

# St Patrick's Academy

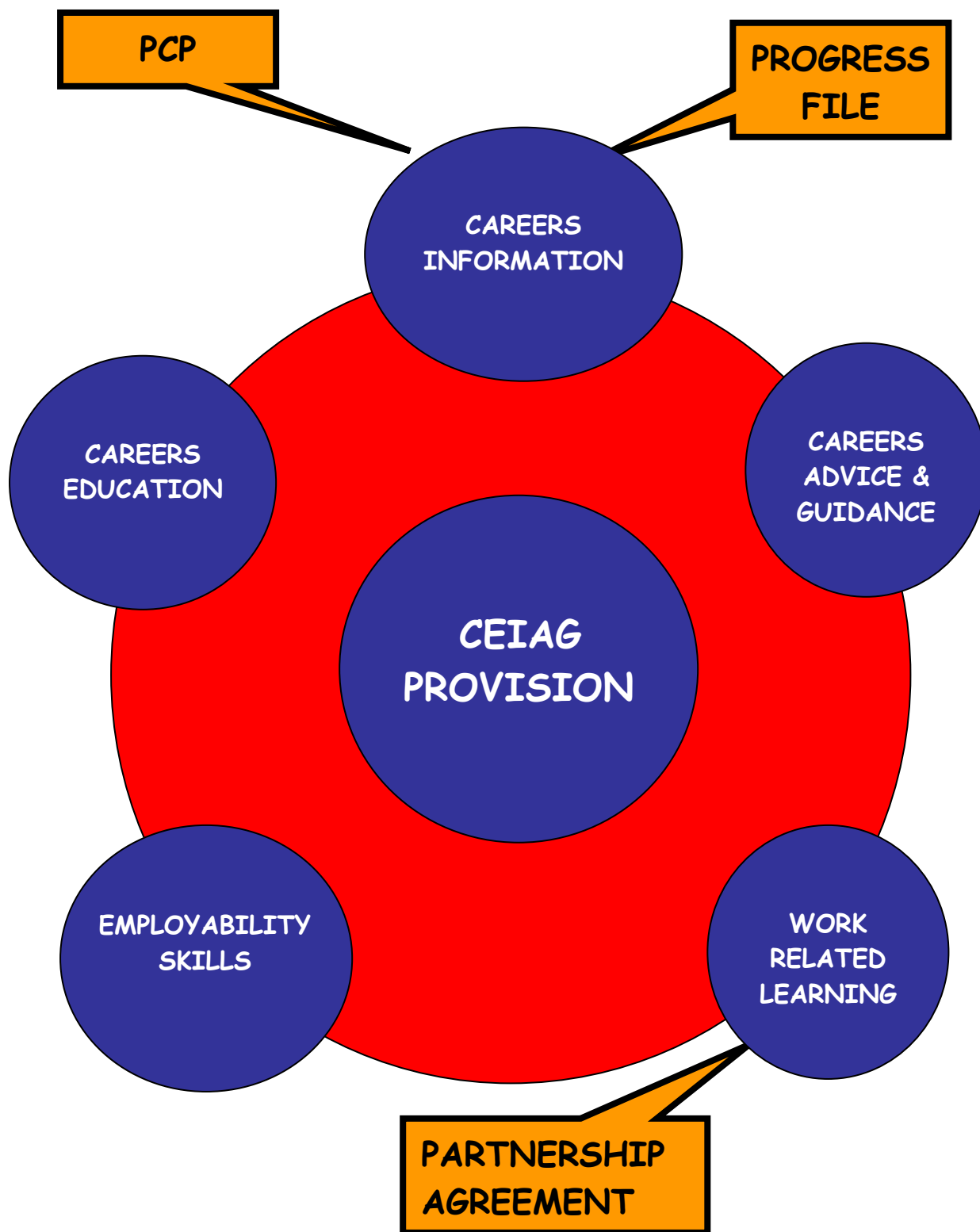


## Careers Policy / CEIAG Entitlement

**2020-2021**

**CAREERS EDUCATION INFORMATION ADVICE AND GUIDANCE (CEIAG)**

**PUPIL ENTITLEMENT FIVE CORE AREAS**



## THE FIVE CORE COMPONENTS OF CEIAG PROVISION ARE;

### CAREERS EDUCATION

Careers education is the discrete provision which enables learners to develop their knowledge, understanding, skills and experience of opportunities, to manage their career development, and make relevant informed choices, ensuring successful transition into education, training or employment and become lifelong learners. Careers education includes taught timetabled provision which includes meaningful opportunities for progressive personal career planning; realistic and meaningful cross-curricular opportunities for development of employability skills; opportunities for planned and relevant work-related learning experience. Career planning is a developmental process in which learners engage in target setting, action planning, researching and reviewing.

