**Careers Education, Information, Advice & Guidance (CEIAG)**

The provision for CEIAG at The Howard School seeks to deliver on the Department for Education Careers Strategy. We want:

* All pupils to understand the full range of opportunities available to them, to learn from employers about work and the skills that are valued in the workplace and to have first-hand experience of the workplace.
* All pupils to get an excellent programme of advice and guidance that is delivered by individuals with the right skills and experience.
* All pupils to get support tailored to their circumstances. With access to face-to-face advice.
* All pupils to get the information they need to understand the job and career opportunities available, and how their knowledge and skills can help them in considering suitable careers.

The government has introduced the following mandatory guidance for schools, known collectively as the ‘Gatsby Benchmarks’:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

The CEIAG Programme is regularly evaluated using the Compass Evaluations from the Careers & Enterprise Company to promote good practice and identify areas for improvement.

**Our Provision**

**Key Stage 3**

Year 8 pupils will choose their GCSE options this year. Support is provided by the Careers Coordinator at the subject and options evening. Year 8 pupils are also supported through group work with the Medway Youth Trust now CXK.

Year 9 pupils participate in a Work Shadowing Day, to learn about the world of work from a family member or close friend. Again, support is provided by the Careers Coordinator at the subject evening. All key stage 3 pupils have at least one encounter with an employer each year involving various career activities and numerous employer visits to the school.

**Year 10**

Support will be provided for year 10 pupils at subject evenings by the Careers Coordinator. Further support is available during ‘drop in’ sessions and guidance with the Careers Coordinator. Pupils will also complete a work experience placement during the summer term, with support from the Medway Educational Business Partnership. In addition, curriculum areas develop links between pupils’ studies and the world of work. Pupils can make use of the career’s resources in the Main Library and the Careers Office.

**Year 11**

Each year 11 pupil will be seen by the Careers Coordinator in a group or one-to-one interview for careers guidance. Further support is available during ‘drop in’ sessions. Each pupil will participate in a mock interview with employers and receive feedback on their strengths and areas for improvement. All possible post-16 education or training options are promoted and resources available include prospectuses and a live apprenticeship mailing list. Support will be provided for year 11 at subject evenings. Pupils can also make use of the vast career’s resources in the Main Library and the Careers Office. Application forms for post-16 education and college prospectuses can be collected from the Careers Office, Main Library, or the Main Reception.

**Sixth Form**

Sixth Form students will receive advice at subject evenings, supplemented by relevant and local market information, to aid them in making well-informed decisions about universities, apprenticeships, and jobs. Support is sourced through the Barclays Life Skills programme, The Learning Performance Company, local universities, and visitors from a range of sectors to speak to pupils. Year 12 students will complete a work experience placement in the summer term and year 13 students will participate in mock interviews to prepare them for the future. Pupils can make use of the vast career’s resources in the Main Library and the Careers Office.

**Who is involved?**

The Careers Leader is Mr S Edwards (Senior Leadership Team) who works with the Careers Coordinator, in the planning and delivering of the careers programme, which includes advice for pupils as well as employer engagement and support. School Governors take a close interest in the delivery of career advice, with one Governor having specific oversight of the School’s activities in this area. The CEIAG provision supports pupils in their career planning and development and the programme is tailored to meet the pupils’ individual needs. If you have any queries, please contact either Mr Edwards ([edwardss@thehowardschool.co.uk](mailto:edwardss@thehowardschool.co.uk)).

*Updated October 2021 – reviewed annually*