

Careers Education, Information, Advice and Guidance (CEIAG) Policy

Policy Group	A	Education and Young people
Title	A4	CEIAG Policy
Trust sub-committee	Standards and Curriculum Committee	
Last reviewed	February 2023	
Next scheduled review	February 2025	
Co-ordinated by	AET Director of Education (Secondary) Claire Oakes	



1 Principles

- 1.1 The secondary schools in the Ambition Education Trust (AET) are committed to providing high quality Careers Education, Information, Advice and Guidance (CEIAG) to all young people and recognise the important role that careers education / work-related learning plays in:
 - 1.1.1 preparing and supporting young people to sustain employability and achieve personal and economic wellbeing throughout their lives
 - 1.1.2 empowering young people to make well-informed decisions when planning and managing their own futures
 - 1.1.3 raising aspirations and inspiring young people to achieve their full potential
 - 1.1.4 promoting equality, diversity, social mobility and challenging stereotypes
 - 1.1.5 preparing young people to leave school prepared for life in modern Britain
- 1.2 Careers education forms an integral part of the curriculum across AET secondary schools. The taught curriculum is supported by a comprehensive programme of organised activities. Careers guidance focuses on the specific needs of individual young people to promote self-awareness and personal development. Our trust's aim is to provide current and relevant information, in an impartial, confidential and differentiated manner, to enable each young person to make well-informed decisions about their future.
- 1.3 The AET's CEIAG provision reflects the DfE's statutory and non-statutory guidance and engagement with supporting bodies including the Careers and Enterprise Company, Hertfordshire Opportunity Portal and The Gatsby Foundation.

2 Trust Arrangements

This policy has been developed at Trust level and therefore covers policy that is relevant and followed by all the secondary schools within the AET. The Appendices contain specific school level documents and detail of any differing procedures if applicable and relevant to this policy.

3 Definitions

- 3.1 AET secondary schools seek to provide a planned programme of CEIAG for young people in partnership with a range of stakeholders including Hertfordshire Services for Young People, local colleges and other training providers, businesses, parents/carers and alumni.
- 3.2 The AET's ambition is to ensure that all young people leave equipped with the relevant skills and knowledge required to successfully support their entry to the next stage of their development. To this end, each secondary school's CEIAG programmes aims to promote:
 - 3.2.1 An understanding of the changing nature of work, learning and career choices, including the full range of pathways open to young people post-16 and post-18, including approved technical education qualifications and apprenticeships.
 - 3.2.2 Progression planning through the provision of information and guidance from independent external careers advisors, support within the curriculum, organised activities and events with local colleges and businesses.
 - 3.2.3 Direct exposure to a wide range of training providers and employers from different career fields and first-hand experience of the world of work through programmes such as Year 7 work shadowing and Year 10 work experience.
 - 3.2.4 Self-awareness and self-development – encouraging young people to assess their own strengths and areas for development in order to inform future learning and work choices and develop positive self-esteem.

4 Roles and Responsibilities

Each of the AET's secondary school's CEIAG is planned, delivered, monitored and evaluated by the Careers Co-ordinator in consultation with relevant staff, including:

- 4.1 CEIAG Link Governor
- 4.2 Member of the Senior Leadership Team responsible for CEIAG
- 4.3 School Leaders responsible for learning, welfare and post school progression
- 4.4 Other relevant school staff as necessary
- 4.5 Hertfordshire Services for Young People
- 4.6 Careers Enterprise Company
- 4.7 Hertfordshire Opportunity Portal

5 Process

Each AET secondary school's CEIAG programme is designed to meet the needs of young people at different stages of their learning journey through school. It is differentiated to ensure progression through activities that are appropriate to young people's stages of career learning, planning and development. Consideration for SEND learners is taken into account and activities are adapted to ensure an inclusive approach and equality of access. Each secondary school in the AET publishes its annual programme of activities on their website.

5.1 **By the end of Key Stage 3 all young people will have:**

- 5.1.1 a better understanding of the full range of 14-19 opportunities for progression including technical qualifications and apprenticeships.
- 5.1.2 a better understanding of their strengths and areas for development, and support to evaluate how these might inform future choices in learning and work.
- 5.1.3 an understanding of some of the qualities, attitudes and skills needed for employability.
- 5.1.4 used online careers resources to research information about opportunities and apply their findings to help to make informed choices for Key Stage 4 Options.
- 5.1.5 received appropriate advice and guidance on Key Stage 4 options and will be prepared for the 14-19 phase.
- 5.1.6 taken part in opportunities to meet other education and training providers and employers directly.