### EMPLOYABILITY SKILLS

Employability skills are the wide range of skills and capabilities, attributes and dispositions that will allow a learner to be employable, to sustain employment and to become a lifelong learner capable of realising their potential in the world of work. The skills and capabilities necessary for employability include communication, numeracy, ICT, working with others, problem solving, decision-making, self-management and managing information.

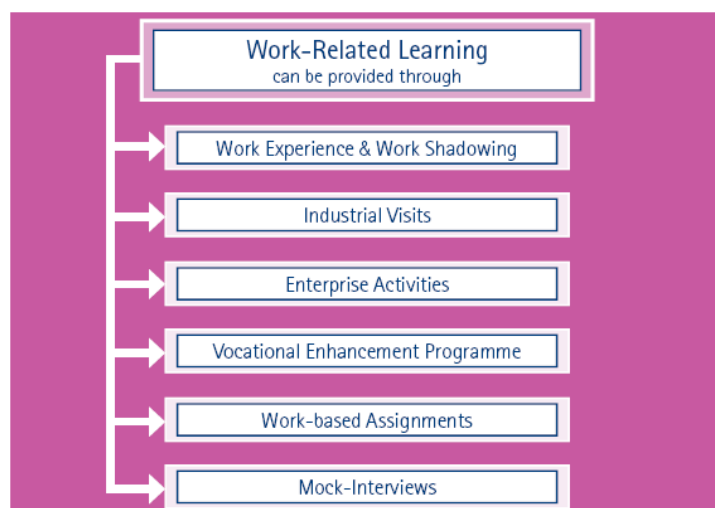


### CAREERS INFORMATION

Careers information provides access to current impartial labour market information (LMI) and information relating educational and training opportunities, to inform career planning and management.

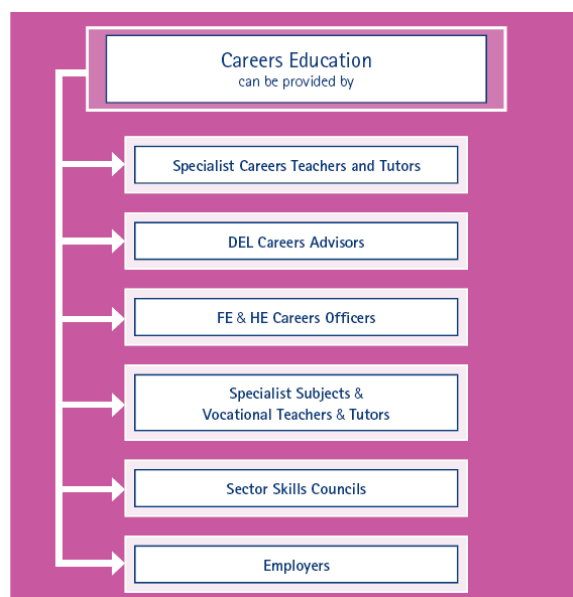
## WORK-RELATED LEARNING

Work-related learning experiences are the opportunity for planned and appropriate experiences of world of work to increase learner's motivation, develop their employability skills and give relevance to their learning programme. Appropriate experiences of the world of work can increase the learner's motivation to learn across the curriculum and give relevance to their learning programme and increase their knowledge and understanding of the requirements of the world of work.



## CAREERS ADVICE AND GUIDANCE

Careers advice and guidance is the provision of impartial, learner/client-centred, advice and guidance, to assist in making appropriate career decisions and choices, which are informed and well thought through. It enables people to apply their knowledge, understanding, skills and experiences to manage their career and make informed decisions about their education, training or employment.



