strong links with employers and work places, offering our students regular opportunities to engage with employers.
2. **Wessex Inspiration Network (WIN) Project** as part of the National Collaborative Outreach Programme: The aim of this project is to encourage greater numbers of young people from areas of lower participation to enter higher education. The Project is for two years initially. Matravers has secured the Lead School status in this project, which means that we have welcomed **Andrew Creed** as our HE advisor from the WIN project, offering bespoke Careers Information, Advice and Educational Guidance.
3. **The Careers and Enterprise Company (CWS) Mentoring for Schools project:** This programme's aim is to raise the aspirations of a small group of 11-15 year olds who are potential NEET students. Currently we will have 24 selected students involved in this 24-week programme commencing in October 2018. Each student will benefit from a mentor who will have regular contact with them over this period, to offer them support and guidance using the Focus 5 programme. This will include developing five key employability skills with the students. The students will also be working on CVs, support for interviews as well as specific careers guidance and support.
4. **Job Centre Plus support for schools initiative:** The aim of this government scheme is to support young people to prepare for their futures, so that they are equipped to make the most of it. A local Job Centre Plus advisor will be linked to Matravers for one morning each fortnight for the entire of next academic year. This advisor will not only offer small group and 1:1 mentoring in relation to careers, but they will also work closely with us in order to offer high quality work experience for key students.
5. **Generation STEM work experience programme:** This is a programme focused on helping students to find STEM-related work experience, and support them to get the most out of the experience. It begins with a whole year group work experience preparation day for all year 10 students which helps them to build motivation for undertaking a placement. This session is delivered by employers offering students another opportunity to meet employers. Following this, 15 students will receive additional support which may result in the opportunity to carry out work experience in a STEM placement.