

LEADERSHIP, MANAGEMENT

AND

ORGANISATION OF CEIAG



POLICY STATEMENT

CEIAG Overview

Vision

“The overall vision is that through the implementation of the Careers Strategy and associated action plan, young people and adults are able to develop the skills and confidence to realise their potential and follow the career path which suits them best, enabling them to contribute to their community and to support social and economic prosperity” (Preparing for Success 2015-2020)

Aim

The overall aim of the 2015-2020 strategy is to support individuals to make appropriate decisions, through developing them as effective career decision makers, leading to increased and appropriate participation in education and training and employment, and thereby contributing to both the fulfilment of the individual’s potential and to a rebalancing of labour market supply and demand.

All young people and adults will:

- Have access to good quality careers education provision, up –to-date LMI, and impartial careers information, advice and guidance, to assist them to make well-informed career choices, to achieve their potential and prosper in employment;
- Be lifelong learners and be motivated to pursue continuous professional development to achieve their own potential, to become effective employees and to make a valuable contribution to the local economy;
- Develop the skills to plan their career and manage planned and unplanned career change;
- Have a clear understanding of the impact of their education, training and employment choices and make career choices which are informed and well thought through and based on self -awareness; understand the relevance of their education, skills and experience; and be aware of the opportunities and pathways available.

The New Entitlement Framework Curriculum ensures that young people have a much broader access to a wide range of subject pathways at KS4 (both general and applied) that will meet their talents, interests and aspirations. There is therefore a greater responsibility on schools to make sure that young people have the highest quality careers education, information, advice and guidance.

CAREERS EDUCATION AND GUIDANCE

PHILOSOPHY

The purpose of the careers programme in Lumen Christi College is to assist pupils to prepare for life by developing their personal, educational and vocational awareness. Furthermore, the careers programme seeks to provide the educational experiences which will enable pupils to acquire the skills and attitudes for life after school.

The increased choice of education and training pathways available to young people, the modularisation of the curriculum, the focus on employability and obtaining suitable qualifications in order that our students can meet the challenge of the changing world of work, place high quality Careers Education, Information, Advice and Guidance, (CEIAG), at the heart of the curriculum. Thus, while this policy focuses on Careers Advice and Guidance provision, Careers Advice and Guidance is only one strand of a range of learning guidance sources in the school and the policy should not be read or considered in isolation from the Curriculum and Pastoral Policies and Programmes. The subject curriculum provision, target-setting arrangements, Learning for Life and Work syllabus and STEM developments in the college all contribute to the CEIAG provision within the college.

THE BROAD AIMS:

AIM 1: SELF-AWARENESS AND DEVELOPMENT

To identify, assess and develop the skills and qualities necessary to choose and implement an appropriate career plan.

AIM 2: CAREER EXPLORATION

To acquire and evaluate information, to review experiences in order to identify and investigate appropriate careers pathways and learning opportunities in education, training and employment, locally, nationally and internationally.

AIM 3: CAREER MANAGEMENT

To develop skills in career planning, and to employ effective career decision-making strategies to manage transition and make suitable career development choices, with the appropriate support, advice and guidance.

OBJECTIVES OF THE CAREERS PROGRAMME – Delivering the CEIAG Map

In order to equip learners to become effective career decision makers and to deliver the learning intentions outlined in the Map, CEIAG provision includes:

- **Careers Education** –taught timetabled careers education provision which include meaningful opportunities for progressive personal career planning;
- **Careers Information** – access to up-to-date careers information, including user-friendly labour market information;
- **Careers Advice and Guidance** – planned opportunities for individual and impartial careers advice and guidance;
- **Work-Related Learning** – opportunities for planned and relevant work-related learning experiences; and
- **Development of Employability Skills** – realistic and meaningful opportunities for development of employability skills.

The five components of Careers Education and Guidance are delivered to Years 8 – 14 inclusive.

The five components are:

- Careers Education
- Careers Information
- Careers Advice and Guidance
- Work-Related Learning Experience
- Development of Employability Skills

The following outlines how each of the components is addressed within the Careers Department.

