



## Beckfoot School

### CAREERS, EDUCATION, INFORMATION, ADVICE & GUIDANCE LOCAL POLICY (CEIAG)



## Introduction

At Beckfoot we have a strong commitment to CEIAG and futures. We are committed to providing a year 7up programme of careers and information guidance to allow students to think about, plan, reflect and refine their decision about their post 16 and post 18 options. As part of this, we aim to establish strong links with the wider community including industry experts, businesses, parents, Beckfoot alumni and charities in order to prepare students for life beyond Beckfoot. Our Careers Education programme is designed to meet the needs of all learners at Beckfoot. Activities are personalised to ensure progression in their career learning and development, to strengthen their motivation, aspirations and attainment, and to get them to be excited about their future.

Beckfoot recognises that it has a statutory and moral duty to provide careers education in Years 7 – 11 (1997 Education Act 2003 Regulations) and to give learners access to impartial careers information, education and guidance (1997 Education Act, 2008 Education and Skills Act). We are committed to providing a planned programme of impartial careers education, information, advice and guidance (CEIAG) for all learners in Years 7 – 11, in partnership with engaged providers; and to provide extra support as required for learners with additional needs. Beckfoot follows best practice guidance from the careers profession and from external bodies such as Ofsted.

Beckfoot have embedded the eight Gatsby Benchmarks of Good Career Guidance into our students learning experience throughout their time with us. <http://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

The Gatsby Benchmarks set out a framework for schools to deliver 'good career guidance'.

<b>1.</b> A stable careers programme	Every school should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.
<b>2.</b> Learning from career and labour market information	Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
<b>3.</b> Addressing the needs of each student	Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.
<b>4.</b> Linking curriculum learning to careers	All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
<b>5.</b> Encounters with employers and employees	Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities, including visiting speakers, mentoring and enterprise schemes.
<b>6.</b> Experiences of workplaces	Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and to expand their networks.
<b>7.</b> Encounters with further and higher education	All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
<b>8.</b> Personal guidance	Every student should have opportunities for guidance interviews with a Careers Adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made.

## Development of the Policy

The policy for CEIAG supports and is itself underpinned by a range of key policies - especially those for teaching and learning, assessment and recording achievement, PSICHE, gifted and talented, looked after children and special educational needs/LLD and equal opportunities.

The policy and planning of the programme have been developed in consultation with the careers team, including the careers lead, careers co-ordinator and the level 6 personal advisor. All relevant parties have been consulted throughout this process including input from the Assistant Headteacher responsible for personal development, pastoral leads across all year groups, 6<sup>th</sup> form and the SEND Lead. It takes into account feedback from students and parents following event feedback and the student/parent survey. This policy is overseen by the Headteacher and is reviewed at least annually and more frequently if required. CEIAG is frequently discussed and reviewed at Senior Leadership level. The policy has been consulted with the governing body (LSC committee).

We regularly consult with our external providers, Own Futures, Ahead Partnership and the CEC throughout the year to improve and update our provision, ensuring that CEIAG is relevant, informative and matches current labour market information and the individual needs of our students. We actively seek out best practice across the country and adapt our programme accordingly.

It is strongly aligned with the Beckfoot Trust vision of creating remarkable schools and supports one of the trust's key ambitions to support future-ready young people. This demonstrates a key commitment to responding to the specific needs of all learners and inspire creativity, ambition and enthusiasm for learning, ensuring that no child is left behind. Beckfoot is a learning community in which we all – staff, students and parents – share a common set of values to enjoy, to learn and to succeed.

## Pupil entitlement

All pupils 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 events, assemblies, careers conventions, emailed opportunities, group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses and support with interview techniques.

## Equality and Diversity

We constantly strive to raise aspirations through our CEIAG provision, promoting equality of opportunity, celebrating diversity and challenging stereotypes in support of the Public Sector Equality duty under Section 75. This is in line with the Trust's equality, religious and cultural needs policy and the whole school vision. This is promoted actively through our external providers and the wide range of employer encounters students have access. We take opportunities through STEM and those promoted through the CEC and our external providers. We adapt resources as necessary to suit the needs of all learners. This includes stretch and challenge, a key part of the overall trust vision, to support gifted and talented students in achieving their

potential. We have strong links with Oxbridge providers, subject enrichment events and exposure to a wide variety of employers and providers.

## Co-ordination of CEIAG

**Futures Programme Lead:** Holly McLean – Oversee the careers programme including the strategy, vision and its delivery.

**Careers Co-ordinator:** Sarah Wilson – To support young people's career learning, planning and development by assisting with the careers IAG, organizing and delivering events.