## **ST PATRICK'S ACADEMY/LISBURN AREA LEARNING COMMUNITY (ALC)**

All pupils within St Patrick's have entitlement to an agreed and cohesive Careers Education, Information, Advice, and Guidance Programme (CEIAG). This document outlines the aims of this Programme as agreed by participating schools.

The overall objective of effective CEIAG provision is to enable learners to become effective career decision makers, empowered to manage their own career development successfully, confidently and with due respect and care for their own needs, those of others and of their wider communities. There are three aims needed to realise this objective.

### **Aim 1: Self-Awareness and Development**

Identifying, assessing and developing the skills and qualities necessary to choose and implement an appropriate career plan including the ability to make considered choices, formulate and implement career plans and cope with transition from school to adult life. Students develop the skills to improve their knowledge and understanding of themselves and others as individuals including their strengths and limitations, personal qualities, interests, abilities, skills, potential, values, motivation and needs.

### **Aim 2: Career Exploration**

Acquiring and evaluating information, and reviewing experiences to identify and investigate appropriate career pathways and learning opportunities in education, training and employment, locally, nationally and internationally. They also acquire a knowledge and understanding of the world in which they live and other career opportunities available and routes of entry available to them.

### **Aim 3: Career Management**

Developing skills in career planning, and employing effective career decision making strategies to manage transition and make suitable career development choices, with the appropriate support, advice and guidance.

### Monitoring, evaluation and Review

Monitoring Strategy	Frequency	Records
ALC Meetings	Once a term plus informal	Minutes Schemes Memos Calendar of events
Action Plan	Annual	Document
Evaluation and Review	Annual	Teacher and pupil Self Evaluation to include cross reference to the ETI quality indicators, sources of evidence within our own schools, an analysis of this evidence to inform us of future planning.

### LISBURN ALC CEIAG Entitlement

Schools within the Lisburn ALC should promote access to:-

KEYSTAGE THREE	
ENTITLEMENT	DESCRIPTOR
DEL Careers advisers (Parental involvement) <b>CAREERS ADVICE AND GUIDANCE</b>	Yr 10 class talk in preparation for option choices. Attendance of DEL advisor/Parents at options event. DEL advisor available to meet parent on request.
Access to IT/INFO and Resources <b>CAREERS INFORMATION</b>	Pupil access to careers library, ICT suite to access web based information sites and appropriate software.
Taught progressive programme <b>CAREERS EDUCATION</b> <b>EMPLOYABILITY SKILLS</b>	As required by statutory guidelines A programme of curriculum activities and learning experiences to develop knowledge and skills to make successful choices and manage transition into work.
Option choice event + (Parental involvement) and Follow up process <b>CAREERS ADVICE AND GUIDANCE</b>	To manage transition between key stage three and four.
Employability & work related learning via subjects <b>WORK RELATED LEARNING</b>	Planned and appropriate activities relating to the world of work, to increase their knowledge and understanding of the requirements of the world of work.

Variety of up to date info for range of levels <b>CAREERS INFORMATION</b>	Access to a broad range of relevant, age appropriate and up to date good quality information.
Knowledge of pathways <b>CAREERS INFORMATION</b>	Information on a range of options so that informed decisions can be made into appropriate potential career pathways.
PCP (built in at appropriate points) <b>CAREERS EDUCATION</b>	Continuous process linked to self assessment and target setting as a formative process.
Support for pupils with special educational needs	Involvement of SENCO and specialist DEL advisors, particularly at transition periods.
<b>KEY STAGE FOUR</b>	
DEL Careers advisers (Parental involvement) <b>CAREERS ADVICE AND GUIDANCE</b>	Class introductory talks from DEL followed by individual guidance interviews. Attendance of DEL advisor at parent's information sessions as appropriate. DEL advisor available to meet parent's on request.
Access to IT/INFO and Resources <b>CAREERS INFORMATION</b>	Pupil access to careers library, ICT suite to access web based information sites and appropriate software.
Taught progressive programme Opportunities to further develop employability skills <b>CAREERS EDUCATION</b> <b>EMPLOYABILITY SKILLS</b>	As required by statutory guidelines A programme of curriculum activities and learning experiences to develop knowledge and skills to make successful choices and manage transition into work.
Option choice event + (Parental involvement) and Follow up process KS4 > <b>CAREERS ADVICE AND GUIDANCE</b>	To manage transition between key stage four and five.
Employability & work related learning via subjects  <b>WORK RELATED LEARNING</b>	Planned and appropriate activities relating to the world of work, to increase their knowledge and understanding of the requirements of the world of work. Work experience, mock interviews.
Variety of up to date info for range of levels	Access to a broad range of relevant, age appropriate and up to date good

