

Careers Education, Information, Advice and Guidance (CEIAG)

Introduction

Careers Education and Guidance is statutory from year 8. At Alperton Community School we are committed to provide outstanding CEIAG for all students. The school motto 'Aspire, Commit, Succeed' underpins the work of the department. Students are all able to achieve but can only fulfil their full potential if they understand themselves, their abilities and the possibilities available to them.

Statement of Commitment

The Careers Education and Guidance at Alperton Community School is an integral part of the preparation of all students for the opportunities, responsibilities and experiences of life in modern society. All CEIAG is impartial and unbiased.

Careers Education and Guidance

Careers Education and Guidance consists of Careers Education, Careers Advice, Careers Information and Careers Guidance.

Careers Education

Careers Education helps individuals to develop the skills, knowledge and understanding required to make appropriate choices, to manage transitions in learning and to move successfully into the world of work. Careers Education takes place mainly through learning and work carried out in lessons taught by subject teachers.

Careers Advice

Careers Advice aims to provide individuals with the skills necessary to apply for and prepare for the world of work; such as how to write a CV, how to fill out applications forms, what to wear to an interview and interview questions. The majority of Careers Advice at Alperton Community School is provided through the Careers PSHEE SoL delivered by form tutors and on Extended Learning Days.

Careers Information

Careers Information draws upon information gathered at a local and national level. Individuals will be able to understand Labour Market Information (LMI) to interpret which careers are in-demand. Careers Information also covers information and entry requirements with regards to specific jobs and/or careers. The majority of this information is accessed by means of Careers Guidance, or via the National Careers Service website.

Careers Guidance

Careers Guidance is a means of enabling individuals to apply the skills, knowledge and understanding they have learned to make appropriate decisions about learning and moving into the world of work. It should be impartial, client centred and confidential. Careers Guidance takes place mainly through individual support and could be delivered by teachers, form tutors or Careers Advisors (Connexions).

Careers Education, Information, Advice and Guidance (CEIAG) Across the Year Groups

Year 7

CEAIG is embedded within the PSHEE programme delivered in the Spring Term. Target setting as appropriate takes place during Academic Review and subject evenings.

Year 8

CEAIG is embedded within the PSHEE programme delivered in the Spring Term. Target setting as appropriate takes place during Academic Review and subject evenings. Year 8 students attend a dedicated Options Evening in March, where advice is provided by specialist subject teachers to specifically aid students in the selection of options for Year 9.

Year 9

CEAIG is embedded within the PSHEE programme delivered in the Spring Term. Target setting as appropriate takes place during Academic Review and subject evenings. Year 9 students attend a dedicated Options Evening in March, where advice is provided by specialist subject teachers to specifically aid students in the selection of GCSE and post-14 options available to them. The Options Process in Year 9 is supported by a range of 'taster lessons', where students can experience subjects they may not have studied before, e.g sociology. Year 9 students are also targeted for impartial guidance provided by our in-school Careers Advisor.

Year 10

In Year 10 CEIAG is embedded within the PSHEE programme delivered in the Spring Term. They have more targeted sessions which help for the preparation of voluntary work experience (placements can be organised during school holidays) and also includes activities such as action planning, job hunting, writing a CV and interview skills. Target setting as appropriate takes place during Academic Review and subject evenings.

Year 11

The Y11 CEIAG PSHEE programme covers Opportunities at 16, and activities such as action planning, job hunting, writing a CV and interview skills. Target setting as appropriate takes place during Academic Review and subject evenings. Year 11 also have a Post-16 Evening and taster session to sample Post-16 at Alperton Community School. All year 11 students are given priority access to interviews provided by our in-school Careers Advisor.

CEIAG Opportunities at Alperton

Opportunities for additional learning, enrichment and development of employability skills take place outside of the classroom. Such as:

- Careers talks are held every Monday from 2.45pm. These give students the opportunity to hear from working professionals from a range of career sectors.
- Clubs and additional qualifications such as British Sign Language, which allow students to develop soft skills, such as team working, discipline and other employability skills to help improve their chances in the world of work.
- The opportunity to meet with and discuss their academic progress at Alperton and their career options with the Head of Careers, Employability and Transitions upon request via the Librarians at both sites.
- The opportunity to meet with an independent Careers Advisor from Brent Connexions — every Y11 student is seen before the start of their examination period.
- The opportunity to meet with an independent Careers Advisor from Brent Connexions upon request via the Librarians at both sites.



Where can I find out more?

Careers Section on the School website

<http://www.alperton.brent.sch.uk/students/careers/>

The weekly careers talks are posted here, along with other volunteering and work experience opportunities. This is updated every Monday.

The National Careers Service website

<https://nationalcareersservice.direct.gov.uk/>

Impartial information, advice and guidance resource provided by the Government.

Plotr—an impartial careers website

<http://www.plotr.co.uk/>

Plotr has a range of information on many different careers and job sectors. Students can also play a 'careers game' to find out what kinds of careers may suit them in the future.

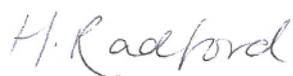
UCAS Website

www.ucas.com

The University and Colleges Admissions Service website is where applications to universities are made. You and your child may find it useful to browse through current courses and get an idea of the academic requirements needed to gain entry to university.

Request a meeting or a telephone call

If you would like to discuss your child's progress and/or career options with the Head of Careers, Employability and Transitions or with our Independent Careers Advisor then please do so via your child's pastoral manager and we will endeavour to arrange this at your earliest convenience.



Miss H Radford

Head of Careers, Employability &
Transitions