

## **Sheffield Children and Young People and Families**

### **11-19 Entitlement to Careers Education Information Advice and Guidance (CEIAG)**

*Schools, Colleges and training providers have a responsibility to ensure every learner has support in accessing a range of advice and guidance to promote their understanding of opportunities that will lead to their healthy economic well-being in the future.*

*This Entitlement is Sheffield's commitment to ensuring all pupils in Sheffield, via their institution, receive a high quality level of support to do so.*

All learners will:

- have access to, and be shown how to access the information they need, including online tools, to find out about the full range of opportunities and choices available for learning, work and for making positive life decisions.
- have access to a form tutor/personal tutor who is equipped to signpost them to the information, help and support they need to make informed and successful choices
- at 13-16 have access to 'UCAS Progress' – the online prospectus, showing them the full range of courses available locally and be supported by their institution to complete the online application process
- at 16-19 have access to appropriate prospectuses, online and paper based, which show the full range of courses available and be supported by their institution to complete applications.
- have access to impartial information, advice and guidance.
- have a planned programme of careers education to help them make choices.
- know where to go to get information and advice by telephone and on-line (including evenings and weekends) through the National Careers Service.
- be introduced to the world of work and have opportunities to undertake a range of work related activities.
- have access to accurate information before starting a new course/opportunity to support them to find out what it will be like, ensure it is suitable to meet their needs and forms part of a clear progression pathway.
- be given information about the finance available for future education and training.
- be asked to give their views about CEIAG and the support they have received which is then evaluated and acted upon.

Parents/carers of learners aged 11-18 will have access to information about the choices available to their child and will be encouraged to take part in the decision making process.

## Ecclesfield School - CEIAG Learner Entitlement

All schools, colleges, and training providers in Sheffield want to make sure that students are able to make effective decisions with regards to options for education, training and employment. Ecclesfield School students will receive all the help they need to enable them to choose opportunities that they will enjoy and excel at, so that they are able to enter the career of their choice.

As future technologies, emerging economies and global communications continue to affect and shape the world of work, we also want to ensure that students are prepared for the many changes in store. We want to help students build a toolkit of transferable skills which can be used to innovate and create in their chosen field.

Ecclesfield School highlights the CEIAG entitlement via the school website, prospectus and open evenings. The entitlement is clearly linked to the schools PSHE and Careers programme so that students are aware at every stage of their education the provision they can expect. The entitlement will be reviewed annually.

<b>Your Entitlement</b>	<b>How Ecclesfield School will ensure your entitlement</b>
<p>You will be shown how to access the information you need, including using online tools so you understand the full range of opportunities and choices available. Information on areas such as:</p> <ul style="list-style-type: none"> <li>- learning</li> <li>- work</li> <li>- finance</li> <li>- health and personal welfare</li> <li>- volunteering</li> <li>- leisure activities</li> <li>- rights and responsibilities</li> </ul>	<p>You will be introduced to the 'Learning Resource Centre,' by Ms. R Bird in the first term of Y7, so that you know how best to use it. The Learning Resource Centre is open at break and lunchtime to support you with your studies, and for you to investigate your future options.</p> <p>The Careers Department is located in W209, where specific resources and information is available. The Careers Adviser, Ms. L Cassell is available at lunchtime, break-time and after school to help you. You are also welcome to make an appointment to see Ms. Cassell to discuss your options and choices. Careers 'Talks' will be offered covering a range of subject areas.</p> <p>In Year 8 you will be introduced to the electronic resources available on-line using the MLE, which includes JED, JED First, Kudos, UCAS Progress, and Higher Ideas. You will have the opportunity to use these resources during Tutor-time, Homework Club, at home, or anywhere with an internet connection.</p> <p>You will receive 1 hour of PSHCE provision weekly in Y8 – Y11. The PSHCE 'Careers' module is designed to help you develop the knowledge, understanding and skills you need to manage your lives now and in the future.</p>

