



Soham Village College

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

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| Version: | 9 |
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| Approved by: | Mary Wilcox |
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Introduction

Soham Village College has a Careers Programme in place that aims to prepare students for life after GCSEs and beyond. From college and course choices, to investigating career pathways, and organising employer engagement experiences to develop students' employability skills (communication, teamwork, problem solving, creativity, planning, organisation), the programme provides all students with impartial advice and guidance aligned to their specific needs.

The programme is delivered by the CEIAG team with support from a range of stakeholders, to give our students guidance on their options - tutors, external CEIAG providers, local employers, local colleges and universities, parents and the local authority. CEIAG is included within the PSHE program for years 7-11 as well as careers being embedded within the curriculum. Leaflets, prospectuses and careers books are available in the Resource Centre, and our school website holds a wealth of up-to-date information for both students, parents and employers, together with links to useful websites. Parents are kept informed via the Careers newsletter, Parentmail and social media. Parent information evenings are excellent opportunities for the CEIAG Manager to promote the resources and support available for students at any stage in their career decision process.

In Years 7 and 8 we introduce the subject of careers and the future, helping students think about what jobs are out there and investigate employability skills such as communication and teamwork. Students complete a Skills Questionnaire in Year 7 to establish their level of understanding of all-things careers at that point as well as how they feel about the skills they currently have.

In Year 9 we focus deeper on employability skills through the World of Work project where students take part in activities such as marketing, teamwork and problem solving, and how they can link their favourite subjects to certain jobs. Students are introduced to Further and Higher Education options. Students complete a Skills Questionnaire to establish their level of understanding of all-things careers at that point as well as how they feel about the skills they currently have.

Year 10 sees students introduced to their Post 16 college options through Taster Days and the MyChoice16 application process. All students attend the Ely Careers Fair. Targeted students take part in Work Experience in the local area in order to prepare them for life after school, enabling them to develop awareness of the skills and attitudes that will be expected of them. Careers guidance meetings with our Level 6 qualified advisor begin in the Spring term.

Year 11 is a busy year as students are given support and guidance in order to submit their college applications before Christmas. Students take part in a College Application Day, where they have a Personal Statement workshop and are given time to work on their applications. They also prepare for and take part in a mock interview. We identify students most at risk of becoming NEET and provide them with extra support and guidance with every aspect of applying to college, including careers guidance meetings. These meetings for all students also continue through the Autumn term. A survey of the previous year's cohort showed the most helpful events were the College Open Evenings and Taster Days, plus the personal statement workshop and mock interviews during Year 11. Both students and parents agreed that research and early planning were key in navigating the college application process during Year 11.

Our **Alumni network** continues to develop and grow, enabling us to invite former students and also local employers in to talk to all students during the year. This employer engagement is a critical part of the programme to inspire and motivate students to consider their future plans after their Post 16 destination.

