

Guidance Education

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Our Aims

Careers Education, information and Guidance (CEIAG) is statutory from year 7. At Kepier School we are committed to providing outstanding CEIAG for all our students. The school motto 'BELIEVE' underpins the work of the department and ensures all learners fulfil their potential.

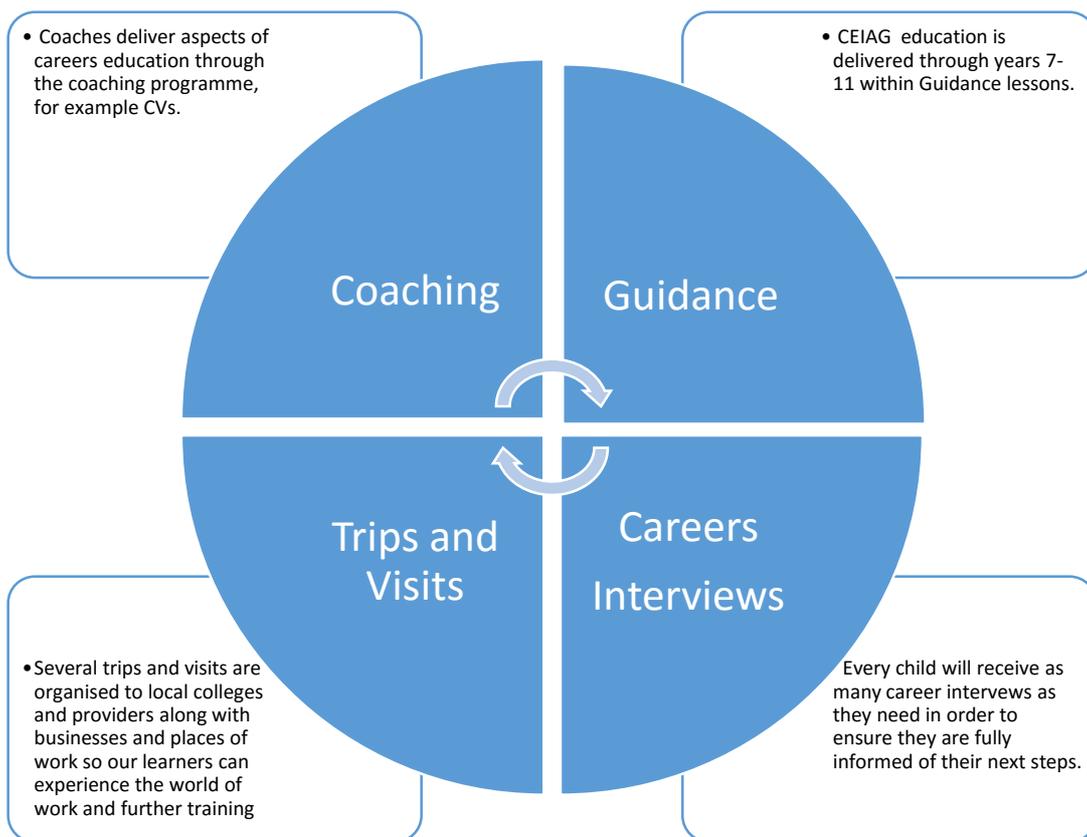
CEIAG education here at Kepier helps young people develop the knowledge and skills they need to make successful choices, manage transition in learning and move into work. We aim to raise aspirations and challenge stereotypes and encourage pupils to consider a wide range of careers.

As a pupil of Kepier School you are entitled to receive a programme of careers education, advice, information and guidance which will help you to:

- Understand yourself, your interests, likes and dislikes, what you are good at and this affects the choices you make.
- Find out about different courses, what qualifications you might need and what opportunities there might be.
- Develop the skills you may need for working life
- Make realistic, but ambitious choice about courses and jobs.
- Be able to make effective applications for jobs, training and further and higher education.
- Develop your interview skills
- Improve your confidence.



Kepier
Believe in you



Leadership and staffing

The overall management of CEIAG is a team effort. Miss Watson co-ordinates the careers programme and is responsible to her line manager. All staff contribute to CEIAG through their roles as coaches and subject teachers, with the programme being planned, monitored and evaluated by the senior leadership team.



