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Careers Education, Information, Advice & Guidance.

(CEIAG) Policy

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| Document control table | |
| Associated documents. | Provider Access Policy |
| Date Approved by Governors |  |
| Date of review | November 2024 |

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**Introduction**

Careers Education, Information, Advice and Guidance (CEIAG) at Mayfield School is part of the curriculum for all students and regularly evaluated, reviewed, and improved. The school’s CEIAG programme, including the quality of its material information, is monitored, and evaluated by the Careers Leader, Assistant Headteacher and Headteacher and Mayfield enterprise and skills executive for careers at Portsmouth City Council.

The provision of CEIAG is set in the context of a combination of inter-related areas which cover citizenship, enterprise education and national/local labour information.

This policy sets out the school’s arrangements for managing the access of  
providers to pupils at the school for the purpose of giving them information about the  
provider’s education or training offer. This complies with the school’s legal obligations  
under Section 42B of the Education Act 1997 and the Good Career Guidance, Gatsby Benchmarks implemented by Sir John Holman in 2013.

**Aims**

The objective of the educational career programme at Mayfield is to raise students’ aspirations, motivation, and self-esteem by:

1. Developing their knowledge and understanding of the local and wider world, regarding educational pathways.
2. Making good use of the career education, information, and guidance to review achievements, plan future actions, make informed decisions, present themselves well and cope with changes and transitions.

Intention

* To prepare students for life after Mayfield and encourage them to increase their aspirational educational pathways through meaningful encounters with national/local providers, and tailored support.
* To make relevant links between Mayfield pupils and national/local providers to support our students in making informed decisions about their future as a citizenship of the world.

Implementation

* Citizenship lessons. These are sessions where our pupils will discuss themes around careers and their future plans in life.
* Careers Advisor (EBP). Students will have a specialist careers advisor in the school, twice a week to offer students, teachers, and parents independent and impartial advice for their educational pathway after Mayfield.
* Providers. Local colleges and apprenticeships providers will participate in lunch drop offs, assemblies, workshops and talks to inform our students of the alternative post-16 options.
* Universities. Local and national universities, members of the Russell group will offer taster days, assemblies, and workshops to students across all year groups.
* EBP. They offer a variety of meaningful encounters throughout the year with national and local businesses and 1:1 career adviser interview from Y9 to Y11.
* Subject links. Teachers and teaching assistants are informed (or direct the students to a more suitable advisor) on how their subject can be utilised if a student chooses to pursuit that specific subject as A level or through an apprenticeship.
* House Assemblies. This event will support students in understanding what options they have regarding their educational pathway, the word of work and their employability skills.
* KS3 will participate on a “one day: work experience” with the reception team where they will understand what the reception team does and how to be helpful and proactive.
* Personal Development days through the year which the focus will be career education.
* Tutor programme: every year group will work for a week on career education.

Impact

* Having a career talk with any member of staff and sharing their educational pathway.
* Increasing aspirations, ambitions and self-esteem when discussing and applying to A levels, higher apprenticeship course and T-levels.
* Reducing the percentage of the NEET students according to the school SIP (school improvement plan)

Commitments**:**

* To help inspire pupils towards further study and enables them to make informed decisions whenever choices are open to them.
* To understand enough about the world of work to know what skills they need to succeed.
* To find out about technical education qualifications and apprenticeships  
  opportunities, as part of a careers programme which provides information on the  
  full range of education and training options available at each transition point.
* To hear from a range of national and local providers about the opportunities they offer, including technical education and apprenticeships – through assemblies, trips, options events, group discussions and taster events.
* To understand how to make applications for the full range of academic and  
  technical courses.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during Year 8 and Year 9; and two encounters for pupils during the Year 10 and Year 11.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

* share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers.
* explain what career routes those options could lead to.
* provide insights into what it might be like to learn or train with that provider.

(including the opportunity to meet staff and pupils from the provider)

* have a question-and-answer time so pupils can engage and participate on these talks.

One encounter is defined as one meeting or session between pupils and one provider. This encounter can be face to face or online. We are committed to providing meaningful encounters to all pupils using the [Making meaningful encounters checklist.](https://resources.careersandenterprise.co.uk/sites/default/files/2022-07/1207_-_meaningful_encounters_checklist_1.pdf)

**Provision**

Provision of CEIAG at Mayfield School is line managed by a lead member of the SLT. The Careers Leader oversees the career education programme, she delivers and liaises with programme contributors, the day-to-day administration, and the provision of meaningful encounters for all year groups. The library and our school website have relevant, up-to-date careers information in a range of media and formats. Students have supervised access to ICT facilities, including careers websites and general career information on internet.