5.2 **By the end of Key Stage 4, all young people will have:**

- 5.2.1 enhanced their self-knowledge, career management and employability skills.
- 5.2.2 used online resources and other sources of advice to investigate and explore future choices and progression routes.
- 5.2.3 experienced the world of work through a work placement.
- 5.2.4 been given direct access to employers, colleges, training providers and universities.
- 5.2.5 been given guidance to help identify a range of post-16 options and careers advice and support networks that they can use to plan and negotiate their career pathways.
- 5.2.6 been provided with the resources to complete the post-16 application procedures, including CVs, personal statements, and preparation for interview.
- 5.2.7 been given information about appropriate available funding.
- 5.2.8 produced a challenging but realistic plan for their future learning and work, by relating their abilities, attributes and achievements to the goals they have set themselves.

5.3. **By the end of Stage 5 all young people will have:**

- 5.3.1 enhanced their self-knowledge, career management and employability skills.
- 5.3.2 up to date knowledge of the labour market, post-18 career pathways including university, apprenticeships and employment.

- 5.3.3 used online and other sources of advice to investigate and explore future choices and progression routes.
- 5.3.4 received guidance through the UCAS application procedure.
- 5.3.5 been given direct access to employers, other education and training providers, universities and apprenticeship providers.
- 5.3.6 taken part in an appropriate workplace visit.
- 5.3.7 been given guidance to help identify a range of post-18 options.
- 5.3.8 been provided with the resources to develop their CVs, personal statements, and interview preparation.

6 Resources

Funding is allocated in annual budget planning. Funding for developments in the school's improvement plan is considered in the context of whole school priorities. The secondary schools in the AET allocate resources to support their careers provision as well as meeting the Gatsby Benchmarks, as set out in the DfE's 2023 guidance. Resources, including free advice and support, are sought in order to enhance provision further.

7 Monitoring and Reporting

- 7.1 The Careers Co-ordinator and Careers Leaders in each school are responsible for the monitoring, review and evaluation of the programme. This annual evaluation is informed by:
 - 7.1.1 evaluation of progress against the Gatsby Benchmarks through the Compass tool
 - 7.1.2 systematic evaluation of the careers programme by key stakeholders
 - 7.1.3 support from a school governor who acts as a critical friend
 - 7.1.4 monitoring at management, school and Trust level
 - 7.1.5 careers Leaders from across our Trust evaluate and reflect on provision across our Trust in order to identify new opportunities for collaboration
- 7.2 Secondary schools in the AET engage with the Careers and Enterprise Company. Each school's Enterprise Advisor works with them to build employer engagement and to create lasting connections between the school and local businesses. These efforts are supported by each school's engagement with parents and alumni who facilitate employer engagement.
- 7.3 Secondary schools in the AET have relationships with a wide range of businesses from different industries; these relationships are used to ensure CEIAG is relevant and delivered by those in industry. These relationships are reviewed annually and new partnerships are constantly being sought.
- 7.4 Secondary schools within the AET seek to actively engage parents / carers in the formulation and development of careers provision. Regular careers updates together with requests for assistance with careers events are provided through the school newsletter and other social media. A database of parents / carers / alumni able and willing to support with events and other planned activities such as work experience is maintained and updated by the Careers Co-ordinator.

8 Staff CPL

The secondary schools in our trust keep abreast of changes to statutory and non-statutory guidance, as well as changing labour market and education information and opportunities. Staff with dedicated responsibility for careers provision receive training to lead, manage and deliver each school's careers programme. Other staff that engage in the delivery of the school's careers programme are supported to do so.

Please also refer to Appendices of the individual schools.

Appendix A

Ridgeway Academy: Provider Access Statement

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to young people at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997. This is more commonly known as the Baker Clause. In addition, this policy shows how the school complies with the requirements of the Skills and Post-16 Education Act 2022 and on page 43 of guidance from the Department for Education (DfE) [HERE](#)

Management of Provider Access Requests

A provider wishing to request access should contact Mr Flannagan, Careers Lead or Miss Jenner, Assistant Headteacher. Telephone: 01707 351350 Email: admin@ridgeway.aetrust.uk

Pupil Entitlement

All pupils 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 events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Premises and Facilities

The school will make a suitable space available for discussions between the provider and young people, as appropriate to the activity. The school will also make available ICT and other specialist equipment to support provider presentations. This will be discussed and agreed in advance of the visit with the Careers Lead or a member of the Senior Leadership Team. Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Lead who will ensure that it is accessible to the young people.

