

KINGDOWN SCHOOL CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE LEARNER ENTITLEMENT STATEMENT

Kingdown School is committed to providing a planned programme of Careers Education, Information, Advice and Guidance (CEIAG) for all students in Years 7 to 13.

As a student at Kingdown, you are entitled to have CEIAG that:

- Is impartial, tailored to your individual needs and confidential (keeping child protection in mind)
- Meets professional standards of practice and is delivered by trained staff
- Raises your aspirations, challenges stereotypes and promotes equality and diversity
- Is part of your whole experience of the curriculum and links what you are studying with the wider world of work
- Is based on a partnership with all those people involved with you including your parents/carers

In addition, you can expect:

- A high quality programme of dedicated careers education lessons for students in all year groups
- Impartial information, advice and guidance about the full range of education, training and employment options available to you
- Access to 1:1 advice from the school careers advisor at any time during your education (especially at key transition points) to help you make the right choices relevant to your career interests
- Access to up-to-date careers and options resources, including online programmes and printed materials in the library
- A range of additional career planning and personal development activities and opportunities including a work experience placement in Year 12, employability skills sessions, guest speakers, visits to workplaces, colleges, universities and careers/options events
- Ongoing support from your tutor in accessing specialist advice and ensuring any learning needs or issues are quickly addressed
- Further specialist support from local services if required
- To be asked for your views and feedback on what you know, understand and can do in relation to your career learning, as well as how the school's CEIAG programme can be improved in the future

During Key Stage 3 you will be helped to:

- Make realistic and informed choices about the different options available to you after Year 9
- Begin to recognise your skills, qualities and strengths and the types of careers in which these could be of benefit
- Research and explore possible career ideas using different information sources
- Plan ahead and set targets as well as deal with all kinds of changes as they happen to you
- Recognise influences on your plans including stereotyping, and develop confidence in yourself and the ability to overcome negative influences
- Understand that the world of work is changing and recognise the skills needed to enable you to do well in your future career and life
- Be aware of who in school can help you and what exactly they can do to support you

During Key Stage 4 you will be helped to:

- Become aware of and understand the full range of options open to you after Year 11 and be able to compare these options to make an informed decision about which suits you best

- Understand the purpose of careers interviews and participate effectively in a 1:1 careers guidance meeting with the school careers advisor
- Develop and practice key employability skills, including CV and cover letter writing and participating in an interview
- Set and review short and medium term targets for your learning and career, including developing a backup plan in case things go better or worse than expected
- Continue to develop and research careers ideas using a wide range of information sources, including reviewing action plans and reflecting on your progress
- Recognise things that might influence your plans and attitudes including stereotyping and learn to respond to these things in a positive way
- Use work related learning / experiences to shape your progression
- Understand and describe learning opportunities and employment trends at different levels

During Key Stage 5 you will be helped to:

- Become aware of and understand the full range of options open to you after Year 13 and effectively evaluate these options to make an informed and appropriate decision about which suits you best
- Use self-assessment to set short, medium and long term learning, personal and career targets, including backup plans in case things go better or worse than expected
- Use work related learning / experiences to shape your career progression, including identifying, arranging and completing a work experience placement with an employer
- Identify and use reliable sources of information to research and evaluate career ideas and the various routes into these
- Take into consideration financial and money management factors when making decisions and to apply for financial support post-18, if necessary
- Evaluate external influences on your personal views, attitudes, behaviour and plans including stereotyping and be able to respond appropriately to these influences
- Take full advantage of a range of available extracurricular opportunities to help progress your learning and career plans
- Present yourself well both in writing (including producing a high quality personal statement) and at interview