



Moorside  
High School  
*Enriching Lives, Inspiring Ambitions*

# Careers Education Information and Guidance

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## Introduction

Moorside High School is committed to providing a planned programme of careers education, information and guidance for all students from years 7 to 11. Currently the school is working towards achieving the eight Gatsby Benchmarks:

### **The Eight Gatsby benchmarks of Good Career Guidance**

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

The policy is underpinned by the school's policies for teaching and learning, citizenship, work related learning, equal opportunities, and PSE. This policy was developed by the school careers team and is reviewed on an annual basis.

## Objectives

The careers programme is designed to meet the needs of the students in a fair, non-judgemental and ethical approach. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. CEIAG is a way for students to learn about the experience of the world of work, make informed choices about their future, and develop their cooperative investigative and organisational skills. We aim to have an enriched careers programme that is embedded across all curriculum areas, and supported by forming strong partnerships with our range of local employers, colleges, apprenticeship providers and universities.

## Staffing

### **SLT Link for Careers**

There is a dedicated SLT link for Careers (CEIAG) who is responsible for overseeing the careers programme at Moorside High School, working closely with the school's careers adviser who provides specialist careers guidance. The SLT link liaises with all SLT in school to help promote CEIAG within the whole school agenda and to promote careers education being delivered throughout the curriculum in all subject faculties. All teaching staff (years 7 – 11) contribute to the delivery of the CEIAG programme through PSE lessons and form times as well as engaging subject specific careers lessons, delivered by school teachers and also visiting speakers and companies. This allows pupils to benefit from exploring careers related to subject areas through a variety of methods including employers or professional visits to school, subject specific careers resources, events and trips to further embed careers into the school curriculum.

## Careers Leader & Careers Adviser

The school employ a qualified and dedicated careers adviser, responsible for delivering impartial careers advice & guidance to all pupils in the school before they complete their studies in Y11. The careers adviser holds the Postgraduate Diploma in Careers Guidance and the Qualification in Careers Guidance (QCG) and is also a registered member of the [Career Development Institute \(CDI\)](#) and on the Professional Register of Guidance Practitioners. The careers adviser offers 1:1 personal careers guidance interviews to all pupils in Year 11 and supports them with applying to a variety of Post-16 destinations. The careers adviser is also available to work with all pupils from Y7-Y10. All year 9 pupils are offered an interview ahead of KS4 option choices, and Year 10 pupils are offered an interview during the summer term.

The careers adviser is also the designated careers leader for the school, reporting to the SLT Link for careers. The careers adviser has completed the certificate in careers leadership.

## Resources

The school library (LRC) continues to be a main resource for careers in school. The library also has a careers resource area comprising of prospectuses, books and other literature to provide information on a variety of Post-16 opportunities including local college and sixth forms, apprenticeship opportunities and university prospectuses. The school also use to a variety of digital careers resources and websites including:

Careers websites:

- <https://gmacs.co.uk/> - A new careers portal for young people living in Greater Manchester, providing pupils with the opportunity to research options and opportunities in the locality and also plan their own career journeys via a personal profile (the school have free access to this website in 2020-21 for all pupils to use)
- <https://nationalcareers.service.gov.uk/> - A government page providing pupils and parents with labour market information (LMI) as well as quizzes, action plans and course searches to support pupils with career exploration
- <https://www.gov.uk/apply-apprenticeship> - A government website aimed promoting and exploring apprenticeship routes, including a live vacancy search page.
- <https://www.startprofile.com/Login.aspx> - A careers quiz to start exploring possible career ideas. This is free to use for pupils and parents (need to register online for an account!) and allows users to explore career options based on personal skills, qualities and interests.
- <https://www.ucas.com/ucas/16-18-choices/getting-started/what-are-my-options> - General information on options at 16
- <https://successatschool.org/> - a careers website for all year groups with LMI (Labour Market Information) resources and also teaching resources and lesson ideas for staff to use.