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Believe in you

NJC

- Nicola Cooper (Principal)

KS

- Keith Stout , Governor with responsibility for overseeing Guidance

DW

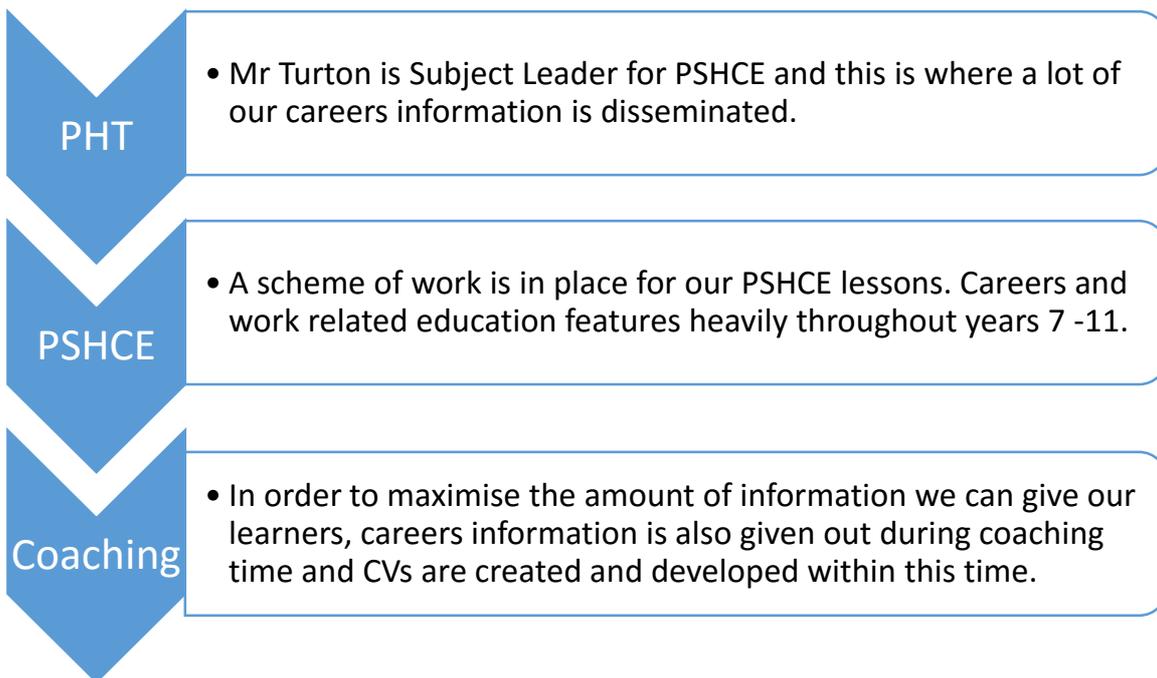
- Mrs Walker is the Vice Principal in charge of personal development, behaviour and welfare.

VB

- Miss Booth is the Assistant Principal with responsibility for careers and guidance, providing a link between the careers officer and the senior leadership team.

EW

- Miss Watson is our Guidance Officer. She is currently level 3 trained and working towards level 6. Emma gives updates to our learners during assemblies, holds careers interviews and also arranges work related trips and visits. She also works with our colleges to maintain links.



Implementation of Careers Guidance

Year 7

The focus is on their future plans and aspirations and how the choices they make now can affect their future. Learners are also introduced to the idea of writing CVs and also find out what their options are when it comes to post 16.

Year 8

The focus is on employment, unemployment and labour market information so they have a greater understanding of the area in which they live and what is available to them locally and nationally. The effective use of their time is also discussed so that they continue to contribute to their CVs.



Year 9

The focus is on self-assessment, career paths and options post 14. They have an options evening followed by classwork designed specifically to aid students in the selection of their options at KS4.

Year 10

The focus is on what they have achieved so far, further career exploration and also what they are thinking about doing next. Year 10s also get to visit the different local colleges to prepare them for their next steps.

Year 11

The focus is post 16 options and the application process. The learners participate in sessions from local colleges and training providers. We also look at work and pay, and how both are connected. Learners also receive a careers interview during year 11.