<b>CAREERS ADVICE AND GUIDANCE</b>	quality information.
Knowledge of pathways <b>CAREERS INFORMATION</b>	Information on a range of options so that informed decisions can be made into appropriate potential career pathways.
PCP (built in at appropriate points) – linked to target setting and self assessment) as a formative process <b>CAREERS EDUCATION</b>	Continuous process linked to self assessment and target setting as a formative process.
Engage with a range of Post 16 providers (FE, other schools, agencies, training providers) <b>CAREERS ADVICE AND GUIDANCE</b>	Access to employers/training organisations/ further & higher education establishments. Careers convention
LMI via Careers Service <b>CAREERS INFORMATION</b>	Up to date jobs information and trends supplied by DEL.
Support for pupils with special educational needs.	Involvement of SENCO and specialist DEL advisors, particularly at transition periods.

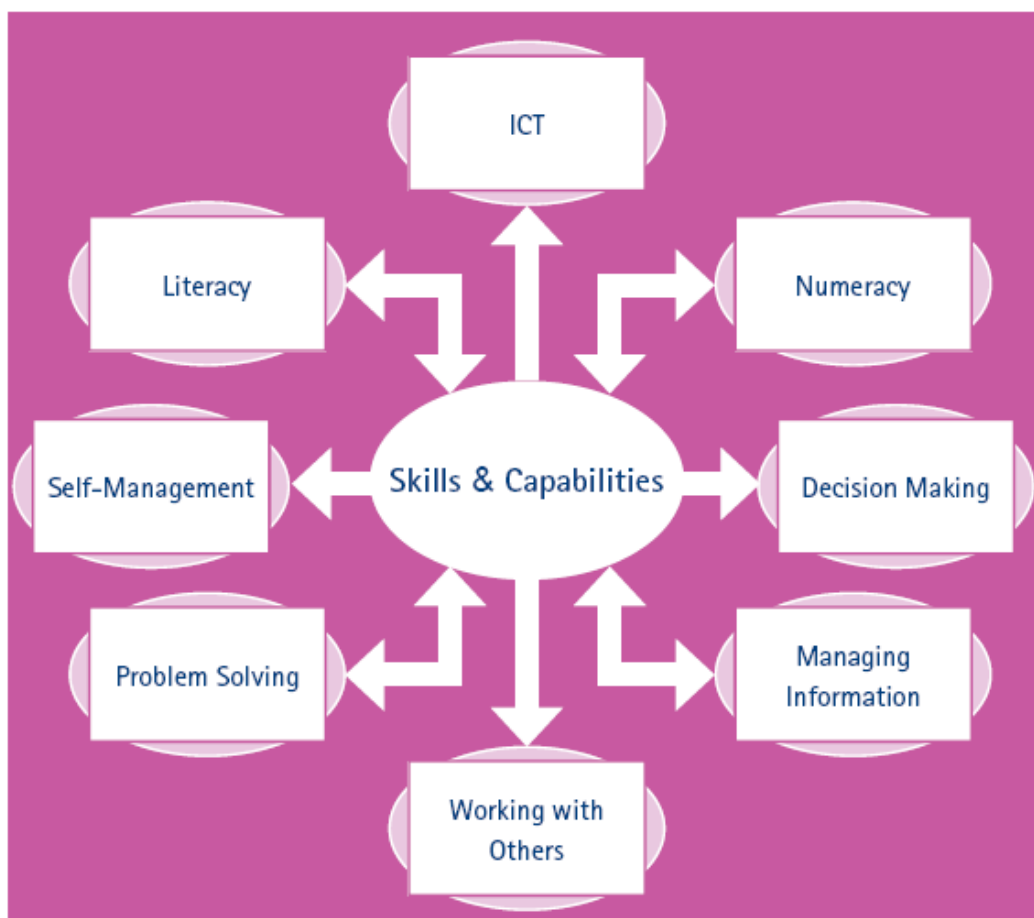
<b>POST 16</b>	
Timetabled (protected guidance periods). <b>CAREERS EDUCATION</b>	Programme of taught careers lessons.
Individual support <b>CAREERS ADVICE AND GUIDANCE</b>	Support from teachers and DEL careers advisors.
Support & guidance for next stage i.e. UCAS/CAO/FE/Employment <b>CAREERS ADVICE AND GUIDANCE</b>	
Money Management/Student Loans etc. (Parental access) <b>ADVICE AND GUIDANCE</b>	Outside agencies (Young Enterprise, Sentinus, QUB, University of Ulster)
Access to Careers Service (individual when needed), Parental & Pupil. <b>CAREERS ADVICE AND GUIDANCE</b>	Support from teachers and DEL careers advisors.
Access to Careers library and resources <b>CAREERS ADVICE AND GUIDANCE</b>	
Role models etc <b>CAREERS ADVICE AND GUIDANCE</b>	Invited speakers from industry and past pupils