➤ **CAREERS EDUCATION**

Careers Education is the essential support for such careers guidance in which the students take part in Careers, Pastoral or Employability classes which help them to:

- identify personal strengths and weaknesses
- develop pupil's self-esteem
- clarify their interest in broad occupational areas
- discover their abilities and aptitudes as they relate to occupations
- establish appropriate preferences for selected occupations
- reach decisions on occupational goals and routes to their achievement
- draw up a PCP (Personal Career Plan)
- acquire the skills to implement the PCP

Within the curriculum, individual subjects also focus on the development of such skills, aptitudes and abilities and these are identified in departmental SoWs and departmental action plans set in all subject areas and in the process of target-setting and AFL in practice in all subjects and through whole-school procedures.

- **KS3**
KS3 students have lessons in Employability which fulfil the statutory requirements. Preparation for subject choices at Y10 is provided through these lessons.
- **KS4**
The Progress File allows students to engage in the Career Planning process and monitor the progress in their skills. Y11 students are allocated time in ICT rooms in addition to their pastoral lessons for the completion of the Progress File documents.
In Y12 the work on the Progress File is completed and Form Teachers deliver a 5 week unit on Career Pathways post-16. This is supplemented with the completion of a Job Search using Cascaid Software, talks from NWRC, DEL Careers Advisor and Head of KS4, Head of Careers, Assistant Head of Careers and the Principal before post-16 option choice are made.
- **YEAR 13 and 14**
Year 13 have a double lesson of careers each week. During this time students carry out a number of activities which involves reflecting on their achievements, personal skills and qualities, their preferred learning styles and the skills and qualities wanted by employers. They examine local and global opportunities, labour market information, destinations of leavers and different career pathways. They identify the decision making strategies needed to make a clear, realistic and informed

choice about their post -18 pathways. They use this research to produce a PCP and follow the application procedures correctly for the next stage in their career path.

Y14 have two lessons earmarked on their timetables for Careers Education. These are used for group teaching, for individual interview time or for individual student research. Sufficient time is allocated to university applications via UCAS, CAO, St Mary's University College, and Conservatoires. Students also complete a unit on University life which focuses on Student Finance, Budgeting, Transition, Accommodation etc.

➤ CAREERS INFORMATION

Good quality Careers Information is an integral part of a CEIAG programme. A broad range of relevant and up-to-date high careers information and resource materials is available for students so that they can fully engage in the career planning process and make informed choices and decisions. This includes information on the range of options in education, training and employment, up-to date LMI information, (**Skills Barometer**) job profiles and the entry routes into the appropriate potential career pathways. It also includes access to appropriate software packages and web-based resources. The aim is to develop the skills of selecting, using and evaluating a range of careers information relevant to the individual need and aspirations of the student.

All students are made aware at the beginning of the school year where they can access Careers information. While hard copy information is available in the Careers Room, in the school library and in the 6th form Study nowadays students mostly access Careers information online.

KS3 and KS4 students are made aware of the relevant useful websites and/or software packages during their pastoral/employability programme, while Y13 and Y14 are informed during Careers classes. Information is made available on the school website and this can be accessed by pupils and parents.

The plasma screens in the Foyer and the Canteen are also used to make announcements about current events.

Careers Information is displayed throughout the school and on the 6th form Careers noticeboard located outside the 6th form study. A number of subject departments have a Careers notice board providing relevant and up-to-date information about careers in their subject or the career paths of those students who studied their subject to A level. They have also invited past pupils to talk to their present students about their chosen career path.

Years 13 and 14 have access to the Careers Room during their time-tabled careers lessons. The Careers room is also open to Years 13 and 14 pupils at times when they have study periods provided a member of staff is present.

All Y13/Y14 classes have their timetabled lessons in an ICT room.

Speakers from further and higher education are invited to speak to students during the year. The career advisor also holds information giving sessions to small groups of Year 10, 12, 13 and 14 students.

