



Careers, Information Advice and Guidance (CIAG)

	Year 7	Year 8	Year 9	Year 10	Year 11
<p>Making the adults aware of my current aspirations (adult awareness): At the start of year all children to share: (i) Future career aspirations (ii) Dream job once I leave school</p>					
Autumn 1	Careers quiz Recording and on-going updating of early aspirations Cross-curricular career day	Careers quiz - exploration of options available, aspirations and goals Teambuilding activities linked to jobs/career pathways Cross-curricular career day	CIAG advisor with conversations regarding: - aspirations - opportunities - work experience Discussions around the roles of various jobs.	Careers Provider/ CIAG advisor session with conversations regarding: - aspirations - opportunities - work experience - interests	Session with CIAG advisor Applications for post 16 destinations, writing personal statements Monitoring of aspirations and action plans
Autumn 2	Local businesses in context study Cross-curricular career day	Links of entrepreneurs to local community - success stories and common trades Investigate range of career ideas Cross-curricular career day Use careercomp@nion website	Links of enterprise to timetabled lesson. Discussions on how to make this profitable. Pupil review/ annual review/ update aspirations Use comp@nion website	Starting Options appraisal form Job application practice, CV writing, letter of application Interview skills	Apprenticeship Fair visit Create a CV Managing money Use Careercomp@nion website
Spring 1	Aspirations (mood board, action plan) Careers links made across the whole curriculum	Local business links Career planning Cross-curricular career day	Develop a specific IAG action plan Be aware of grant applications to fund enterprise.	One to one session Exploration of careers options for interest areas for post 16 (include in annual review)	Health and safety What trade unions are Mock interviews



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	Cross-curricular career day		Use comp@nion website	Meeting with CIAG advisor to set targets.	
Spring 2	<p>Guest speaker</p> <p>Virtual or mock role-play</p> <p>Cross-curricular career day</p>	<p>Updating of aspirations</p> <p>Case studies</p> <p>Role models - Link to guests /Visits.</p>	<p>Visit to workplace</p> <p>Curriculum linked careers guest speakers</p> <p>Preparation for work experience.</p>	<p>Money skills</p> <p>Mock interviews.</p> <p>Preparation tasks for work experience.</p>	<p>Careers day</p> <p>Interviews with post-16 destinations and mock interviews</p> <p>Visit to a post 16 provider.</p>
Summer 1	<p>View a prospectus</p> <p>arrange an activity with local college</p> <p>Interview an older student</p> <p>Cross-curricular career day</p>	<p>View career exemplar prospectus'</p> <p>Arrange an activity with local college / interview an older student</p>	<p>Arrange visit / guest speaker / virtual or mock role-play</p> <p>Online visual display of work places</p>	<p>Visit to workplaces</p> <p>Post 16 options evening to meet with potential providers.</p> <p>Post 16 college and apprenticeship providers talks</p> <p>Progress review days</p>	<p>Post 16 evening for students to meet providers and see options</p> <p>Transition visits and support</p>
Summer 2	<p>College guest speakers on offers</p> <p>Progress reviews/Annual review</p> <p>Cross-curricular career day</p>	<p>Careers 1:1 sessions set up (Headteacher for finance talk, Receptionist for budget and careers advise, etc).</p> <p>Progress review/annual review</p> <p>Cross-curricular career day</p>	<p>View a prospectus / arrange an activity with local college / interview an older student</p> <p>One to one session</p>	<p>Targeted input for application processes</p> <p>One to one discussion on options and action plans</p>	



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Delivery of CIAG programme: Festival days half termly

Cross curriculum planning on festival days incl: Maths, Spoken language, Reading, Writing, Geography, Citizenship, Travel tourism

Evidencing and assessment:

Developing yourself through careers, employability and enterprise

- Describe yourself, strengths, preferences
- Be able to focus on the positive aspects of your wellbeing, progress, achievements
- Explain how you are benefitting as a learner from careers, employability, enterprise

Learning about careers and the world of work

- Explanations of what careers are how they can be developed
- Examples of different kinds of work and why job satisfaction could change
- Give examples of different organisational businesses
- Be aware of 'labour market'(LM) and how it can be useful to you
- How to stand up to stereotyping and discrimination to you
- Be aware of laws and by-laws relating to young people permitted hours and types of employment

Developing your career management and employability skills

- Identify your personal networks of support, including how to access impartial, digital and remote, and advice and guidance service
- Recognise the qualities and skills you have demonstrated both in and out of school that will help to make you employable
- Recognise when are you using qualities and skills that entrepreneurs demonstrate
- Show that you can manage your own budget and contribute to household and school budgets
- Know how to identify and systematically explore the options open to you at a decision point
- Know how to make plans and decisions carefully including negotiating with those who can help get qualifications, skills, experience
- Know how to prepare and present yourself well – interviews
- Demonstrate positivity, well-prepared at transition points in your life