**Personal Advisor:** Liz Palmer - Level 6 Post Graduate Diploma in Careers Guidance (DCG) The work closely with school's Careers Lead, to help them meet their responsibilities for the delivery of CEIAG services.

**Careers Administrator:** Amanda Mettrick – To provide administrative support for the Careers, Education, Information Advice and Guidance (IAG) team and the Work Experience programme.

The lead meets regularly with the AHT for personal development, Tom Darling, the SEND Co-ordinator, Mike Barnes, the sixth form team and pastoral leads of all year groups. The team is line managed directly by the Headteacher, Simon Wade through weekly update meetings.

The Beckfoot Futures Team are quality assured through internal and external reviews and are part of the whole school's appraisal process. This process identifies specific training needs. When whole staff careers training is required, this is delivered through whole school CPD events and sessions, online training, communication through tutor teams and via faculties. The programme is constantly reviewed and evaluated following outcomes.

Staff resources are developed centrally by the futures team, staff body and also by our external providers. They are distributed by the team to relevant members of staff in preparation for year 9 options, post 16 options, careers events and PSHCE activities.

## Budget

Our careers provision is funded through a centrally managed budget and virtual funding offered through the CEC and Integrated Bradford. We also take opportunities offered free to the school through volunteer groups, local businesses and volunteers.

## Activities for all Year groups

Careers Education assemblies are delivered throughout the year. Students will be given access to employers and the world of work at various points throughout the academic year and given updates on the current Labour Market.

All students will have access to our impartial Careers Education Personal Advisor throughout the school day and will be able to explore Careers and online resources in the LRC daily.

**Unifrog** – Students from year 7 upwards will have access to Unifrog [www.unifrog.org](http://www.unifrog.org) a careers platform which brings all the available information into one single, impartial, user – friendly site which helps students make the best choices and submit the strongest applications. We encourage students to build up their profiles and explore the opportunities available as part of our tutor time programme. Individual student profiles log activities from year 7 upwards to better inform and advise students

throughout their education. A fully comprehensive series of PSHCE lessons have been designed to introduce Unifrog across all year groups.

**PSHCE** – Students in years 7-11 follow a half termly programme of Futures focused PSHCE lasting approximately 6 weeks. This is delivered annually as part of the PSHCE programme and materials have been adapted to suit all year groups. Students in sixth form follow the VESPA tutoring programme and have access to a wide range of lectures on various topics outside of their subject.

Outlined below is an overview of the types of experiences students will access at different stages:

KS 3	Y7	Y8	Y9
	<ul style="list-style-type: none"><li>• Beckfoot University</li><li>• Oracy Skills Workshops</li><li>• Workplace Visits</li></ul>	<ul style="list-style-type: none"><li>• SSAT Life skills and Leadership Project</li><li>• Prison me no- Way</li><li>• Enterprise Challenge</li><li>• Workplace Visits</li></ul>	<ul style="list-style-type: none"><li>• Careers Convention</li><li>• Interview Practice</li><li>• Teambuilding skills day</li><li>• GCSE Option Choice interviews</li><li>• Industry Workplace Visits</li></ul>
KS 4	Y10	Y11	
	<ul style="list-style-type: none"><li>• Work Experience with preparation work</li><li>• Employability Workshop</li><li>• FE/HE Visits</li><li>• Industry Workplace Visits</li><li>• Careers Convention</li><li>• Aim Higher</li><li>• Careers Panel</li><li>• Social Action Project</li><li>• Virtual careers networking</li></ul>	<ul style="list-style-type: none"><li>• Careers Convention</li><li>• Post 16 choices Careers Interviews</li><li>• Career Panels</li><li>• Aim Higher</li><li>• Careers Convention</li><li>• College Visits</li><li>• Industry Workplace Visit</li><li>• Employability Skills</li><li>• Aim Higher Session</li><li>• NCS</li></ul>	
KS 5	Y12 and Y13		
	<ul style="list-style-type: none"><li>• UCAS and Apprenticeship guidance</li><li>• Financial advice and guidance for Further/Higher Education</li><li>• VESPA</li><li>• Outreach sessions run by Oxbridge</li></ul>	<ul style="list-style-type: none"><li>• University and College Open Days</li><li>• Careers Convention</li><li>• Careers specific enrichment days such as operating theatre live, Law workshops, Get into Teaching, medicine sessions for medics etc.</li></ul>	

Events and activities are delivered in a variety of ways. For example, they are incorporated into tutor time activities which are short half hour sessions. Events involve time off timetable, this could be one hour session or a whole day activity. Visits also vary in time ranging from a morning visit to a full day activity.