<b>Your Entitlement</b>	<b>How Ecclesfield School will ensure your entitlement</b>
<p>You will get support from your Mentor, who knows you well, to make sure you are getting all the help you need.</p>	<p>You will have the opportunity to discuss your plans and options with your Mentor. Your Mentor will also make sure that you are able to access any further support and guidance needed from the Careers Adviser, Ms. Cassell.</p>
<p>You will be guided through UCAS Progress – the online prospectus showing you all the courses available locally. You will also be given your own username and password.</p>	<p>You will be introduced to UCAS Progress in the summer term of Y10 during PSHCE Careers; by the autumn term of Y11 you will have received your own username and password for UCAS Progress. You will be given opportunities in school to use UCAS Progress so that you can make post-16 on-line applications by the end of January 2018. UCAS Progress can also be accessed at home or anywhere with an internet connection:  <a href="https://www.ucasprogress.com">https://www.ucasprogress.com</a></p>
<p>You will have access to impartial information, advice and guidance.</p>	<p>Your Careers Adviser is Ms. Cassell, her assistant is Ms. J Munden; they are based in the Careers Department W209. The Careers staff are available before school, after-school, break and lunch times for you to drop-in to discuss anything about your career ideas, options, or work experience. You can also arrange an appointment for more in-depth discussions by visiting Careers or by sending an email to Ms. Cassell using her school email address:  <a href="mailto:lcassell@eccoschool.com">lcassell@eccoschool.com</a></p>
<p>You will have a planned programme of careers education to help you make choices from 12 to 16 delivered through lessons or as specialist careers days.</p>	<p><b>PSHCE</b>  <i>Y8 Looking To the Future by:</i>          Developing your self-awareness; the changing World-of-Work; Understanding the skills and abilities needed to get a good job; Preparing to make informed choices; Improving your research skills using JED First; learning how to make the most out of Careers Education.</p> <p><i>Y9 Preparation for Transition by:</i>          Lessons are timed to complement the options process. There will be a focus on transferable skills and the wide variety of career options, including: voluntary sector work; international employment opportunities; further/Higher education opportunities and training. Lessons will include Decision-making; Research using JED/Kudos; Labour market information; Challenging stereotypes; and Goal setting. There will be Options Assemblies and an Options Evening where school subject staff and external learning/training providers will be present to help with decision making.</p> <p><i>Y10: Getting ready for post:16:</i>          PSHCE Careers lessons will focus on preparing for post-16 learning, training, and employment. Information will be provided on post-16</p>

	<p>opportunities, progression routes and the current labour market. Guidance will be provided on appropriate decision making; preparing for work experience; completing application forms; attending interviews; goal setting, and how to evaluate progress.</p> <p><i>Y11: Getting ready for post:16</i></p> <p>PSHCE Careers lessons will focus on providing up-to-date information with regards to post-16 opportunities and the labour market. Lessons will provide information and support to ensure that you are prepared for the next stage of your learning. Open events will be communicated through the MLE, Careers staff, and Mentors. A post-16 Opportunities Evening will be held where external training/learning providers, Higher Education representatives, and employers will be present to help with decision making. Support with applications for post-16 opportunities will be offered and you will be provided with guidance on how to present yourself at interview. Visits to colleges/universities, open events and careers exhibitions will be encouraged, as will independent research into careers progression opportunities. You will have the opportunity to arrange a Guidance Interview with the Careers Adviser, leading to an Individual Development Plan.</p>
<p>You can get information and advice by telephone and on-line (including evenings and weekends) through the National Careers Service.</p>	<p>You will be introduced to the National Careers Service during PSHCE Careers lessons so that you can use this service independently. You can access the service via <a href="http://www.nationalcareersservice.direct.gov.uk">www.nationalcareersservice.direct.gov.uk</a> or call free on 0800 100 900.</p>
<p>You will be introduced to the world of work and have opportunity to undertake a range of work related activities.</p>	<p>You will be offered a work experience placement in Y10, which will be organised by Ms. J Munden. You will have lessons in PSHCE to prepare you for this.</p> <p>Some students will participate in Additional Learning Days such as Enterprise and STEM activities.</p>
<p>Before you start a new course you will be given thorough information about what it will be like so that you can find out if it is suitable for you. You will be given information about the next steps after the course and your opportunities for the future.</p>	<p>In Y9 there you will be invited to attend Options Assemblies and an Options Evening. In Y11 you will be invited to attend the post-16 Opportunities event where you can speak to learning and training providers who will provide you with information relating to future courses, progression routes, and career opportunities. Information relating to open events at Colleges, Sixth Forms and Training providers, will be available on MLE, and from Mentors and the Careers Staff.</p> <p>There will be visits and taster sessions to external providers for Y9 students who opt to take an off-site vocational course such as Construction, Engineering, or Hairdressing.</p>

<b>Your Entitlement</b>	<b>How Ecclesfield School will ensure your entitlement</b>
You will be given information about finance available for future education and training.	Information relating to the financial aspects of further/higher education and training will be explained to you during PSHCE Careers lessons; by the Careers Adviser during careers guidance interviews; or via our links with the University of Sheffield/Sheffield Hallam University, and other providers.
Your parents/carers will be fully informed about the choices available to you and will be encouraged to take part in your decision-making.	Options Evenings for parents/carers will take place in Y9; you will also receive an Options booklet. Mentors, Achievement Coordinators and the Achievement Team will liaise with you and your parents/carers as they support you in this process. Your parents/carers are also welcome to contact the Careers Adviser to discuss your options. Parents are also welcome to attend careers guidance interviews; students who are not invited for a careers guidance interview are welcome to make arrangements for an appointment by visiting the Careers department, or by contacting Ms. Cassell by telephone or email ( <a href="mailto:lcassell@eccoschool.com">lcassell@eccoschool.com</a> ) 0114 246 1156 1148; every endeavour will be made to meet requests.
You will be asked to give your views about the help you have received.	You will evaluate this process through form discussions, surveys, and written evaluation forms. You may be asked to participate in focus groups to help the school evaluate and improve our careers provision.