Specialist equipment and support are available for individuals with SEND. Additional information sources include participation in local events and activities such as careers fair, and work with employers, business, and other organisations. The programme co-ordinator selects and maintains teaching resources appropriate to student’s needs.

**Training**

Staff training’s needs are identified through the year and appropriate arrangements are made. The school’s co-ordinator attends relevant meetings with Portsmouth City Council where support and training needs can be provided.

**Monitoring**

All lessons, programmes, activities, and projects are monitored, reviewed, and evaluated with active involvement of teachers, students, and parents. The findings are presented in the annual self-assessment report and published on our school website. The development priorities identified in the report forms the basis of the CEIAG programme’s development plan for the next academic year.

Provider access requests

1. ProcedureA provider wishing to request access should contact Mrs E Munoz- MFL Teacher and Careers Leader, telephone: 02392 693432 and email: [munoz-evelyn@mayfield.portsmouth.sch.uk](mailto:munoz-evelyn@mayfield.portsmouth.sch.uk)

b) Opportunities for access

Mayfield has several events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. Please contact our Careers Leader to identify the most suitable opportunity for you.

We have a Careers programme integrated into our Secondary School system termly. This includes house assembly and providers assemblies for all pupils, please contact the Careers Leader for opportunities to visit in these sessions. We work with EBP South who are always looking for volunteers to train to help with delivery of their programme within our school.

We can forward on correspondence for open events or online prospectuses. We can share on our social media posts relating to open events or opportunities for pupils to investigate their options. We can also share opportunities digitally around the school on our in-house TV system. Again, please email the Careers Lead with any information to be shared digitally with the pupils in the school.

We welcome outside speakers in to talk and interact with all pupils across all subject areas about a future career path or aspiration. If you feel you would like to contribute to this provision again, please contact the Careers Lead.

**Curriculum Overview**

**Motto: “Get ready for the future you want”.**

Year 7 Finding what you love.

Autumn/ Spring/Summer Term

* What is career education?
* Jobs and Careers in our society.
* Educational Paths ways.
* How to choose a career: understanding decision making.
* School subjects and careers.

Linking curriculum learning to Careers: Learning outside of the classroom.

* House Assemblies.
* Career Assembly with colleges, universities, and apprenticeship providers.
* University Trips.
* Reception Experience.
* Tutor programme
* Subjects building careers education into their curriculum.

Year 8 My learning, my future.

Autumn/ Spring/Summer Term

* Reflecting on my strengths and how to improve as a student.
* Why do I need to be ambitious in life?
* Educational pathways.
* Why do GCSEs options matter?
* Careers and stereotypes
* What makes a person successful?

Linking curriculum learning to Careers: Learning outside of the classroom.

* House Assemblies.
* Career Assembly with colleges, universities, and apprenticeship providers.
* University Trips.
* Reception Experience.
* Tutor programme
* Subjects building careers education into their curriculum.

Year 9 Careers and GCSEs. Making the right choice.

Autumn/ Spring/Summer Term

* GCSEs options at Mayfield.
* Who influences your GCSE choices?
* Educational pathways.
* My GCSEs options and future careers.
* Talking to/ interviewing an employer.

Linking curriculum learning to Careers: Learning outside of the classroom.

* House Assemblies.
* Career Assembly with colleges, universities, and apprenticeship providers.
* University Trips.
* Tutor programme
* Subjects building careers education into their curriculum.

Year 10 Skills for life.

Autumn/ Spring/Summer Term

* Different type of skills (hard/soft skills) and employability skills
* Personal Branding (how do people perceive me?)
* How to write a CV/Personal Statement.
* Communication for different situations.
* Interview Preparations.
* Planning for the future and what options do I have?
* My career as…. (Q&A with an employer)

Linking curriculum learning to Careers: Learning outside of the classroom.

* House Assemblies.
* Career Assembly with colleges, universities, and apprenticeship providers.
* University Trips.
* Colleges Taster Days
* Universities Residentials.
* 1:1 Career appointment.
* EBP- 1:1 Mock Interview with an employer.
* Career Fair.
* Tutor programme (half term)
* Subjects building careers education into their curriculum.

Year 11 My life after Mayfield.

Autumn/ Spring/Summer Term

* Exploring post 16 educational pathway choices.
* Talking about law and post 16 education.
* Knowing different colleges/apprenticeships in my area.
* Preparing your college/apprenticeships interview.
* Knowing your course and your college (who can help me at college if I have a problem with travel money, wellbeing, personal problems, course struggles)- Institutions in my society and financial awareness.
* Looking at Post 18 options and labour market information.
* My career plans.