Careers Programme 2023-2024

| | Year 11 | Year 10 | Year 9 | Year 8 | Year 7 | All yr groups | All yr groups |
|------------------------------|--|---|--|--|--|---|--|
| HT1 (Sept – Oct) | PSHE 1 – Post 16 applications, personal statement workshop | Parents information evening – Post 16 options timeline | | | | Tutor time PSHE/Careers/ Wellbeing topics | Linking curriculum learning to careers |
| | College presentations (virtual) | Springpod Virtual Work experience programmes | | | | | |
| | Post 16 Parents Information Evening & college stands | | | | | | |
| | College open evenings | | | | | | |
| | College prospectuses available | | | | | | |
| | Springpod Virtual Work experience programmes | | | | | | |
| | Personal careers guidance meetings | | | | | | |
| HT2 (Nov – Dec) | Personal statement support & college application deadline | Ely Cathedral Careers Fair & pre-event assembly | Careers development group sessions - FSM students | G's May Farm visit - FLT groups | | Tutor time PSHE/Careers/ Wellbeing topics | Linking curriculum learning to careers |
| | Personal careers guidance meetings | | | | | | |
| HT3 (Jan – Feb) | PSHE 2: PSHE sessions inline with planned curriculum Mock interviews (supported by Alumni, parents and local employers) | PSHE 2: PSHE sessions inline with planned curriculum College research Future Skills questionnaire | Careers development group sessions - FSM students | PSHE 2: PSHE sessions inline with planned curriculum | Introduction to careers and Post 16 transition - assembly | Tutor time PSHE/Careers/ Wellbeing topics | Linking curriculum learning to careers |
| | National Citizen Service assemblies & lunchtime stands | PSHE 2: PSHE sessions inline with planned curriculum World of Work (supported by Alumni and local employers) | GCSE options evening (Careers dept stand present) | | PSHE 2: PSHE sessions inline with planned curriculum Your Journey begins here - & Tutor quiz | | |
| | College guidance meetings & college place offers made | 'Eyes on the Prize' - Anglia Ruskin University options event - including careers fair | Kamal Ellis-Hyman 'Raising Aspirations' presentation | | | | |
| | Foundation Learning Tier work placements | Personal careers guidance meetings | GCSE options evening (Careers dept stand present) | | | | |
| | Apprenticeship awareness & guidance workshops | | | | | | |
| | Personal careers guidance meetings | | | | | | |
| HT4 (Feb – Mar) | National Careers Week – Alumni assemblies & student focus sessions | National Careers Week – Alumni assemblies & student focus sessions | National Careers Week – Alumni assemblies & student focus sessions | National Careers Week – Alumni assemblies & student focus sessions | National Careers Week – Alumni assemblies & student focus sessions | Tutor time PSHE/Careers/ Wellbeing topics | Linking curriculum learning to careers |
| | College guidance meetings | Springpod Virtual Work experience programmes | GCSE options meetings with PP students | | | | |
| | Springpod Virtual Work experience programmes | Personal careers guidance meetings | FLT/SEND visit to West Suffolk College | | | | |
| | Higher Education engagement - G&T visits to St Johns/Caius Colleges | | | | | | |
| HT5 (Apr – May) | College guidance meetings & college place offers made | Parents Evening (Careers dept stand present) | Skills Questionnaire (completed in ICT lesson) | | Skills Questionnaire (completed in ICT lesson) | Tutor time PSHE/Careers/ Wellbeing topics | Linking curriculum learning to careers |
| | Springpod Virtual Work experience programmes | Springpod Virtual Work experience programmes | | | | | |
| | GCSE exams | Personal careers guidance meetings | | | | | |
| HT6 (June – July) | | PSHE 3: PSHE sessions inline with planned curriculum Introduction to Post 16 application process - College Research & Personal Statement introduction Kamal Ellis-Hyman 'Motivation' presentation College presentation | PSHE 3: PSHE sessions inline with planned curriculum | PSHE 3: PSHE sessions inline with planned curriculum Enterprise Day | PSHE 3: PSHE sessions inline with planned curriculum Teamwork Challenge Buzz Quiz | Tutor time PSHE/Careers/ Wellbeing topics | Linking curriculum learning to careers |
| | | Health & Social Care work placements | | | | | |
| | | College taster days & Open Evenings | | | | | |
| | | Higher Education talks - St Johns/Caius Colleges | | | | | |
| | | Personal careers guidance meetings | | | | | |
| Summer holidays | National Citizen Service summer programme | | | | | | |
| | Results Day & college place acceptance | | | | | | |
| | Springpod Virtual Work experience programmes | Springpod Virtual Work experience programmes | | | | | |
| Through the year | Employer engagement opportunities, as and when possible ie use of Alumni, subject-specific employers, assembly presentations etc | Employer engagement opportunities, as and when possible ie use of Alumni, subject-specific employers, assembly presentations etc | Employer engagement opportunities, as and when possible ie use of Alumni, subject-specific employers, assembly presentations etc | Employer engagement opportunities, as and when possible ie use of Alumni, subject-specific employers, assembly presentations etc | Employer engagement opportunities, as and when possible ie use of Alumni, subject-specific employers, assembly presentations etc | | |

| GATSBY Benchmarks | Key |
|---|--|
| 1. A stable careers programme | Many of the careers activities cover multiple Benchmarks but the main Benchmark covered is highlighted |
| 2. Learning from career and labour market | |
| 3. Addressing the needs of each pupil | |
| 4. Linking curriculum to careers | |
| 5. Encounters with employers and employees | |
| 6. Experiences of workplaces | |
| 7. Encounters with further and higher education | |
| 8. Personal guidance | |

Support for Vulnerable Group: Targeted Interventions

A SEND & FLT planning and communication process guide is in place to ensure support is in place for all students, and that all appropriate staff and external parties are involved in this support.

Communication, planning and process guide for Foundation Learning Tier and SEND students

FLT: Ben Thompson (BT), Head of FLT
 SENCo: Angela Bocking (AB), KS4 SENCo, Inge Tucker (IT), KS3 SENCo
 ISLE: Moira Kemp (MK), ISLE Manager
 Head of Yr10/11: HOY10, HOY11
 Careers: Nick Oakhill (NCO), Careers Manager, Julie Anderson (JA), Careers Advisor