## Development of Employability Skills



Employers need employees who are innovative in their approach to solving problems, can cope with uncertainty and change, communicate well and are able to work effectively in teams. Employers want enterprising employees who are willing to take risks and suggest new ways of working. Employability skills are the wide range of skills and capabilities, attributes and dispositions that will allow a learner to be employable, to sustain employment and to become a life long learner capable of realising their potential in the world of work.

The skills and capabilities necessary for employability include communication, numeracy, ICT, working with others, problem solving, decision-making, self-management and managing information.



In addition to the skills and capabilities, learners will also need to develop the key aptitudes and dispositions including personal responsibility, curiosity, concern for others, community spirit, self-belief, flexibility, tolerance, commitment, respect and integrity.

All learning programmes have the opportunity to make a valuable contribution to the development of a learner's employability skills. Learners will not simply pick up employability skills; they need to be taught as an integral element of a teaching programme where the learning environment replicates what happens in the workplace. Employability skills will only be effectively developed if learners are provided with opportunities, through meaningful active teaching and learning strategies and opportunities, to engage as active participants and take responsibility for their own learning.

To this end St Patrick's Academy offers a full range of advice, guidance, support, experiences and taught lessons that will fulfil any statutory requirements set out by the department of education.

### **Arrangements for CEIAG within St Patrick's Academy**

Personal Career Plan (PCP) guidance begins in year 8 with employability and continues throughout KS3 to year 10. Currently year 10 pupils also undertake PCP guidance within their PSHE classes. PCP is continued in years 11 and 12 with their careers classes.

The pupils are encouraged to think about their personal career plan throughout KS3; this ethos is backed up by their lessons in employability and currently PSHE. The support given to pupils when they make their option choices uses information gathered throughout their school life to make informed choices as to which subjects they should choose to follow their aspired career path.

Both year 13 and 14 pupils undertake a PSHE class and a careers class one period per week for each. The guidelines provided by the SEELB are being followed which includes PCP. Some areas of the post-16 course are still being developed.

Other initiatives to help provide opportunities for the students to develop their PCP include;

- Progress files
- Interviews with careers advisor from DEL during year 12 and 13
- Mock interviews
- Careers convention
- Sentinus
- Work experience
- Young enterprise
- Bright Futures

Year 12 pupils are encouraged to reinforce their PCP choices during the mock interviews and choose a job to apply for which reflects their chosen career path.

Class tutors interview pupils about their hobbies, academic subjects, successes both in school and outside school and about their future job prospects.

Teachers also mentor the year 12 pupils to help with revision and to guide their studies which do have an impact on their individual learning plan.

Towards the end of KS3 the year 10 pupils are given talks by each faculty/department head regarding options, the parents are invited to attend this meeting. This process is repeated for the Year 12 pupils who are contemplating returning to school for post-16 studies.

Impartial advice is also communicated to the pupils by individual careers interviews by the careers advisor from DEL in year 12. Year 12, 13 and 14 pupils also attend the yearly careers convention organised by the Lisburn Business Education Partnership (LBEP).

