

Careers Education, Information, Advice and Guidance (CEIAG) policy 2018-21

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Introduction

At the Energy Coast UTC, we pride ourselves on offering our students the best opportunities for their future career in STEM, whether this is by progressing onto an apprenticeship, university or straight into a career of their choice. We ensure that our students are given the best possible advice for their future as well as creating opportunities for them to talk to our employer partners and discuss their options with form tutors, Inspira careers advisors, industry mentors or our Careers Lead, Ian Russell (Vice Principal, Curriculum and Standards).

Student progression from the Energy Coast UTC is outstanding. In 2017, 88% of our year 13 leavers secured an apprenticeship, compared to National average of 7% and a Cumbrian average of 6%. Furthermore, 100% of sixth form leavers moved onto a degree, apprentice or employment. We believe that this is not only due to our fantastic teaching, but also because we provide extra opportunities to experience work, specialist opportunities in STEM and a focused way of learning. We also have unique connections with West Cumbrian, national and international employers and whilst in Sixth Form, we give our students a double lesson every week to spend time with an employer solving an engineering problem. All of our initiatives are designed to give our students the best possible start to their future career in STEM or whichever career path they choose to take.

Through a planned programme of activities, Careers Education, Information, Advice and Guidance (CEIAG) and a systematic focus on Employability Skills, the Energy Coast UTC seeks to help all students take their place as suitably qualified and responsible adults within society. The focus is upon career and option choice, raising the aspirations and achievement of individual students and equipping them with skills, attitudes, knowledge and understanding as a foundation for managing their lifelong career and learning.

The UTC is also currently working towards being awarded the Inspiring IAG Award by:

- Providing a planned programme of activities to which all students from Years 10–13 are entitled which will help them to plan and manage their careers
- Providing IAG which is impartial, unbiased and is based on their needs
- Ensuring that the CEIAG programme follows local, regional and national frameworks for good practice and other relevant guidance, such as the Gatsby Benchmarks for good career guidance (see <http://www.gatsby.org.uk/education/focus-areas/good-career-guidance> for further details).

Links with other policies

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for teaching and learning, assessment, recording and reporting achievement, SMSC, PSHE, equal opportunities and diversity, Pupil Premium and SEND, to name but a few.

Entitlement

Students are entitled to CEIAG which meets professional standards of practice and is both personalised and impartial. It is integrated into students' experience of the whole curriculum and based on a partnership with students and their parents or carers. The programme is structured to deliver explicit learning outcomes, raise aspirations, challenge stereotyping and promote equality and diversity.

Our careers programme is designed to meet the needs of all students at the Energy Coast UTC to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. The primary aims of the Careers Education and Guidance programme are to:

- Help young people develop an understanding of their own and others' strengths, limitations, abilities, potential, personal qualities, needs, attitudes and values
- Help young people investigate opportunities for further learning and employment, make decisions and manage transitions across key stages
- Ensure that, wherever possible, all young people leave the school with employment, further education or training

CEIAG at the UTC aims to provide students with the skills, knowledge and understanding to support the 3 core aims of the CDI framework for careers, employability and enterprise education:

1. Developing yourself through careers, employability and enterprise education
2. Learning about careers and the world of work.
3. Developing your career management and employability skills.

Our CEIAG programme provides pupils with a wide range of experiences to help them progress effectively through their education and on to successful careers.

Assessment

Through evaluation following career-related events, we assess whether students have met the learning outcomes set and agreed beforehand. We also will systematically ask employers, parents/carers and staff to evaluate many careers related activities throughout the year and incorporate these responses into our action plan for the next year.

Implementation

Responsibilities for the leadership and implementation of CEIAG are spread between the Vice Principal (Curriculum and Standards) with oversight of CEIAG; Heads of Year and their form tutors; our Work Experience coordinator and our Student Mentoring coordinator. They plan, co-ordinate and evaluate the careers programme. They also plan and implement work experience for year 10 and year 12 pupils. Directors of Learning and Heads of Year are consulted to ensure appropriate coverage of careers themes in the PSHE programme, tutor time activities and in applied subjects across the school. All subjects have a focus on and link to career development and employability skills. This is coordinated through the work of the Vice Principal and prioritised through the School Improvement Plan and the Careers Action plan.

Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers. Heads of Year liaise with the Vice Principal with responsibility for CEIAG to address needs of all students, including support from teachers and external agencies, including our local IAG provider, Inspira. Careers information is available in the Careers section of the Learning Resource Centre (LRC) and on Unifrog, the school's on-line careers advice platform.