FLT Careers Planning

| YR10 Autumn term - Developing A Personal Progression Plan | YR10 Spring/Summer term - Developing a Personal Progression Plan & Being Organised |
|---|--|
| <ul style="list-style-type: none"> Strengths & Weaknesses | <ul style="list-style-type: none"> Taster days and evaluation |
| <ul style="list-style-type: none"> Skills | <ul style="list-style-type: none"> Interview preparation and actual interview with feedback |
| <ul style="list-style-type: none"> Post 16 Centre research | <ul style="list-style-type: none"> Personal statements |
| <ul style="list-style-type: none"> Peer assessment | <ul style="list-style-type: none"> Project work ie Volunteer It Yourself |
| <ul style="list-style-type: none"> Job profile searches (may start in YR9) | <ul style="list-style-type: none"> Visits ie Duxford, Anglesey Abbey |
| <ul style="list-style-type: none"> Buzz quiz (Icould) | |

| YR11 Autumn Term | YR11 Spring term |
|---|--|
| <ul style="list-style-type: none"> College applications | <ul style="list-style-type: none"> Work experience – workbook, evaluation |
| <ul style="list-style-type: none"> Tutor references | <ul style="list-style-type: none"> College interviews |
| <ul style="list-style-type: none"> College open events/taster days | <ul style="list-style-type: none"> College offers |
| <ul style="list-style-type: none"> Being Organised leading to preparation for Mock Exams | <ul style="list-style-type: none"> College visits/tours |
| <ul style="list-style-type: none"> Health and Social Care – Being Organised involves researching careers in this sector. | |

YR11 Sept/Oct: JA to arrange 1-2-1s with FLT students. Meeting with BT prior to provide updated student information.
 JA to arrange 1-2-1s with SEND students with EHCP prior to their Oct/Nov EHCP review. JA to obtain YR10 EHCP review prior to meetings.
 College references – for SEND students, to be completed by AB & NCO.

YR10 Oct: JA & NCO to introduce themselves to FLT students to aid familiarity.
 JA & AB to meet to discuss SEND students with EHCP.

YR10 Jan: Meetings with JA, NCO, AB, MK & HOY10 to discuss students to be prioritised for 1-2-1s (risk of NEET)

YR11 Jan/Feb: College Transition meetings – NCO, HOY11, AB.

YR10 Feb/Mar: JA to meet SEND students with EHCP for initial 1-2-1.

YR11 Mar: JA & NCO to sit in on work experience evaluations.

(AB, NCO, HOY11 & ISLE to meet termly with Barbara Phillips (CCC Senior Transitions Advisor) to identify potential NEET students that may need support beyond YR11)

Senior Transition Advisor Support list

Those identified as being at risk of not engaging with education or employment with training post 16.

EAL Transition

The Hub staff supports EAL students and their families.

Foundation Learning Transitions

The Foundation Learning Tier are supported in tutor time and lessons working as a group with Ben Thompson and Carol Le Roy. They also have developed a mentoring project with Stephen Blackmore from Turners of Soham.

Pupil Premium Transition

All Yr9 pupil premium students take part in a careers support workshop to get them thinking about their options after Yr11. They also all have the opportunity to speak to a member of teaching staff or the careers team about their GCSE Options in April.

We can make provision to help students get to college taster days or guidance meetings if their parents are unable to get them there. We monitor their applications closely in the build up to the MyChoice16 deadline.

SEN Transition

We work with the SEN department when creating the risk of NEET list to help support SEN students.

ISLE Transition

Students on an alternative provision plan work with Moira Kemp and on occasions, the school may set up work experience placements to provide support within the alternative provision plan.

Targeted Intervention and Support

Mentors and support staff work with students who require additional targeted support, and where necessary work closely with the Careers Team.

Staff involved in CEIAG

Assistant Headteacher with CEIAG responsibility – Mary Wilcox

Careers Education, Information, Advice and Guidance Manager – Nick Oakhill

Careers Guidance Advisor – Julie Anderson

PSHE Lead – Gary Heaney

PSHE Team

Heads of Year

Form Tutor Team

Head of Foundation Learning Tier – Ben Thompson

ISLE Manager – Moira Kemp

EAL Coordinator – via The Hub

SENCO Team – Josh Blunt, Angela Bocking, Inge Tucker

Well-being – Helen Clarke, Carol Rockley

Key External Co-ordinators and Contacts

Cambs County Council CEIAG Manager - Janet Harris

Cambs County Council Senior Transitions Advisor – Barbara Phillips

Growth Works Enterprise Coordinator – Lisa Gledson

Enterprise Advisor – Rebecca Foster, G's Group

AIM Apprenticeships

Form the Future CIC

Cambridge Launchpad

Future First (Alumni)

Anglia Ruskin University

St Johns College, Cambridge

Caius College, Cambridge

National Citizen Service

Cambridgeshire Area FE College & Sixth Form Staff

Kamal Ellis-Hyman – AIM Higher



The Quality in Careers Standard

In April 2022, the school was awarded The Quality in Careers Standard.

This is the national quality award for the CEIAG provision in secondary schools and colleges. It recognises learning centres that comply with the Department of Education's careers statutory guidance, and is designed to ensure that those centres continue to meet the Gatsby Benchmarks.

Accreditation lasts for 3 year, and so the school will be reassessed in 2025