Summary of Careers Programme

Our careers programme can be found on our website. [HERE](#). This document shows the careers programme delivery through Personal Development (PD) lessons, Careers Development Institution (CDI) learning aims KS3, CDI learning aims KS4 and PSHE association objectives. Pupils, parents, carers, teachers and employers can access information on careers programme on our website where they are able to view the document linked above. If they have any further questions they can discuss this with the form tutor or the careers lead. Young people will also have all resources posted on their form google classroom and also have access to all activities through their unifrog log in.

How we Assess and Measure The Programmes Impact on the Young People

It is vital that we regularly review the impact that the Careers Programme has on young people and we will use this information to improve our delivery across all year groups, to all ability levels and to the sub-groupings within these. To achieve this, our intention is to complete a combination of reviews, to publish the findings and use them to progress our delivery of the school's Careers Programme. We use the following review methods: student panels, Gatsby Compass self-evaluation and feedback survey (teaching staff and parents/carers).

Opportunities for Access

The school offers a comprehensive Careers Education, Information, Advice and Guidance (CEIAG) programme. A number of events, integrated into this provision will offer providers an opportunity to come into school to speak to young people and/or their parents/carers. Please speak to our Career Lead to identify the most suitable opportunity for you. The school's policy on safeguarding sets out the school's approach to allowing providers into the school as visitors to talk to our young people.

Careers Programme Overview

In addition to the activities and events listed below, One to one support provided by SFYP Herts on School site for young people in Year 10-13 – Weekly appointment scheduled to offer careers advice and to record student's personal requirements.

Year	Autumn Term	Spring Term	Summer Term
KS3	Introduction to Unifrog and sessions completed in PD.	Unifrog sessions completed in PD. Careers speakers in assemblies.	Careers fair. Work shadow day. Unifrog sessions completed in PD.
10	Unifrog sessions completed in PD. Careers speakers in assemblies.	Introductory assembly to young people – Making young people aware of work experience in local labour market. Assemblies regarding work experience. Information assembly from Oaklands College. Careers speakers in assemblies. Unifrog sessions completed in PD.	Work experience (one week). Individual careers guidance appointments. Unifrog sessions completed in PD. Careers fair.
11	Attendance of Generation Stevenage and other remote encounters via various agencies – Herts LEP. CV and Interviews – internal being supported by PSHE work. Unifrog sessions completed in PD. Careers speakers in assemblies.	Unifrog sessions completed in PD. Careers speakers in assemblies.	Unifrog sessions completed in PD. Careers speakers in assemblies.

12	Unifrog sessions completed in form. Careers speakers in assemblies. Careers topic in PD.	Unifrog sessions completed in form. Careers speakers in assemblies. Careers unit in PD. UCAS event @ ExCel London.	Work experience. Unifrog sessions completed in form. Careers speakers in assemblies. Careers unit in PD.
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Appendix A

Sandringham School: Provider Access Statement

Introduction

This statement sets out the school's arrangements for managing the access of providers to young people at the school for the purposes of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Student Entitlement

Young people in Years 7-13 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, 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 contact *Carly Eady, Careers Coordinator*, Telephone: 01727 799560; Email: eadyc@sandringham.aetrust.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 pupils and/or their parents. Up to date activities can be found on the school website, the table below is a sample of activities.

	Autumn Term	Spring Term	Summer Term
Year 7			Work shadowing
Year 8	Personal Development (PD)– self-reflection and world of work sessions Assemblies with local employer	Assemblies with local employers	
Year 9	World of Work (WOW) Morning – opportunities to consider future pathways, meet employers from different sectors	PD: Enterprise, business, labour market and careers sessions Year 9 Options Evening	
Year 10		Extended Learning Day (ELD) – Visit to the University of Hertfordshire. PD - work experience preparation sessions Oaklands College taster day	Enrichment (E) Week – Work experience
Year 11	Oaklands College taster days	PD – self-reflection, personal skills, applications and CV sessions	

		You're Hired ELD – Opportunities to plan for the future including college, sixth form and apprenticeships. Access to a range of FE and training providers.	
Year 12		<p>PD – 6 week careers programme to include an input from apprenticeships provider.</p> <p>ELD in March with a wide range of speakers from a range of sectors, including information about technical and apprenticeship routes.</p>	Continuing session on university applications and apprenticeship/ employment preparation.
Year 13	<p>PD - Higher Education and apprenticeship programme continues, including mock assessment centre.</p> <p>Mock interviews with staff and employers for university and apprenticeship/ employment.</p>	One-to-one advice and guidance for young people pursuing an employment pathway to help them with specific applications.	