We actively seek out new resources, posters, information and guidance leaflets etc. to complement our programme and enhance the information and guidance on offer to our students. These are sourced through our external providers and best practice sought out via twitter and network links.



The Beckfoot futures team work closely with the AHT for Personal Development to provide a complete programme of activities.

Specific CEIAG events are indicated in purple. Students in sixth form study the VESPA programme in tutor time supporting personal development and have access to a series of lectures on various topics.

Year 7	Year 8	Year 9	Year 10	Year 11
<b>Term 1a</b> Dreams & aspirations, Charity, Creativity  Active Citizenship, enrichment activities (C.Uni)  Children's University launch Transition Talk the Talk	<b>Term 1a</b> Dreams & aspirations, Charity, Creativity  Active Citizenship - Student Leadership (SSAT)  SSAT student leadership launch	<b>Term 1a</b> Careers Convention – Own Futures  Dreams & aspirations, Charity, Creativity, Option choices  Active Citizenship – First Give  DofE launch, First Give Launch	<b>Term 1a</b> Careers Panel Careers Convention – Own futures  Dreams & aspirations, Charity, Creativity, Work Exp. Prep  Living in the Wider World – Employment & work experience	<b>Term 1a</b> Careers Convention - Own futures  Dreams & aspirations, Charity, Creativity,  Living in the Wider World – Post 16 choices
<b>Term 1b</b> BAE systems Visit  Kooth, Democracy, Student Leadership, Cyber safety,  Healthy Relationships	<b>Term 1b</b> Ryman Enterprise Challenge  Kooth, Democracy, Student Leadership, Cyber safety,  WWI Wider Learning Day  Healthy Relationships	<b>Term 1b</b> Interview Practice – X Band Unifrog Launch  Kooth, Democracy, Student Leadership, Cyber safety  Healthy Relationships	<b>Term 1b</b> Aim Higher – Targeted session Unifrog Launch  Kooth, Democracy, Student Leadership, Cyber safety,  Healthy Relationships	<b>Term 1b</b> Unifrog Launch  Kooth, Democracy, Post 16 Options, GCSE Pod Launch Cyber safety,  Healthy Relationships
<b>Term 2a</b> Workplace Visit – McDonalds – Targeted visit	<b>Term 2a</b> Workplace Visit – McDonalds – Targeted visit	<b>Term 2a</b> Financial Literacy – Targeted session LT – Options Interviews	<b>Term 2a</b> Workplace Visit – Teledyne	<b>Term 2a</b> NCS launch LT – Post 16 choices interviews

<p>Student elections, Creativity, Road/rail/bike safety, Revision techniques, body image, mental health</p> <p>British Values &amp; Democracy</p> <p>Student Leadership elections</p>	<p>Student elections, Creativity, Road/rail/bike safety, Revision techniques, body image, mental health</p> <p>British Values &amp; Democracy</p> <p>Student Leadership elections</p>	<p>Student elections, creativity, Road/rail/bike safety, revision techniques, body image, mental health, Expedition</p> <p>British Values &amp; Democracy</p> <p>First Give Presentations</p>	<p>Interview Practice X Band,</p> <p>Student elections, Creativity, Road/rail/bike safety, Revision techniques, body image, mental health</p> <p>British Values &amp; Democracy</p> <p>Aspirations Wider Learning Day</p> <p>Student Leadership elections</p>	<p>Student elections, Creativity, Road/rail/bike safety, Revision techniques</p> <p>British Values &amp; Democracy</p> <p>Student Leadership elections</p>
<p><b>Term 2b</b></p> <p>Sports relief, Fairtrade, World Book Day, STEM, Autism awareness</p> <p>Physical Health and Mental Wellbeing</p> <p>Fairtrade Event Fortnight</p>	<p><b>Term 2b</b></p> <p>Sports relief, Fairtrade, World Book Day, STEM, Autism awareness</p> <p>Physical Health and Mental Wellbeing</p> <p>WLDay - Prison Me No Way</p> <p>Fairtrade Event Fortnight</p>	<p><b>Term 2b</b></p> <p>Interview Practice – Y Band</p> <p>Sports relief, Fairtrade, World Book Day, STEM, Autism awareness</p> <p>Physical Health and Mental Wellbeing</p> <p>Fairtrade Event Fortnight</p>	<p><b>Term 2b</b></p> <p>NHS Conference – Targeted visit</p> <p>Employability Workshop – Targeted</p> <p>LBA Aviation Visit – Targeted</p> <p>FE/HE Visit Day</p> <p>Sports relief, Fairtrade, World Book Day, STEM, Autism awareness</p> <p>Physical Health and Mental Wellbeing</p> <p>Fairtrade Event Fortnight</p>	<p><b>Term 2b</b></p> <p>NHS Conference – Targeted visit</p> <p>Employability Workshop - Targeted</p> <p>LBA Aviation Visit – Targeted</p> <p>Sports relief, Fairtrade, World Book Day, STEM, Autism awareness</p> <p>Physical Health and Mental Wellbeing</p> <p>WLDay – Bankfield Hotel</p> <p>Fairtrade Event Fortnight</p>
<p><b>Term 3a</b></p> <p>Strategic vision, Anti Bullying, Knife Crime</p>	<p><b>Term 3a</b></p> <p>Strategic vision, Anti Bullying, Knife Crime</p>	<p><b>Term 3a</b></p> <p>Strategic vision, Anti Bullying, Knife Crime</p>	<p><b>Term 3a</b></p> <p>Strategic vision, Anti Bullying, Knife Crime</p>	<p><b>Term 3a</b></p> <p>Strategic vision, Anti Bullying, Knife Crime,</p>