Linking curriculum learning to Careers: Learning outside of the classroom.

* House Assemblies.
* Career Assembly with colleges, universities, and apprenticeship providers.
* University Trips.
* 1:1 Career appointment.
* A level programmes.
* 1:1 College interview.
* Tutor programme (half term)
* Subjects building careers education into their curriculum.

The following table provides a pre-planned encounter and future events for all year groups. There are more opportunities to come for this academic year, therefore please contact the Mrs Munoz, the Career Leader for more information on [munoz-evelyn@portsmouth.mayfield.sch.uk](mailto:munoz-evelyn@portsmouth.mayfield.sch.uk)

**Career events 2023-2024**

* Y11 and Y10- career interview is happening from September 2023 until July 2024- every Wednesday and Thursday.
* Mrs Munoz will offer the possibility to Y9s in February/March 2024 to have a career interview to explore their GCSE options and college course (specially Ebacc and SEN students).
* Y9s will have workshops and assemblies in February/March 2024 to consolidate their GCSE options.
* This career event plan is constantly under review.

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| Year Group | Event/ Provider | Date | Venue |
| 11 | Assembly- HSCD | 15th September | Main Hall |
| Y11 | AM Assembly  PETA  Apprenticeship provider | 22nd September | Main Hall |
| 10 | Enterprise and Skills-Portsmouth | 25th Virtual Assembly for 50 students who will be attending the trip to the Careers Fair. | Main Hall. |
| Y10  (P1- 50 top English (lesson) students) | Oxford University  Info Talk about Oxford and universities | 28th September | Main Hall |
| Y11  MFL groups  (Spanish P2) | Oxford University  Making post 16- choices workshop | 28th September | Main Hall |
| 11 | HSDC during lunch time 1.15-150 pm | 5th October | Café Tranquilo area. |
| 11 | Parent’s Eve  6 providers will display a stand to show what they can offer to our Y11s. | 5th October | TBC- I have requested to Site Team |
| 11 | AM Assembly-City of Portsmouth College | 6th October | Main Hall |
| 11 | AM UTC Assembly | 13rd October | Main Hall |
| Oct Half term |  |  |  |
| 11 | AM- Assembly  Fareham College during lunch time 1.15-1.50pm | 30th October | Café Tranquilo. |
| 11 | Just for A level Students.  AM- Assembly  Oaklands 6th form | 3rd November | Main Hall |
| 11 | AM Assembly  Chichester College | 10th November | Main Hall |
| 7 | Trip- all day  Up for Uni programme: Transition Mindsets | 9th November | Minibus to drop us off at 9 am and then pick us up at 2.30pm |
| 11 | Workshop with the  Department of Work and Pension-  They will run 3 workshops on: Full filling your potential. | 14th November | A classroom from P1 to P3. |
| 11 | Trip to Uni of Portsmouth for the top 15 students. | 15th November | Minibus to drop us off at 9 am and then pick us up at 2.30pm |
| 11 | AM Assembly  Fareham College | 17th November | Main Hall |
| 11 or 10 | PETA’s 3 workshops on: How to write a CV.  (1 day out of 2) | 17th November | A classroom for P1 to P3 |
| 10 | Colleges and Providers for Y10s Parent’s Evening. | 23rd November | The space in front of the canteen. |
| 11 | AM Assembly  NHS-What careers do we in the NHS? | 24th November | Main Hall |
| 11 | Department of Work and Pension (1 day out of 2)  3 workshops. 20 students per workshop P1-2-3 | 30th November | A classroom for P1 to P3. |
| 11 | AM Assembly  Sparsholt College | 1st December | Main Hall |
| 11 | HSDC all day in the school, interviewing all Y11s who applied to this college (1 out of 2 days) | 1st December | Spinning room. All booked with Mr Steadman. |
| 11 or 10 | PETA’s 3 workshop on: How to write a personal statement.  (last day) | 1st December | A classroom for P1 to P3. |
| 11 and 10 | Just 20 students interesting in P1-Shaping Portsmouth programme: Breakfast with an employer- Mountjoy (Mountjoy provides professional and high-quality construction, refurbishment, building maintenance and facilities management) | 1st December | A classroom or a space for 25 people. |
| 10 | Trip to Uni of Portsmouth for the top 15 students. | 6th December | Minibus to drop us of at 9am and then picking us up at 2.30pm |
| 11 | AM Assembly  UNLOC project and Portsmouth Inspire. | 8th December | Main Hall |
| Dec half term |  |  |  |
| 11 | 2nd parent’s Eve  Colleges and Apprenticeship providers in the school from 4-7pm | 4th January | At the front of the cafeteria near reception. |
| 10 or 11 | Department of Work and Pension- 3 workshops on: Personal Statement or writing a CV  (last day) | 9th January | A classroom from P1 to P3. |