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our young people.

Premises and Facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and young people, 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 Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the dedicated Careers room in the Learning Resource Centre. This room is available to all young people at lunch and break times.

Appendix A

Verulam School: Provider Access Statement

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to young people at the school for the purposes of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Student Entitlement

Young people 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
- to receive within the school day a minimum of at least two meaningful encounters with providers in each of Key Stages i.e. a minimum of six encounters across the Key Stage Three, Four and Five

Management of Provider Access Requests Procedure

A provider wishing to request access should contact *Rebecca Elliott, Careers Administrator*, Telephone: 01727 766100; Email: elliotttr@verulam.aetrust.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 pupils and/or their parents/carers:

	Autumn Term	Spring Term	Summer Term
Key stage 3	Y8 Oaklands Event (an introduction to Further Education)	Y9 Business Enterprise Conference with Further Education Providers	Y8 Work Shadowing (a hands on day discovering the world of work and Further Education pathways)

<p>Key stage 4</p>	<p>Y11 - Careers Interviews (individual advice and guidance) begin and continue throughout the year</p> <p>Y11 - Work Experience Week (to discover the world of work and non university career pathways)</p>	<p>Y11 Apprenticeships & Further Education Evening</p>	<p>Y10 College, Apprenticeships & Further Education Fayre.</p> <p>Y11 Opportunities to visit local Further Education Colleges</p>
<p>Key stage 5</p>	<p>Y12 PSHE - Unifrog and how to research career options, including UCAS, FE and Apprenticeship pathways</p>	<p>Y12 Apprenticeships & Further Education Evening</p>	<p>Y12 Work Shadowing Week</p> <p>Y12 Careers Interviews</p>

Please speak to our Careers Coordinator to identify the most suitable opportunity for you.

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our young people.

Premises and Facilities

The school will make the hall, classrooms or private meeting rooms available for discussions between the provider and young people, 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 Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all young people at lunch and break times.

Appendix A

St Albans Girls' School Provider Access Statement

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to young people at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997. This is more commonly known as the Baker Clause. In addition, this policy shows how the school complies with the requirements of the Skills and Post-16 Education Act 2022 and on page 43 of guidance from the Department for Education (DfE) on <https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>

Student entitlement

All young people 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
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events
- understand how to make applications for the full range of academic and technical courses The updated provider access legislation (PAL) specifies schools must provide at least six encounters for all their young people:
- two encounters for pupils during the 'first key phase' (year 8 or 9) that are mandatory for all pupils to attend
- two encounters for pupils during the 'second key phase' (year 10 or 11) that are mandatory for all pupils to attend
- two encounters for pupils during the 'third key phase' (year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend.
- we are committed to ensuring that these requirements are met and will deliver these opportunities through assemblies and careers lessons in PSHE as well as 'drop-down' days or events

Management of Provider Access Requests

A provider wishing to request access should contact the Careers Lead: Mrs Jessica Flint, Deputy Headteacher, Telephone: 01727 853134 Email: careers@stags.herts.sch.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 our young people and/or their parents/carers:

- These can be found on the school calendar of events and on the school website
- Please speak to Mrs Jessica Flint to identify the most suitable opportunity for you
- The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our young people
- Compulsory activities for all young people to attend in Years 8-11 include:
 - Assemblies with Apprenticeship providers which detail information about all levels of apprenticeships and T Levels
 - Whole school curriculum activities about apprenticeships during National Apprenticeship Week each year
 - Assemblies with University Ambassadors
 - Assemblies with local college providers
 - Additionally our local colleges attend our Post 16 Information Evening and Y11 Futures Events to provide optional support for young people
- Optional activities for young people in Years 12 and 13 include:
 - Progression Pathways Event with guest speakers promoting Higher and Degree Apprenticeships

- Assemblies with Apprenticeship providers which detail information about all levels of apprenticeships and T Levels
- A Google Classroom which promotes Apprenticeship opportunities available in local area as well as a Careers Portal which shares details of how to reach providers of technical and vocational education and employment