Various educational establishments are invited to the school to brief our year 12 and post-16 pupils on the courses available to them when they leave school, these include;

- SERC
- SRC
- CAFRE (Greenmount College)
- Belfast Metropolitan College.

Teachers are always available to talk to for information about career planning; all teachers attend the school when the exam results are issued to give advice.

All year 11 and 12 pupils fulfil the statutory requirements for Learning for Life and Work, with only a small percentage not following the LLW GCSE course.

Pupils prepare for their work experience during year 12 in their careers classes, they must complete a log book to evaluate their performance and experiences gained during work experience, and are assessed on their performance at work by both a visiting teacher and the employer. Information gained about the pupil's performance by the employer, visiting teacher and the log book is then used in the school's work experience awards. The awards sponsored by the Northern Bank take the form of a formal interview by the top ten pupils about their work experience. The principal, the bank manager and head of careers conduct these interviews. Awards are presented to the top three pupils.

Mock interviews include a five minute session at the end of the interview where the interviewers (Business people) give full feedback on the pupil's performance and give

advice on how to complete application forms better, and how to impress at the interview.

Presently many different staff teach aspects of the careers curriculum, the staff are aware of the importance of Careers education and guidance.

Class tutors carry out interviews of their tutor group, also involved in personal statements, and progress files.

Head of careers has made presentations to all staff during staff development days.

Head of careers has audited the staff teaching components of CEIAG and identified those who have not received training. Has prioritised training for staff who will be teaching more of the CEIAG programme.

YEAR	CITIZENSHIP	EMPLOYABILITY	PERSONAL DEVELOPMENT/PSHE	CAREERS	LLW
8	✓	✓	✓		
9	✓	✓	✓		
10	✓	✓	✓		
11				✓	✓
12				✓	✓
13			✓	✓	
14			✓	✓	















### Progression Routes

The Qualifications Framework for Northern Ireland is made up of 3 main progression routes: General and Applied; Vocational; and Occupational. Each route has 9 levels ranging from Entry level to Phd. This framework enables young people to progress to a particular career objective via a variety of pathways.

With the acceptance of the equivalence of qualifications at specific levels, it is possible for young people to move between progression routes more freely and to identify courses/programmes of learning with best suit their abilities and aspirations.

With the introduction of Entitlement Framework many of these flexible pathways are more accessible to young people within the Area Learning Community.