Yr.10, Yr. 12 and Yr. 13 pupils take part in a Careers Fayre where they attend talks given by a variety of speakers within local business and industry and also from HE institutions including QUB and UU. This is organised in collaboration with SEC (Schools Employer Connections)

➤ CAREERS ADVICE AND GUIDANCE

Formal and informal careers guidance interviews are available to **all** students. All students are encouraged to personally request interviews at any time of the year, and they can also be referred by parents, Head of Key Stage, Form Teachers and Subject Teachers. The SENCO teacher is also involved in the Guidance Interviews and at key transition points will meet with the DEL advisor, the student, and the parents of any student on the SENCO register.

All Year 10, Year 12, Year 13 and Year 14 students are interviewed individually by members of the careers team. The careers advisor from DEL interviews all Y12 students as part of the 'Getting Connected' Survey. She carries out psychometric assessment of some students. She also interviews any other student who requests an interview or any student who is referred to her.

Parents/guardians are invited to attend interviews to discuss career options at any time during the year but particularly at key transition points.

After Y12 subject choices are made, the parents/guardians of some students are asked to attend an interview with the Head of Careers and Assistant of Head of Careers in April, to review their post-16 options.

After the GSCE and AS/A level results have been published, the Head of Careers, Assistant Head of Careers and members of the leadership team are available to meet students and their parents.

Transfer students from other schools are interviewed by the Head of Careers, Assistant Head of Careers, Head of Sixth Form and either Principal or Vice-principal.

It is recognised that Careers Advice and Guidance also comes from a variety of sources as well as specialist careers teachers and DEL advisors. Students also receive advice and guidance both formally and informally from FE and HE Careers Officers, subject teachers and employers.

➤ **WORK-RELATED LEARNING EXPERIENCE**

Yr.10, Yr.12 and Yr. 13 pupils take part in a Careers Fayre where they attend talks given by a variety of speakers within local business and industry and also from HE institutions including QUB and UU. This is organised in collaboration with SEC (Schools Employer Connections).

KS3 and KS4 students take place in a number of work-related activities at part of their Employability programme. These include workshops, industrial visits and talks from guest speakers and are facilitated via collapsible timetable days.

All Year 14 students undertake a week of work experience in the first term.

As part of our Outreach Programme Y13/Y14 students have the opportunity to take part in an 'Internship' programme where they can be placed in a work environment one afternoon a week for up to a year. Volunteering opportunities at the local hospital are also available.

Subject departments have an important role to play in developing students' understanding and awareness of occupational and higher education opportunities in their own subject e.g.

- The Technology Department take part in the NISTRO Seagate Young Innovation Competition;
- The Science Department takes part in the ESAT Young Scientist Competition;
- Students run a Young Enterprise Group;
- The French Dept. participate in the Juvenes Translatores Competition.

Students avail of work related opportunities available to them e.g. attending Speech Therapy Days, Accountancy Days, NI Science Park event, Medical Symposium (QUB Methodist College), Medical/Dental seminar (WHSCT).

Past pupils are invited to talk to present students about their chosen career path.

An interview skills session is delivered to Year 13 pupils via the Sentinus Programme.

Year 14 students are given interview practice via an Interview Skills session to prepare them for University interviews. This is delivered in conjunction with the Year 14 PSE programme of study. These are carried out as far as possible with experts in the field to which they are applying.

➤ **DEVELOPMENT OF EMPLOYABILITY SKILLS**

As well as the skills and capabilities necessary for Employability, aptitudes and dispositions such as personal responsibility, curiosity, concern for others, community spirit, self-belief, flexibility, tolerance, commitment, respect and integrity are developed throughout the whole curriculum.

The curriculum at KS3 has enhanced the development of these skills as has the statutory requirements of Education for Employability at KS3 and KS4.

In Y13 and Y14 our school Outreach/Enrichment programme and experiences of work also allows for the development of these skills.

STAFF ROLES AND RESPONSIBILITIES IN CEIAG

Responsibility for a strategic vision for CEIAG lies with the Board of Governors, Principal, Leadership Team and Head of Careers. While the Board of Governors ensures that CEIAG is incorporated within the school development plan, it is the Principal's role to allocate appropriate resources for the effective delivery of CEIAG, encourage effective collaboration through FLC and review the quality of provision.

