



SAINTS PETER AND PAUL
CATHOLIC HIGH SCHOOL

Saints Peter & Paul Catholic High School

CEIAG Policy

Introduction

At Saints Peter & Paul Catholic High School our Careers Education, Information, Advice and Guidance (CEIAG) programme is an integral part of the preparation of pupils for the opportunities and experiences of life after their time at school.

Its central concern is equipping pupils to manage the choices, changes and transitions affecting their future education, training, employment and life as adult members of an ever-changing society, and to instil life-long learning.

Rationale for CEIAG

All young people need a planned programme of activities to help them choose 14-19 pathways that are right for them. Our CEIAG programme should enable pupils to:

- Be more self-aware about their own skills, aptitudes, values, aspirations and potential.
- Have a better understanding of education, training and future career opportunities in the local context but also further afield.
- Make informed choices about their own continuing education, training and future career pathways.
- Develop career management skills of self-reliance, adaptability, flexibility, resilience, decision making and problem solving.

Commitment

Saints Peter & Paul Catholic High School is committed to providing a planned programme of CEIAG for all students in years 7 – 11 in partnership with a varied and wide-ranging set of providers. We endeavour to follow the latest statutory and best practice guidance, using the Gatsby benchmarks as a guideline. We work very closely with our archdiocese schools, and local careers hub (The Careers & Enterprise Company - Liverpool City Region) to provide the best possible local opportunities and information linked to careers for our pupils.

We are also committed in ensuring the 'Provider Access Policy' is being followed, complying with the school's legal obligation under Section 42B of the Education Act 1997. The full 'Provider Access Policy' document can be viewed using the link below:

[Provider Access Policy Document](#)

Entitlement

The Careers programme is designed to meet the needs of all students at Saints Peter & Paul regardless of race, gender, disability, sexual orientation and religion. Students are entitled to CEIAG, that is impartial. It will cover the needs of both groups and individuals for all students in years 7 – 11.

CEIAG Programme (careers education, information, advice and guidance)

At Saints Peter & Paul Catholic High School we want all our students to achieve their true potential in school, in the wider community and beyond when they eventually complete their time with us. We believe careers education, information, advice and guidance (CEIAG) are vital components of a young person's development and learning.

Our aim is to ensure all students leave us prepared for their next steps and beyond. We aspire to create opportunities and experiences that help develop the skills and qualities that employers want. We will do our very best to guide and support all our students, so that they make informed decisions and are able to follow the right path to a great future.

To support our students as much as possible with their career journeys, we have designed a careers and employability programme that offers a quality, wide ranging, and bespoke careers education plan for all our students.

Our Careers Education Team (who are part of a wider Personal Development and Mission Team) works together with school staff, employers, parents, and other external agencies to ensure we deliver high quality careers education, information, advice and guidance.

Careers (Key stage 3)

In **Year 7 and 8** students are encouraged to identify and talk about their early aspirations. Through embedding careers within Personal Development Curriculum, they are given the chance to be involved in a variety of self-development activities. They identify their skills and interests, subject preferences and strengths and begin to identify different career options. They get an opportunity to further explore this through accessing our school careers platform/software (Unifrog). In line with the Provider Access Legislation all KS3 pupils are entitled to in person experiences with higher education, further education and employers.

In **Year 9** students are given the opportunity to choose option subjects related to their interests, strengths, and future aspirations. They attend careers assemblies which encourage them to link what they are learning in school with their future ambitions and careers.

Parents and students are supported through the options process, which helps them explore the different skills, subjects and qualifications needed for different job roles. To further our options process, students also have important careers and guidance sessions with their form tutor and our school Careers Adviser. Through the Personal Development lessons (taught curriculum) students start to learn more about topics such as personal finance, employability skills and introductions to post 16 pathways, apprenticeships and university. At this stage, pupils begin to work closely with local employers, colleges, HE providers, and external partners, such as Careers Connect, All about STEM and Shaping Futures.