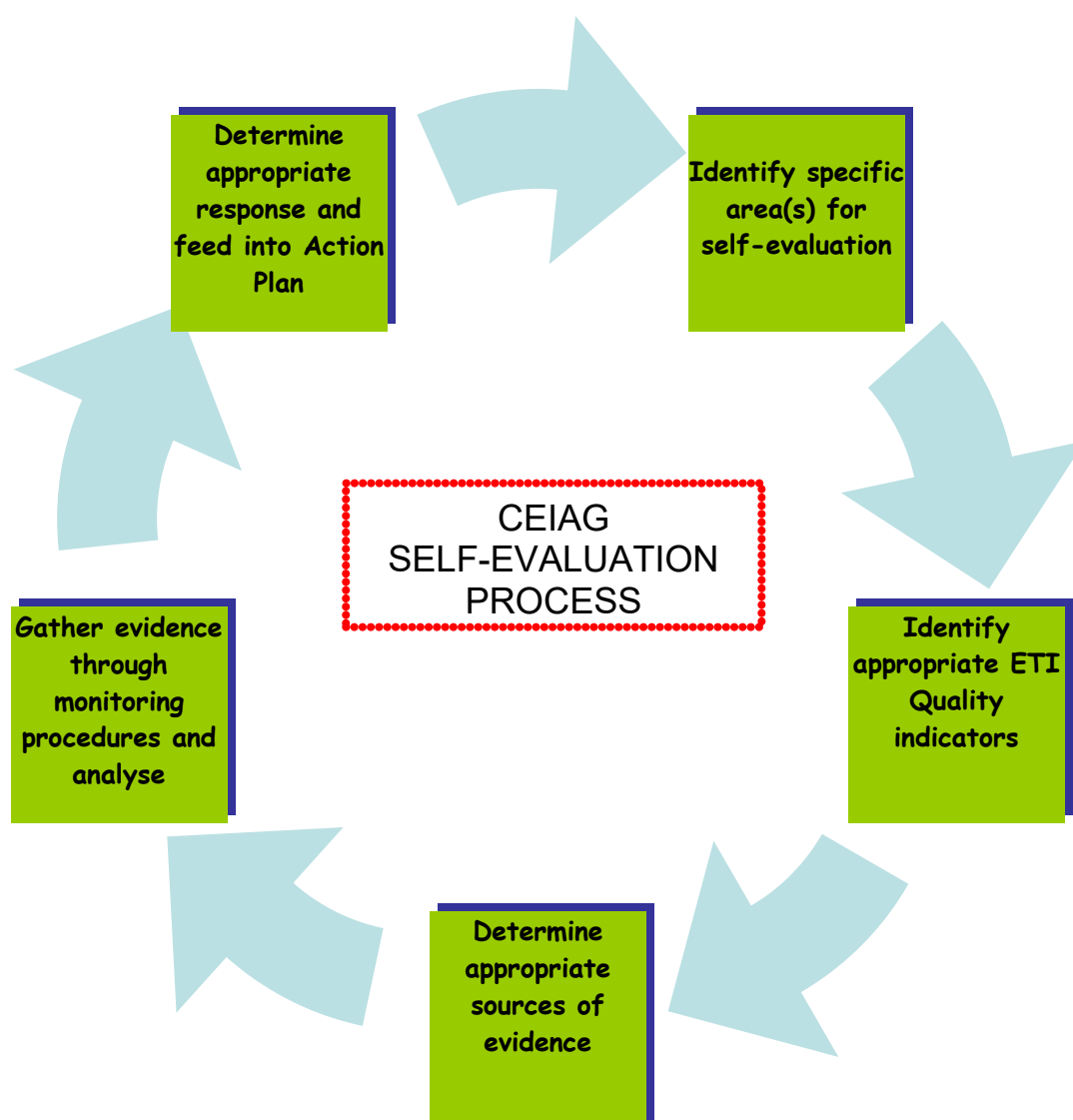
The diagram below (Progression Routes NI) provides an overview of these routes and the levels and qualifications within each.

Level of Qualification	General & Applied Qualifications	Vocational Qualifications	Occupational Qualifications
8	Phd (Doctorate)		NVQ 5 Professional & Senior Management
7	Masters Degrees Post Graduate Certificate & Diplomas		
6	Degree / Honours Degree		
5		Higher National Diploma Higher National Certificate Foundation Degree	
			
4		Professional Diplomas	NVQ Level 4 Management/Supervisory
			
3	A Levels A/S Levels	National Certificates & Diplomas	NVQ Level 3 (Technician)
			
2	GCSEs A – C	First Certificates & Diplomas Occupational Studies	NVQ Level 2 (Skilled)
1	GCSEs D – G	Introductory Certificates & Diplomas Occupational Studies	NVQ Level 1 (Semi-skilled)
Entry Level	Entry Level Awards	Entry Level Awards	Entry Skills For Working Life (unskilled)

## Monitoring and Evaluation

Monitoring and evaluation of the CEIAG provision will be in line with the ETI Quality Indicators and involve the following processes:

- Identify specific area(s) of focus for self-evaluation
- Match against ETI Quality Indicators
- Determine appropriate sources of evidence
- Gather, analyse and interpret the evidence
- Determine the appropriate response to inform the CEIAG Action Plan.



## **CAREERS CO-ORDINATOR**

The Careers Co-ordinator is responsible to the Principal for the management, development and administration of Careers Education in St. Patrick's Academy.

Responsibilities include;

- Work experience
- Mock interviews
- Careers convention
- Writing references for past pupils
- Attending monthly Lisburn Business Education Partnership meetings after school
- Homework timetables
- Northern Bank Awards
- Head of LLW
- Head of Employability
- Head of Citizenship
- Head of PSHE / Personal Development
- Head of Careers
- Liaising with Careers Advisory Service for Year 12 interviews
- Organising talks by further education providers (SERC, SRC, Belfast Metropolitan College, Hair Academy and CAFRE)
- Attending Lisburn ALC Meetings
- Requisition