It is the responsibility of the Leadership Team to work with the Head of Careers to promote the value of CEIAG throughout the school and all members are expected to work with Year 14 students on production of personal statements and UCAS references.

The overall responsibility for delivery of CEIAG in Lumen Christi College lies with the Careers Team involving the Head of Careers Mrs Martina Gillan who was appointed to the post in May 2001 and the Assistant Head of Careers, Miss Maeve Mc Menamin who was pointed in September 2006 and given increased responsibility in September 2015. Miss Maeve Mc Menamin is responsible for KS3 provision, KS4 provision and Work Experience alongside additional duties.

The Head of Careers is a member of the College's Leadership Team and reports directly to them and to the Principal. She is responsible for planning for coherence and progression across the CEIAG curriculum and monitoring and evaluating the quality of provision.

Others members of the careers department are Dr Marie Ferris (Vice Principal), Mrs. Brónach O'Hare (Head of KS5), and Mrs Marie Trese Meenan.

All staff are expected to contribute to the careers programme through their role as form teachers and subject teachers.

COMMUNICATION

Careers Department meetings are held twice a term. An agenda is circulated in advance of these meetings and dept. members are encouraged to contribute to this. All meetings are minuted and distributed to dept. members, the Principal and Vice Principal. Informal meetings also take place to disseminate key information. Key Careers information is disseminated to pupils via a number of means; the Form Tutor, Key Stage Assemblies, Careers teachers, parental newsletter, careers noticeboard, college website. Whole school training sessions are provided on CEIAG updates, completion of UCAS Subject references and Form tutor training sessions are provided for completion of Progress Files, the delivery of CEIAG module in Year 12, Year 10 Subject Choices Preparation.

COMMUNICATION WITH PARENTS

The Careers Department acknowledges that parents play a key role in helping their children develop an awareness of themselves, explore possible career opportunities and make successful choices. In addition to reports to parents advising them as to how their child is progressing academically and in skills development, the college seeks to involve parents in decisions and planning by informing them about the help their child is receiving with their career development, identifying for them what options are available and what these might mean in practice and providing them with information sessions at the key stages of transition in the college.

The school informs parents of all activities connected with Careers Education and Guidance by means of school website, Parent Newsletter or by text. Information evenings are held for parents of pupils in Years 10, 12, 13 and 14. Subject choice booklets are sent home in Year 10 and Year 12.

A monthly newsletter provides additional Careers updates.

Parents are able to speak to members of the careers department at any time by making an appointment through the school office. At times they may be asked to attend a guidance interview if it is deemed necessary.

Parents contribute to CEIAG by taking part in the Careers Fayre, Interview Skills Day, Mock Interviews, Work Placements and a variety of other activities

ASSESSMENT AND RECORD KEEPING

Effective assessment of learning is dependent on the identification of SMART learning outcomes. All lesson plans include learning outcomes which are used to assess learning. We use the following methods of assessment at Lumen Christi College:

- **Records of work experience-** the placement provider provides oral and written feedback and these testimonies are frequently included in university references.
- **Careers interviews-** the CSNI advisor is in a strong position to assess student career learning and regularly reports back regarding the career planning needs of individuals. The documentation for these interviews is filed for the necessary timescale in a secure but accessible form.
- **Pupil folders-** Yr. 13 & Yr. 14 folders retain careers folders throughout the academic year and all activities, task and research are stored in these.

All students have the opportunity to reflect on progress made at various stages e.g. during the Target Setting day in February each year. Students' folders are produced from classroom tasks, personalised activities and reviews sessions with form teachers/careers teachers/career advisor.

The development of effective assessment procedures to promote CEIAG learning has been identified as an area for development for all year groups. For the school year 2016/2017 a number of assessment opportunities have been identified, assessment criteria have been drawn up and records kept for Y13/ Y14. The Head of Careers will carry out an assessment 'book' scoop with Y13 careers classes.

MONITORING AND EVALUATION

Careers provision in the school is evaluated as part of the college's Biannual Audit.

