



Soham Village College

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

Version:	10
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Approved by:	Mary Wilcox
Date:	04/09/25
Review date:	Oct 2026

## Introduction

The Careers Programme at Soham Village College is designed to prepare students for life beyond GCSEs, helping them explore options, make informed decisions, and develop key employability skills. From exploring college courses and career pathways to organising employer engagement experiences, our programme ensures students receive impartial, tailored advice and guidance. The focus is on equipping them with vital skills such as communication, teamwork, problem-solving, creativity, and organisation.

This programme is delivered by the CEIAG (Careers Education, Information, Advice, and Guidance) supported by various stakeholders, including tutors, external providers, local employers, colleges, universities, parents, and the local authority. CEIAG is integrated into the PSHE curriculum for Years 7-11 and is embedded across subject areas. Additionally, the Resource Centre offers leaflets, prospectuses, and career-related books, while the school website hosts a wide range of up-to-date resources for students, parents, and employers, with links to useful external websites. Parents stay informed via the Careers newsletter, Parentmail, and social media, and parent information evenings provide further opportunities to highlight the support available for students at any stage of their career journey.

**In Years 7 and 8**, we introduce students to career-related topics, encouraging them to consider future job roles and develop key employability skills like communication and teamwork. In Year 7, students complete a Skills Questionnaire to assess their understanding of careers and how they perceive their own skillsets.

**By Year 9**, the focus shifts towards deeper exploration of employability through the World of Work project. This includes activities around marketing, teamwork, and problem-solving, helping students link their favourite subjects to potential career options. Further and Higher Education choices are also introduced. The Skills Questionnaire is repeated to monitor progress and identify areas for development.

**In Year 10**, students begin to explore Post-16 options, with Taster Days and the MyChoice16 application process offering insights into college life. All students attend the Ely Careers Fair, and targeted students participate in Work Experience, allowing them to gain practical insights into the world of work. Careers guidance meetings with a Level 6 qualified advisor commence in the Spring term.

**Year 11** is dedicated to preparing students for their next steps. College applications are submitted before Christmas, with support provided through a College Application Day, including workshops on writing Personal Statements and time allocated to finalise applications. Students also participate in mock interviews to hone their skills. Those at risk of becoming NEET receive additional support, with ongoing careers guidance meetings throughout the Autumn term. A survey of the previous year's cohort highlights the value of College Open Evenings, Taster Days, Personal Statement workshops, and mock interviews in Year 11, with both students and parents agreeing that early planning was essential.

Our expanding **Alumni network** and employer engagement activities continue to play a crucial role in inspiring students. Former students and local employers regularly visit the school, offering insights that help motivate students to consider their future plans beyond their Post-16 education.

# Careers Programme 2025-2026



	Year 11	Year 10	Year 9	Year 8	Year 7	All yr groups	All yr groups
<b>HT1</b> (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	Shearline Engineering visit - DT students					
	College open evenings						
	College prospectuses available						
	Springpod Virtual Work experience programmes						
Personal careers guidance meetings							
<b>HT2</b> (Nov – Dec)	Personal statement support & college application deadline	Ely Cathedral Careers Fair & pre-event assembly	Careers development group sessions - FSM students	G's mushroom farm visit - FLT groups		Tutor time PSHE/Careers/ Wellbeing topics	Linking curriculum learning to careers
	Personal careers guidance meetings						
<b>HT3</b> (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	PSHE 2: PSHE sessions inline with planned curriculum Kamal Ellis-Hyman 'Raising Aspirations' presentation World of Work	PSHE 2: PSHE sessions inline with planned curriculum College and employer talk	PSHE 2: PSHE sessions inline with planned curriculum Your Journey begins here - & Tutor quiz	Tutor time PSHE/Careers/ Wellbeing topics	Linking curriculum learning to careers
	College guidance meetings & offers made	Personal careers guidance meetings	Careers development group sessions - FSM students	Introduction to careers and Post 16 transition - assembly			
	FLT work placements		GCSE options evening (Careers dept stand present)				
	Apprenticeship awareness & guidance workshops		Ely Courtroom and gaol visit - selected students				
	Personal careers guidance meetings						
<b>HT4</b> (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 & offers made	Springpod Virtual Work experience programmes	GCSE options meetings with PP students				
	Mock assessment centre	Personal careers guidance meetings					
	Springpod Virtual Work experience programmes						
	Higher Education engagement - G&T visits to St Johns Colleges						
Apprenticeship awareness & guidance workshops							
<b>HT5</b> (Apr – May)	College guidance meetings & offers made	Springpod Virtual Work experience programmes	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	Personal careers guidance meetings	FLT/SEND visit to West Suffolk College				
	<b>GCSE exams</b>						
<b>HT6</b> (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			DS Smith visit - SEND students		
		Resolian visit - Triple science students					
		Ivor Searle - Business Studies visit					
		College taster days & Open Evenings					
		Higher Education talks - St Johns College					
	Personal careers guidance meetings						
<b>Summer holidays</b>	Springpod Virtual Work experience programmes	Springpod Virtual Work experience programmes					
	National Citizen Service summer programme						
	Results Day & college place acceptance						
<b>Through the year</b>	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		

<b>GATSBY Benchmarks</b>	
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	

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

(this document is also found in the SEND Gatsby Benchmarks summary)

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

### FLT Careers Planning

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

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

YR11 Sept/Oct: JA to arrange 1-2-1s with FLT students. Meeting with BT prior to provide updated student information.

Yr11 mid Dec: College references – for SEND students, to be completed by SENCo & BT. SENCo & NCO to review all applications prior to submission.

YR10 Autumn term: JA & NCO to introduce themselves to FLT students to aid familiarity. JA & SENCo to meet to discuss SEND students with EHCP.

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

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

YR11 Spring term: College Transition meetings – NCO, HOY11, SENCo.

Risk of NEET mtgs: SENCo, NCO, HOY11 & ISLE to meet termly with Youth Participation Adviser to identify potential NEET students that may need support beyond YR11 (mid Oct, end Jan, end Apr, mid June)

## **Youth Participation 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 – Lorna Kirk, Inge Tucker

Well-being – Helen Clarke, Emma Knight

## **Key External Co-ordinators and Contacts**

Cambs County Council Youth Progression Advisor – Nathan Watkins

Growth Works Enterprise Coordinator – Lisa Gledson

Enterprise Advisor – Rebecca Foster, G's Group

Form the Future CIC

Cambridge Launchpad

Future First (Alumni)

Anglia Ruskin University

St Johns College, Cambridge

Cambridgeshire Area FE College & Sixth Form Staff

Kamal Ellis-Hyman – AIM Higher