Year group	Events and approximate time of year
All Year groups	Careers Fair Takes place in November each year There is also the opportunity to speak to all year groups during assemblies throughout the year, specifically during National Careers Week and Apprenticeship Week
7	Enterprise Morning in the autumn term Careers lessons embedded within the Personal, Social, Health and Economic (PSHE) Curriculum Work Shadowing Day in in the summer term
8	Careers Lessons in the PSHE Curriculum Enterprise Morning in the summer term and opportunity to join the 10X Challenge run by Young Enterprise Inspiring Women Networking Event in March each year
9	Learn to Earn Careers and Enterprise Day in the summer term Careers Lessons within the PSHE Curriculum GCSE Curriculum Choices including encounters with further and higher education provider and apprenticeship providers
10	Careers Lessons within the Personal Development Curriculum Careers Talks throughout the year Apprenticeship/Further/Higher Education provider encounters during assembly slots Work Experience in the summer term
11	Careers Lessons within the Personal Development Curriculum Post 16 Options Evening in November with opportunity to speak with local providers Year 11 Interview Day in the spring term Future Education and Training Options Talks/Encounters Work Experience/ Work Shadowing Opportunities for the Summer including NCS.
STAGs 6 th form	Step Up Programme – provides careers lessons throughout the year Speakers Programme - provides opportunity to hear from a range of voices about Post 18 options Progression Pathways Event in July of Year 12 Future Education and Training Options Talks Support with UCAS, Apprenticeships and Employment applications Professional Placement opportunity in in the summer term of Year 12 Inspirational Women Networking opportunity each March

Premises and Facilities

The school will make the hall, classrooms or meeting rooms available for discussions between the provider and young people, 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 Careers Lead. Providers are welcome to leave a copy of their prospectus or other relevant course literature at Reception, this will be displayed in the locations that are accessible to young people at lunch and break time

Monitoring

St Albans Girls' School monitors and reviews its policies and procedures on a regular basis to ensure that there is compliance. This policy will be reviewed annually by Mrs J Flint and approved by the governing body.

APPENDIX A

The Adeyfield Academy Provider Access Statement

Introduction

This document sets out The Adeyfield Academy’s arrangements for managing the access of providers to young people at the college for the purpose of giving them information about the provider’s education or training offer. This complies with the college’s legal obligations under Section 42B of the Education Act 1997. This is more commonly known as the Baker Clause. In addition, this policy shows how the school complies with the requirements of the Skills and Post-16 Education Act 2022 and on page 43 of guidance from the Department for Education (DfE) on <https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>

Student Entitlement

Young people are entitled to access our independent careers provision through Herts YC at any time from Year 7. Formal careers appointments for all young people begin during Year 10.

At Key Stage 3, we aim to develop the skills and confidence needed to make realistic and informed decisions about KS4 courses and develop an understanding of self in relation to future roles and an understanding of work, training and continued education. Young people are encouraged to improve self awareness through encouraging the young people to review their own interests, aptitude and preferred approaches to learning and preferred subjects.

At Key Stage 4, we aim to develop the skills and confidence to make realistic and informed decisions about their future beyond compulsory schooling and develop the skills necessary to manage the transition from KS4 into the Sixth Form or FE, training or employment. We encourage young people to participate in all opportunities. We also ensure they develop their research skills so they can find out the information they need to make career choices. Young people are supported in understanding how to write a CV and its importance in the interview process.

At Key Stage 5, our programme develops the skills acquired at Key Stage 4 to ensure young people are fully informed about higher education and training opportunities, and the portfolios required for these. Young people are encouraged to develop their understanding of independence and independent living ready for the next stage in their life both in and out of education. Links with employers, trainers and financial support continue to develop to ensure young people are fully prepared for their next steps.

