**LORDSWOOD GIRLS’ SCHOOL & LORDSWOOD SIXTH FORM CENTRE**

**CEIAG Entitlement Statement for students and their parents and carers**

**Students**

All students will:

**Take part in a careers programme through the PSHEE and tutorial programmes in years 7-13 that helps them to:**

* Understand their education, training, employment and other progression opportunities
* Develop the skills they need to plan and manage their own personal development and career progression
* Access relevant information and learning from taster activities and experience of work (year 12)
* Provide feedback and ideas on how to improve the careers programme.
* Have access to, and support with using careers information that is both timely and easily accessible, including information from other providers and the internet, which is unbiased and up to date, and the library.

**Obtain careers guidance that is:**

* Impartial
* Confidential
* Focused on their individual needs and is fit for purpose
* Supportive of equal opportunities
* Provided by people with relevant training and expertise

Students are able to arrange a personal interview with the school’s independent careers advisor, Mrs Perry, through the Learning & Resource Centre Manager in the library..

**Parents**

All parents and carers can expect to:

* Be able to make an appointment with a member of staff or specialist adviser to discuss their child’s progress and future prospects or arrange a careers interview for their child by contacting the CEIAG & Work Related Learning Co-ordinator, Mrs Kempthorne: p.kempthorne@lordswoodtrust.co.uk
* Have access to review tutors, subjects teachers, learning partners and specialist advisers at the Options evening in Year 9, Sixth Form open days and parents’ evenings.
* Receive CEIAG information via parent bulletins and handouts at parents’ evenings.

**By the end of Year 7 students will have:**

* Had the opportunity to reflect on their personal qualities and the way they relate to their peers
* Begun to identify their strengths and how they can make the best use of them
* Started to find out about different career areas and qualification routes that might interest them in the future, through citizenship, PSHEE days, the review tutor programme and assemblies

**By the end of Year 8 students will have:**

* Developed an ability to identify and target areas on which they need to improve
* Reflected on their strengths and interests and various career pathways to think about choosing GCSE options.
* Received additional support from school to enable them to their identify strengths and weaknesses e.g. through review meetings.

**By the end of Year 9 students will have:**

* Continued with their exploration of careers and developed further their skills in identifying and targeting areas for improvement by taking part in careers sessions delivered through PSHEE. Sessions will focus on developing transferable skills; choosing a career; recognising what is important to them in a career and rights and responsibilities at work.
* Had optional access to impartial information, advice and guidance from the school’s independent careers advisor and information from post-14 providers.

**By the end of Year 10 students will have:**

* Had optional access to impartial information, advice and guidance from the school’s independent careers advisor.
* Been given the opportunity to recognise the skills they need to plan and manage their own personal development and career progression through PSHEE and assemblies and review tutor time.

**By the end of Year 11 students will have:**

* Been able to attend a session with the independent careers adviser and produce an action plan in order to help them make decisions about post-16 options.
* Produced a CV and cover letter, if applicable, that focuses on their skills and qualities.
* Been made aware of all the Post-16 Choices available to them, through presentations in assembly, the year 11 curriculum evening and taster sessions in their potential Sixth Form subject choices.
* Had an individual interview with a member of the Sixth Form Team to discuss their choices of post-16 subjects and courses.
* Had the opportunity to attend sixth form taster sessions during the spring term.
* Had the opportunity to use the UNIFROG platform to research post-18 choices

**By the end of the sixth form students will have:**

* Been assigned a ‘Career Mentor’ who will assist in all aspects of IAG and with applications
* Arranged a minimum of three days work experience in a company of their choice, with support from family, friends and the school.
* Attended a series of post-18 activities with sessions on higher education, gap years, student finance, apprenticeships, and school leaver pathways information.
* Been guided through the UCAS application process and made an application through UCAS, if they intend to go to university.
* Had the opportunity to attend individual university and college open days.
* Had access to impartial information, advice and guidance from the school’s independent careers advisor for support with university and college applications, both in the UK or abroad, and alternative options such as seeking employment, voluntary work, taking a gap year or following the apprenticeship route.
* Been invited to visit a training provider for more information on the apprenticeship route.
* Have had the opportunity to take part in activity days, such as the Skills Show at the NEC, during year 12.
* Had the opportunity to take part in the Sighted Village Conference as a Sighted Guide for the Queen Alexandra College at the end of year 12.
* Received email notifications of all new opportunities as and when they arise.
* Had the opportunity to use the UNIFROG platform to research post-18 choices

**In addition, all students will have the opportunity to talk to and hear directly from providers of post-16 and post-18 options, including technical educational qualifications and apprenticeships.**  **This complies with the school’s legal obligations under Section 42B of the Education Act 1997.**

### Student entitlement

Students in years 8-13 are entitled:

* 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 local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
* To understand how to make applications for the full range of academic and technical courses.

### Management of provider access requests

#### Procedure

A provider wishing to request access should contactMrs P Kempthorne, CEIAG & Work Related Learning Co-ordinator : p.kempthorne@lordswoodtrust.co.uk

#### Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Autumn Term** | **Spring Term** | **Summer Term** |
| **Year 8** | Medical Mavericks assembly | Careers Fair (careers week) |  |
| **Year 9** | Medical Mavericks assembly | KS4 options event with external provider stallsCareers Fair (careers week) |  |
| **Year 10** | Parents’ evening with support from Independent Careers Advisor | Careers Fair (careers week) | Assembly on post-16 pathways assembly - signposting of options  |
| **Year 11** | Post 16 evening with external provider stallsPost 16 taster sessions | Individual IAG meetings with Independent Careers AdvisorCareers Fair (careers week) | Pathways assembly - University Apprenticeships |
| **Year 12** | Skills ShowParents’ evening and IAG meeting with parents with Independent Careers Advisor | Apprenticeship ShowCareers Fair (careers week)Parents’ evening with Independent Careers Advisor & external providers | Pathways assembly - University ApprenticeshipsPost-18 week with external speakers &university visits  |
| **Year 13** | Parents’ evening and IAG meeting with parents with support from Independent Careers Advisor | Careers Fair (careers week) | 1:1 support for non-UCAS applicants with visits to work based training providers |

Review Tutors of students in years 9, 11, 12 and 13 will also ensure that students receive notification of open days at 14-19 institutions, sixth form and FE colleges, universities. In addition, the independent careers advisor, Mrs A Perry (a.perry@lordswoodtrust.co.uk) will also share information about open days and courses offered by other providers in interviews with students.

### Premises and facilities

The school will make classrooms or a suitable meeting room available for discussions between providers 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 Work Related Learning Co-ordinator or Assistant Headteacher with responsibility for curriculum.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Learning & Resource Centre Manager. The Resource Centre is available to all students at lunch and break times and after school.