All year groups have the opportunity to attend workplace and industry visits

Careers Evening

There is a careers evening, held in conjunction with the English and Maths departments, to allow learners (along with their parents) to meet with and discuss their future with colleges and training providers.

Connexions

Connexions hold interviews with targeted individuals throughout the year. They are also present at open evenings, option evenings and on results day, in order to clarify any decisions or to give independent careers advice.



Guidance Advisor

Careers interviews are conducted not only by Connexions but also by our guidance advisor. These are held in a private room and information from these meetings is confidential. All year 11 students are guaranteed an interview, with vulnerable learners being prioritised. After this, learners' interviews are allocated on a needs basis. Learners are free to request an interview at any time and one will be allocated as soon as possible.

Additional resources

A software package is available for pupils to use (Eclips) during coaching time and in Guidance lessons. Eclips is present on the learners desk top, so it is easily accessed by the learners during curriculum time and after school.

Trips and Visits

A number of visits take place throughout the year to allow learners across all age groups to visit places of work, companies, training workshops and post 16 providers e.g. colleges and universities. We also take part in Work Discovery Week, which is an initiative set up by Sunderland Economic Leadership Board Business Schools Task Group to forge closer links between businesses and schools in Sunderland. Its aim is to demonstrate the diversity of jobs available locally, and to help young people improve their employability skills.

Equal opportunities

Careers education is provided to all learners via our carefully planned curriculum. Learners are encouraged to explore career paths that suit their interests, skills and strengths. All learners are provided with the same opportunities and diversity is celebrated as we try to discourage stereotypical attitudes.

The Guidance department supports the whole school equal opportunities policy, and endeavours to implement it in the following ways:-

- Equal opportunities lessons
- Careful selection of posters and display material
- By encouraging all students to prepare to support themselves financially
- By encouraging students to consider all options including non-traditional careers/roles.
- By avoiding the use of one gender and gender specific job titles, e.g., using she/he; waiter / waitress.
- By making every effort to give girls and boys equal opportunities to speak, offer opinions and answer questions in lessons.
- By encouraging mixed gender groups for group work
- Ensuring equal access to information for all students of all abilities

We recognise that courses and employment opportunities are available and suitable for people of varying skills, abilities and personal qualities. We encourage students to consider these aspects when looking at their options post 16. If a learner does not have an academic ability for the career/course she/he has in mind, we try to help them to identify this and plan accordingly. We emphasise what they can do and the skills they do have



Parents and Carers

Parental involvement is encouraged at all stages. Parents / Carers are kept up to date with careers related information through letters, newsletters and at open evenings. Parents are also welcome to attend careers interviews.

A number of opportunities are provided for parents to engage with decisions their child makes with regards to their future, for example, open evenings, consultation evenings and apprentice pop up shops.

Links with the Community, Outside Agencies and Businesses.

Kepier school has a vast bank of links with businesses in the local area and beyond, for example; TRW , Carillion, JTL, BL Hairdressing, Nissan, Sunderland Software City, Army, Navy, RAF, Upstream Communications, Gentoo, Fusion Contact Centre, Sale Cycle and Orange Bus.

We also work closely with all the colleges in the local area including: East College Durham, Durham Sixth Form, City of Sunderland,

Links are created by attending Work Discovery Week including; Nissan, Gentoo, Arriva, Liebherr, TRW, Accenture, Northumbrian Water, Grundfos, SAFC and Sunderland City Council.

Where appropriate, speakers are invited into the school to enhance and enrich the experiences of our learners, and we also have an ongoing partnership agreement with Connexions.



Careers Champions Project

We are currently part of the Careers Champions Project, which means that we are working towards the Inspiring IAG award. This is a quality mark award which has been designed to provide a good practice framework and recognition of high quality careers education, information, advice and guidance (CEIAG). The award covers six areas:

1. Management and Leadership
2. Design and delivery of CEIAG
3. Working with partners
4. Information and communication
5. Outcomes for young people
6. Supporting Parents / Carers

Contacts

If you have any queries, please contact Miss Watson (Guidance Officer) on 0191 5128960 or via e.watson@kepier.com

or

[Miss Booth \(Assistant Principal with responsibility for Careers\) on 0191 5128960 or via v.booth@kepier.com](#)