Careers (Key stage 4)

In **Year 10** students continue to develop the skills they will need to compete and succeed in today's complex and ever evolving job market. They explore employment growth sectors in the local

economy (especially in the Liverpool City Region) and take part in taster days at local colleges, trade days, employer encounters, guest speaker talks, and university trips. In year 10 we also offer all students the opportunity to complete a week-long work experience placement. With many employers increasingly looking for experience as well as academic achievement in candidates, this is a great opportunity for our students to gain practical knowledge and to develop confidence and key employability skills. During Year 10 local colleges will promote themselves to the pupils, inform them of all the choices of pathway after leaving P&P and give them the opportunity to visit the colleges as part of a 'sample day'. All this prepares our pupils going in to their final GCSE year.

In **Year 11** all our students will have a one-to-one careers and guidance interview with our qualified Careers Adviser (Mr Peter Reay) who is trained to the appropriate level and acts with impartiality and in the best interests of all our students.

Year 11 pupils will also take part in mock interviews in preparation for their college interviews and life beyond P&P. A range of employers and professionals from a variety of industries will conduct the interviews and give useful, constructive feedback to the students giving them vital tips, confidence and a key understanding in the recruitment process.

Year 11 is a key transition point and students have access to ongoing careers advice and guidance throughout this academic year, receiving bespoke support to ensure a successful post 16 transition. We are hugely proud of our post 16 destinations data which is published on the careers section of our website and can also be viewed in the Provider Access Legislation document. Students are provided with a great level of support with their applications to sixth forms, colleges, specialist providers, and apprenticeships. Students at our school have their own bespoke open events, application days and interview sessions with local colleges. This helps ensure our students secure offers of learning for the next stage of their journey. We work hard to ensure our students have opportunities to visit and/or experience different post 16 providers. Students have set CEIAG themed sessions during morning tutorial, as well as themed assemblies and guest speakers. They can also access support and get advice on CV's and interview skills, alongside general advice on jobs and careers.

Implementation

The school adopts a varied approach to the delivery of CEIAG, including:

- Separately time-tabled Personal Development, Work Skills, Employability and Alternative Provision lessons/programme.
- Through off time-table specific events.
- Specialist provision in year 11 – Vocational Education Programme.
- Through cross curricular work within school departments.
- In partnership with outreach programmes and outside agencies.
- Careers information is provided by our Careers Adviser.
- Guest speakers and assemblies.
- FE and HE visits.
- Careers Fairs.
- Careers software platforms (unifrog).
- Cohort-specific programme (i.e. More Able, PP, disadvantaged/vulnerable, SEND etc).

Experiences of workplaces

Experiences of the workplace is a fundamental part of a young person's education across the curriculum, enabling them to make successful transition from school to adulthood and employment. It is a fundamental part of meeting the statutory Gatsby benchmarks. The school will offer a range of experiences for students to learn about the world of work, motivate them and prepare them for the opportunities, responsibilities of adulthood whilst supporting their future aims and aspirations. The school adopts a range of approaches of delivery:

- Year 10 work experience week.
- Virtual platforms as well as physical placements.
- Curriculum linked visits.
- Extended work placements.
- Our own school Careers Fair.
- Mock interviews/role plays.
- Tasters days.
- Alumni engagement.
- Trade days.
- Employer speakers.
- As part of a separately time-tabled Personal Development curriculum lessons.
- Through cross curricular work within all school departments.
- In partnership with our School Enterprise Adviser.
- Bespoke projects (Routes Into, Masterclass programme, Prestigious universities programme, Through the eyes of boys/girls etc)

Management of provider access requests

A variety of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents providing this does not conflict with pupil engagement in assessments, mocks or exams. A provider wishing to request access should contact:

Mr James Rhodes (Mission & Personal Development) - rhodesj@saintspeterandpaul.halton.sch.uk

Mrs Nicky Woan (Assistant Head) - woann@saintspeterandpaul.halton.sch.uk

Mr Peter Reay (Careers Adviser) – reayp@saintspeterandpaul.halton.sch.uk

Approval and review

Approved April 2024 by Governors at Student, Curriculum and Progress Monitoring Committee

Next review: April 2025

Signed:

Mr J Wilson
Chair of Governors

Mrs D Scott
Principal