## Examples of CEIAG Delivery in Moorside High School

As a school we ensure this is delivered through a variety of different activities which motivate and encourage our pupils. These include:

Activity	Gatsby Benchmark
1:1 guidance interviews with the school careers adviser	1, 2, 3, 8
Careers tasks and activities in subject specific lessons	1, 2, 4
Financial Literacy Workshops	1, 4, 5
Mock interview events (Y11)	1, 3, 5
Careers Fairs & Trips (e.g. Skills North West)	1, 2, 3, 5
College taster days	1, 3, 7
Apprenticeship workshops	1, 2, 5, 8
Careers & Cakes (Guest speakers from the world of work)	1, 2, 3, 5
Work Experience (Y10)	1, 2, 3, 5, 6
University trips (including summer schools)	1, 7
STEM Careers Day (e.g. Medical Mavericks workshop)	1, 2, 4, 5
“Have a Go” careers day delivered with Salford City College	1, 2, 3, 4, 7

There is a full overview of the CEIAG programme on the school [website](#):

Work related education is delivered through a mixture of both internal activities and off-site visits and experiences. Year groups participate in visits to local colleges, universities and careers fairs, and we invite local employers, college representatives and apprenticeship providers into school to speak to pupils and to participate in activities and workshops. We are pleased to be offering one week of work experience for the Y10 cohort, working in partnership with external work experience provider ‘Changing Education’ which we anticipate will be first delivered in Summer 2021.

The careers programme includes career education sessions, career guidance activities (group work and individual interviews) and information and research activities. All students will start to develop an awareness of careers related issues through cross curricular activities from Year 7 onwards.

## Outcomes

The main outcomes for the CEIAG programme at Moorside High School are:

- Provide opportunities for learning about different people and places in the world of work
- Provide opportunities for students to investigate learning and career based opportunities
- Provide opportunities to communicate their awareness and understanding of the world and local community in a variety of ways
- Enable students to make choices about their future and interests and make informed judgements about how these choices will help them achieve their aspirations
- Enable students to best understand transition at different key stages
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- Increase understanding of the wider community, business and commerce
- Develop understanding and skills in self evaluation
- Enable students to take on increasing roles of responsibility
- Develop student's organisational skills
- Develop student's cooperative skills
- Develop student's communication skills in different settings

## Health and Safety

All activities will be carried out with support from school based staff, and health and safety is taken into account by individual year group risk assessment as appropriate (e.g. EVOLVE if activities are delivered off-site). Visitors to the school for careers activities are briefed on our safeguarding policies when working with our pupils. We have a 'Provider Access Statement' for visitors requesting involvement in the schools' CEIAG programme, which is available on the school [website](#).

## Funding

Funding is allocated in the annual budget for Careers. Sources of external funding are actively sought for careers activities and trips (for example, through GM Higher).

## Staff Development

The careers adviser is a member of the Careers Development Institute (CDI) and membership is renewed on an annual basis. This requires a commitment to undertaking 25 hours (minimum) of Careers related CPD annually. This includes attending conferences, events, training courses and attending meetings – such as the termly Salford Careers Network meeting chaired by the Head of Participation at Salford City Council, where good practice is shared amongst all careers staff working in Salford high schools.

As of August 2020 the careers adviser has also completed the Certificate in Careers Leadership.

Developments in careers are also a theme for all staff CPD, with targeted careers sessions held on twilight sessions for new staff/NQTs.

## Monitoring, Review and Evaluation

The careers team meet on a fortnightly weekly basis to review current careers work and activities within the school. Both also aim meet with the link employer ambassador and the link careers & enterprise adviser from Greater Manchester Combined Authority on a termly basis to review the school's progress to meeting the Gatsby benchmarks. As a school, we aim to complete a full careers audit towards reaccreditation to our Stage 3 Careers IAG award through Inspiring IAG.