Living in the Wider World  Bake off competition Children's University ceremony Sports Day	Living in the Wider World  Bake off competition Sports Day	Living in the Wider World  DofE Expedition practice Sports Day	Living in the Wider World  Sports Day	Exam prep, mental toughness  Living in the Wider World  Sports Day
Term 3b LGBTQ, Enrichment, Charity  Physical Health and Mental Wellbeing  Enrichment Week	Term 3b Ryman Enterprise Final  LGBTQ, Enrichment, Charity  Physical Health and Mental Wellbeing  Enrichment Week	Term 3b Army Skills Day – Team Building  Physical Health and Mental Wellbeing DofE Expedition  Enrichment Week DofE Expedition	Term 3b Interview Practice Y Band  Work Experience  Physical Health and Mental Wellbeing	Term 3b NCS Residential  Physical Health and Mental Wellbeing



### Year group activities explained in more detail:

- **Beckfoot University** – All year 7 students are issued with a passport to learning at the start of year 7. Throughout the year, students then accumulate credits and hours linked to extracurricular, community and charity initiatives. This culminates in students graduating and parents are invited to a special graduation ceremony later in the year.
- **Industry Workplace Visits** – Students are invited to visit local businesses to find out about different careers and opportunities. Visits include a tour of the workplace followed by a challenge that gives students an insight into the working sector.
- **Careers Convention** – A 'one stop' way for students to meet and engage with a whole host of business and education volunteers from across a range of sectors and providers, held in school annually.
- **Work Experience** – Students complete a week of work experience with an employer of their choice. Our Careers Team work closely with students and tutors to prepare students for this and ensure they have an enjoyable and productive experience (and maybe even a part time job at the end of it!).
- **Post 16 Choices** – Year 11 students will have a 1:1 conversation about next steps following their GCSE exams. This fits alongside the careers PSHCE work in tutor time.
- **UCAS and Apprenticeship Guidance** – Sixth form students will get involved in a series of bespoke talks around post 18 options, industries and choices. There are also a series of evening events around University and apprenticeship opportunities. Sixth form students will also attend Open Days and Taster Days throughout year 12 & year 13.
- **PSCHE Time on Careers Education** – This will cover a full term of content that cumulatively builds up year on year from dream careers in year 7 to interview skills by year 11. (See separate PSHCE page for more detail).
- **Careers Interview** – At Beckfoot we have a dedicated impartial Careers Adviser who is trained to talk with students and advise them on next steps and career pathways. Year 11 students are offered an appointment, but any student can book a careers interview at any time or come to the drop-in sessions held Wednesdays and Thursdays after school.
- **GCSE Option Choices** – Students choose their GCSE options during **Year 9**. Students receive an individual conversation with a senior member of staff to help them make the right decision. This culminates in a Parents Evening whereby students and parents can discuss options with subject teachers.
- **Post 16 Choices – Year 11** students will receive at least one Personal Careers Advice session to discuss their next steps following their GCSE exams. There will be many opportunities for students to have contact with employers, Post 16 providers, Apprenticeship providers throughout the year.
- **Prison Me! No-Way!** - A national educational charity with a core aim of raising awareness among young people about the causes, consequences and penalties of crime. Their programmes are designed to help 8 to 18-year olds from all walks of life and cultural backgrounds; they are top quality, accessible, flexible and effective and most of all help equip students with the skills to make informed decisions and choices.
- **Interview Practice** - Each student is interviewed individually by a business volunteer and then receives feedback. This gives students valuable experience of what a business may seek when looking for potential new

recruits and how students can improve their presentation style. A more in-depth version including employability skills workshops can be delivered for a smaller number of students.