Year 14 Progression data- destination data is provided by the EA and is used to monitor the number of students who progress into various post- 18 opportunities. It is also used by the college's curriculum team for curricular review and forward planning.

Evaluation of some of the activities within the programme has taken place e.g. the Careers Fayre. KS4 Careers provision is evaluated as part of the evaluation of the KS4 Pastoral programme. All are evaluated by means of a student survey/questionnaire. KS3 and KS4 form teachers are surveyed and meetings held to discuss these programmes. Other activities were evaluated by discussions at meetings with careers team/form teachers/leadership team or by an exit poll of students at the end of an event e.g. Dentistry interview preparation. Y13 students were surveyed to find their views on what the Y13 Careers Programme should entail.

The Head of Careers is also available on occasion during the pastoral period to 'team' teach with the form teacher or provide support/guidance to pupils. This allows the opportunity for classroom observation i.e. to monitor and evaluate the delivery of careers education.

The DEL Partnership Agreement for CEIAG is reviewed annually. This review involves all key stakeholders, including the Head of Careers, the college Principal and the CSNI advisor. The policy review contributes to the Careers Dept. Action plan.

Monitoring mechanisms through Department minutes, Dept. Action plan and SDP and are subject to adjustments as a result of guidance from DE and EA.

ACCOMMODATION

The school has a well- resourced careers room and an office for interviews. Y11 and Y12 careers programmes are delivered in their form rooms. Post-16 Careers programmes are timetabled in ICT rooms. The 6th form study and assembly hall is used for whole year talks.

CAREERS DEPARTMENT CALENDAR

SEPTEMBER/ OCTOBER	Y14 QUB Open Day Y14 Methodist College Careers Fair Y14 Work Experience Talk from SEC Y14 Work Experience Y13 Induction Talk Y14 Parents Higher Education Talk Y12 Guidance interviews begin with CSNI advisor Y14 UCAS Preparation UCAS Subject References submitted Y14 BMAT Registration
OCTOBER	Y13 Lumen Christi College Careers Fayre Y14 LNAT Registration Y14 Early UCAS Deadline- October 15 th Y12 CEIAG module delivered. Training provided by Assistant Head of Careers
NOVEMBER	Y14 BMAT Y14 Interviews Skills session Y14 St. Mary' College Open Day Y12 Completion of CEIAG module
DECEMBER	Y14 Individual Interviews for UCAS applications Y14 Deadline for UCAS applications Y10 Post 14 Subject Choices Booklet issued Y10 Post 14 Options talk to students- Assistant Head of Careers
JANUARY	15 th Deadline for UCAS applicants Y14- Trinity College, Dublin talk
FEBRUARY	Y14 CAO Deadline Y14 Finance Talk by First Trust Bank Y14 Applying for Student Finance Talk Y12 Post-16 Options Talk to students and parents- Assistant Head of Careers, CSNI advisor & Head of KS4 Y12 AS Subject Choices Booklet issued Y12 NWRC Talk Y10 Parents Information Evening Y12 Application to Sixth Form Talk Y10 Individuals Interviews Y12 Individual Interviews
MARCH	QUB Conference of University Advisors/Careers Advisors Y12 Final Subject Choices Y13 Oxford Target Initiative

Y13 Scottish Universities Talk
Y13 Sutton Trust Application deadline (UK &USA)
Y13 NISTRO Woman in Engineering week
Y13 Physiotherapy Information Day
Y13 Cambridge Taster Event (Law, History)
EA Student Finance forms checked

APRIL

Interviews with Parents of Yr. 12 concerns
Y13 Deadline for submission of Work Experience details

MAY

Processing of Work Experience documentation (**May- Sept**)

JUNE

Y13 UCAS Apply Day: UCAS Preparation
Y13 Parents Information Evening
Y11 Progress Files – Staff training
Y11 Progress Files started during LLW Collapsible Day

JULY

Y13 Experiencing Cambridge Event
Y13 Experiencing Oxford Event
Nuffield Science Bursaries

AUGUST

Y13 Sutton Trust Experience
A/AS Results
GCSE Results