| 10 | TCB  AM Assembly with Emma Gotz- Apprenticeship Bus project. | 12th January- TBC | Main Hall TBC |
| 9 or 10 | PFC players to visit Mayfield school.  Whole year group  1.30pm arriving  2.00-3.00 workshop | 17th January | Main Hall or Sport Hall but I need a big venue. |
| 9 | Trip to Uni of Portsmouth, top 15 students.  My professional Self  From 9-2pm | 18th January | Minibus to drop us off at 9 am and then collecting us at 2.30pm |
| 9 | Ebacc and SEN students will start a 1:1 career interview with our career adviser from EBP. (Wednesdays and Thursdays only) | Starting: 1st February  Ending: 21st March | The office is already booked for the academic year. |
| 10 | Whole year group at the time.  Apprenticeship Bus.  35 employers will be visiting Mayfield and talking to Y10s from 10am until 11am. | 7th February | A big space for the whole year group plus all the teacher who should be teaching y10s and 35 employers. |
| Feb half term |  |  |  |
| 10 | EBP- interview Ready Sessions  P1 one half of the year and then P2 the other half. | 23rd February | A big space for 70 students and 15 employers. |
| 9 | During the citizenship lessons, students will start working on: Careers and GCSEs. Making the right choice | w/c 25th February | I don’t need any venue as they will be working in their allocated classrooms. |
| 8 | Trip to Uni of Portsmouth  Taster Day- top 15 students from 9am-2pm | 28th February | Minibus to drop us off at 9am and picking us up at 2.30pm |
| 9 | During citizenship time, providers will be running assemblies to promote different option subjects. | w/c 4th March | Main Hall |
| 10 | EBP Interview Day | 7th March | A big space for 20 employers at the time. |
| 9 | During citizenship time, Head of Department will be promoting their option subjects. | w/c 11th March | Main Hall |
| 9 | Y9 options Evening  Providers will be here to reinforce GCSE options and college/apprenticeships/uni course | 14th March | Outside of the canteen near reception. |
| 9 | Whole year group, they will be working with the Navy people on Building team skills. P1- the first half of the year and then P2 the rest. More details will be confirmed near to the time. | 28th March | A big space, like the sport hall or the main hall. |
| Easter Half Term |  |  |  |
| 8 | Trip to Uni of Portsmouth  Higher Education Day  9-2pm. Top 15 students | 17th April | Minibus to drop us off at 9am and picking us up at 2.30pm |
| 9 or 10 | EBP- Workshop Business speed networking.  More details TBC from EBP | 19th April | A big venue for 20 employers.  More details TBC. |
| All year groups but just services pupils. | Trip to Uni of Portsmouth  Creative Forces Day service pupils. 9.30 am 2pm | 25th April | Minibus to drop us off at 9.30 am and picking us up at 2.30pm |
| 9 | Trip to Uni of Portsmouth for the top 15 students.  9-2pm | 15th May | Minibus to drop us off at 9am and picking us up at 2.30pm |
| May Half Term |  |  |  |
| 10 | University of Portsmouth Residential. Top 10 students in Y10. | 27th and 28th June | The university will provide transport to drop the students to the venue and a transport to drop them back to their houses but more info TBC. |

Premises and facilitiesThe school will make the main hall, classrooms, or confidential meeting rooms available for discussions between the provider and students, as appropriate to the activity.

The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant courseliterature with the reception team. This will be available to the pupils in the ‘Wilkie Library’ within the school which is managed by the school librarian and pupils have access to.

Providers are also able to leave a copy of their prospectus with the school dedicated Careers Advisor provided by EBP, please contact Mrs Munoz for more information about this specific partnership.

The Careers Leader is also happy to distribute a prospectus to each of the schools Tutors and Heads of House, and all the relevant alternative provision within our school for reference of all pupils.

Approval and review

Approved by the board of Governors (write here the date). This will be reviewed in (write here the date) for the academic year 2024-2025. This is signed by the Careers Lead and Assistant Head Teacher for Careers. Also, by the Careers Link Governor.

Next review: (write here the date)

Careers Lead Assistant Head Teacher Careers Link Governor

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Mrs E Munoz Mrs J Firth

Date: (write here the date)