- **Employability Skills** - This scheme allows students the opportunity to identify their skills and qualities, develop them and learn how these can help them prepare for their future. The programme is delivered by Own Futures with support from business volunteers where appropriate.
- **Financial Literacy** - Students develop their ability to be financially literate through a range of activities. Through sessions including budgeting, saving vs spending, salaries, needs vs wants and the cost of living, students will become more able to make informed financial choices when they leave school.
- **Wider Learning Days** – On these days, students are off normal timetabled lessons and take part in varying activities linked to CEIAG according to different year groups around such themes as STEM, Careers days, outside agencies and speakers.
- **College and University Taster Days** – these will run with individuals and groups of students throughout the year based on interest and availability.
- **VESPA** - The VESPA system looks at the importance of non-cognitive skills in educational success. Developed by two teachers with over 40 years' combined teaching experience, VESPA draws extensively on academic research and classroom experience to develop a system that supports student learning, helping every learner become the best they can be.
- **NCS** - National Citizen Service (NCS) is open to all 16 and 17-year-olds in England. It helps you build your skills for work and life, while you take on new challenges and meet new friends. It runs in the spring, summer and autumn. You'll have a short time away from home and take part in a team project that will help your community.
- **Virtual Speed Networking** - Virtual speed networking is an opportunity for students to gain insight into the roles available within various business sectors. Volunteers virtually 'visit' each classroom with a small presentation about their career journey followed by a Q&A.
- **Guest Speakers, Industry Experts and Outside Agencies** – students will be invited to talks from industry experts, careers agencies, Beckfoot alumni and as well as parents to offer specific industry advice. This also includes the Speakers for Schools Programme.

## Parents/Carers

If parents are keen to get involved or wish to feedback about our provision, please contact Sarah Wilson [becsaw@beckfoot.org](mailto:becsaw@beckfoot.org) or Holly McLean [bechlm@beckfoot.org](mailto:bechlm@beckfoot.org)

We keep in touch regularly throughout the year through regular updates on twitter, our comprehensive website, newsletters sent home and text communication. We will also be available at key parents evenings such as year 9 options and our post-16 open evening. Our website is promoted through twitter, texts, newsletters and parents evenings.

Twitter: <https://twitter.com/BeckfootFutures>

School Website: <https://www.beckfoot.org/curriculum/future-ready/>

## External Providers

We work closely with two main providers; Own Futures and Ahead Partnership who offer our major events such as the careers convention and interview practice. Our programme is also supported by various Further and Higher Education providers and providers such as Business in the Community. We maintain relationships with providers through regular phone calls, emails and where possible face-to-face meetings.

The CEC provides additional support and opportunities. <https://www.careersandenterprise.co.uk/>  
We have an assigned link and attend regular meetings. We also take up opportunities offered by local businesses such as assemblies (Shoo Shoo Media), workplace visits and small workshops. Our Enterprise Co-ordinator from Hays Recruitment supports our programme.

We welcome further opportunities from local employers and community links. Please contact Sarah Wilson, Careers Co-ordinator. Telephone: 01274 771444, email: [becsaw@beckfoot.org](mailto:becsaw@beckfoot.org)


## Management of provider access requests

Beckfoot requests a provider wishing to request access should contact Sarah Wilson, Careers Co-Ordinator. Telephone: 01274 771444, email: [becsaw@beckfoot.org](mailto:becsaw@beckfoot.org)

The school will make the main hall, classrooms or meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will 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 students at lunch and break times.

We welcome feedback and suggestions from parents/carers on any aspect of the CEIAG programme to the CEIAG Lead (Holly McLean: [bechlm@beckfoot.org](mailto:bechlm@beckfoot.org)) or the Careers Co-Ordinator (Sarah Wilson: [becsaw@beckfoot.org](mailto:becsaw@beckfoot.org)). Feedback is also sought using work experience diaries and the process of annual review and target setting. Students assess Wider Learning Days and any provision by employers/external agencies and speakers. Systematic planned evaluation takes place on a rolling basis. This involves all parties and builds on assessment of learning as detailed above.

Next review: June 2022

Signed: Simon Wade, Headteacher 
Signed: Linda Green, Chair of LSC 