Opportunities for Access

Year Group	
Year 7	<ul style="list-style-type: none"> ● During National Careers Week young people engage in careers learning through subjects in the wider curriculum as well as meeting STEM ambassadors and Alumni ● Young people are supported to recognise skills and qualities they need in life to be successful through emphasis on transferable skills during their PSHE Careers lessons. ● Young people attend an author Visit, exploring careers in writing, publishing & journalism

<p>Year 8</p>	<ul style="list-style-type: none"> ● During National Careers Week young people engage in careers learning through subjects in the wider curriculum as well as meeting STEM ambassadors and Alumni ● Young people attend Employer visits related to subject areas ● Young people are supported to recognise skills and qualities they need in life to be successful through emphasis on transferable skills during their PSHE Careers lessons. ● Young people attend the Careers Challenge, a whole day STEM workshop which looks closely at JCB's main production sectors and young people design a machine of the future for their chosen sector.
<p>Year 9</p>	<ul style="list-style-type: none"> ● The emphasis in this year is subject choices and options, all young people receive a Year 9 Option Meeting with a member of the Senior Leadership Team ● Young people attend Employer visits related to subject areas ● Parents and young people attend Future options evening ● Young people are supported to recognise skills and qualities they need in life to be successful through emphasis on transferable skills during their PSHE Careers lessons. ● Young people attend a visit to the University of Hertfordshire known as the Pathfinder Day ● Young people participate in the Army Elite Academy which includes a range of Army teamwork and problem solving activities as well as a careers presentation that contextualises the day's experience within the Army workplace ● Young people participate in the Learn to Earn Programme as part of the Young Enterprise ● During National Careers Week young people engage in careers learning through subjects in the wider curriculum as well as meeting STEM ambassadors and Alumni ● Young people continue to explore and complete Unifrog Online to help make decisions about their careers and record skills
<p>Year 10</p>	<ul style="list-style-type: none"> ● Young people participate in Talk the Talk workshop, Talk About Communication to help address the needs of each pupil and ● provides links to curriculum learning and careers ● Young people are supported ● to recognise skills and qualities they need in life to be successful through ● emphasis on transferable skills during their PSHE Careers lessons. ● Young people attend Employer visits related to subject areas ● 1 week work experience and exposure to the world of work to develop their skills and abilities ● Offered 1:1 interview with an external Careers Adviser for any identified, targeted young people (SEN, Pupil Premium, EAL). ● Young people participate in the Big Interview Day to develop ● interview strategies and improve their communication skills ● During National Careers Week young people engage in careers learning through subjects in the wider curriculum as well as meeting STEM ambassadors and Alumni ● Young people continue to explore and complete Unifrog Online to help make decisions about their careers and record skills
<p>Year 11</p>	<ul style="list-style-type: none"> ● Sixth Form Colleges/Schools, Further Education colleges, Apprenticeship providers attend assembly to present options available post 16. ● Support and guidance is given in applying for Post 16 opportunities from the Senior Leadership Team ● Dacorum Careers Fair at Shendish Manor with providers to showcase opportunities for school leavers at 16 and 18+ ● Offered 1:1 interview with an external Careers Adviser for any identified, targeted

	<ul style="list-style-type: none"> ● young people (SEN, Pupil Premium, EAL). ● Young people continue to explore and complete Unifrog Online to help make decisions about their careers and record skills
<p>6th Form</p>	<ul style="list-style-type: none"> ● Young people attend aspiration visits to universities such as Cambridge University ● 1 week work experience and exposure to the world of work to develop their skills and abilities ● Young people participate in the Big Interview Day to develop interview strategies and improve their communication skills ● Young people participate in Talk the Talk workshop, Talk About The Future to help address the needs of each pupil and provides links to curriculum learning and careers ● Young people attend Employer visits related to subject areas i.e. Roche UK ● Offered 1:1 interview with an external Careers Adviser for any identified, targeted young people (SEN, Pupil Premium, EAL) ● During National Careers Week young people engage in careers learning through subjects in the wider curriculum as well as meeting STEM ambassadors and Alumni ● Young people continue to explore and complete Unifrog Online to help make decisions about their careers and record skills

Management of provider access requests Procedure

A provider wishing to request access should contact Imogen Walbank Telephone: 01442 406020 Email: walbanki@adeyfield.herts.sch.uk Opportunities for access

The Adeyfield Academy offers a comprehensive Careers Education, Information, Advice and Guidance programme and an overview of this programme can be seen in the academy’s careers action plan. Please speak to our Careers Advisor to identify the most suitable opportunity for you. The academy will make a suitable space available for discussions between the provider and young people, as appropriate to the activity. The academy will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Advisor or a member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Advisor so that they can be displayed in the sixth form common room and on the careers notice board.

Premises and Facilities

The school will make the hall, classrooms or meeting rooms available for discussions between the provider and young people, 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 Careers Lead. Providers are welcome to leave a copy of their prospectus or other relevant course literature at Reception, this will be displayed in the locations that are accessible to young people at lunch and break time for example, through our careers board or 6th form block.