The CEIAG Programme (*further information can be found on page 7 onwards*)

The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, employability skills learning, including 1 week of work experience in years 10 and 12. Other focused events, e.g. attendance at a higher education fair, are provided at Key Stage 5 and visits to universities at both Key Stages 4 and 5. Students, parent/carers, employers and staff are actively involved in the evaluation of activities including work experience through evaluative questionnaires and written feedback.

All students receive at least one careers interview with the Inspira Careers Advisor during KS4 and one in year 13. Additional intervention strategies are introduced for those students who may find processes such as securing Work Experience placements particularly challenging. The Inspira Careers Advisor is central to providing guidance to students on routes beyond their time at the UTC and those students who are unsure of their destination after Year 11 are given further support in groups or as individuals to provide the best possible guidance.

Inspira also provide an important contribution to the planning, design and delivery of all aspects of our careers education, allowing for current labour market intelligence to inform these processes. The Inspira Careers Advisor runs a weekly lunchtime Drop-In Session where pupils from all year groups are able to access information and guidance. Year 11, 12 and 13 pupils at risk of not being in education, employment or training post-16 and post-18 are identified and have an additional meeting with the Inspira Careers Advisor, after which appropriate interventions are agreed and implemented. The support is arranged by the relevant Head of Year and implemented well before any student at this risk is due to leave the school.

Staff Development

Staff training is identified by a needs analysis undertaken and analysed once a year. Training to enable tutors to provide information is planned in conjunction with several external agencies, including Inspira.

External Partnerships - Independent Careers Advice

An annual partnership agreement is negotiated between the school and Inspira who provide the external Careers Advisor. Our partnerships are reviewed regularly.

Monitoring, review, evaluation and development of CEIAG

Feedback on the effectiveness of the CEIAG programme is sought through questionnaires completed by students, employers, parents/carers and staff. Resulting action points then feed into the following years' planning process to ensure they are addressed. The UTC will also review at least annually the school's adherence to the Gatsby Benchmarks through Compass, an online self-evaluation tool for schools.

Useful links

Please see the links below for more information about the benefits of engineering and related careers, HE education institutions and apprenticeships.

GENERAL

U-Explore - information about careers, job applications, interviews, CVs and much more

<https://login.u-explore.com/Login.aspx>

The National Careers Service website has a whole range of job profiles available plus lots of other useful information. There is also a helpline if you want to speak to a Careers Adviser – 0800 100 900.

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

ENGINEERING AND RELATED CAREERS

Future Morph – careers in Science and Maths - <http://www.futuremorph.org/>

Tomorrow's Engineers - <http://www.tomorrowsengineers.org.uk/>

FURTHER EDUCATION COLLEGES AND SIXTH FORMS

Lakes College - <http://www.lcwc.ac.uk/>

APPRENTICESHIPS

National Apprenticeship Service - <https://www.gov.uk/apply-apprenticeship>

HIGHER EDUCATION

UCAS – for details of all Higher Education Institutions, courses available, the application process plus much more

<https://www.ucas.com/>

Student Finance and how to apply

<https://www.ucas.com/ucas/undergraduate/finance-and-support/tuition-fees-and-student-loans>

<https://www.gov.uk/apply-for-student-finance>

INFORMATION FOR PARENTS/CARERS

<http://www.parentalguidance.org.uk/>

Careers provision for all students at the Energy Coast UTC

“It is clear that there is no single ‘magic bullet’ for good career guidance: it is about doing a number of things, identified in the benchmarks, consistently and well.”

Sir John Holman, The Gatsby Report 2013

Information Advice and Guidance at Energy Coast UTC is delivered using a wide variety of providers to ensure a thorough, independent, continuous approach to careers advice. The following chart and appendices give an overview of how this approach is planned for and put into action to ensure maximum impact on our students.

Recommendations of the Gatsby report 2013

Through six international visits, analysis of good practice in English schools and a comprehensive review of current literature, a set of eight benchmarks covering different dimensions of good career guidance was identified. After surveying a sample of English schools, Sir John made ten recommendations on how to improve the career guidance system.

The Benchmarks

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



Many organisations have embedded the benchmarks into their work including; the Careers and Enterprise Company, Teach First and the Sutton Trust. Energy Coast UTC is committed to embedding these 8 benchmarks into our careers provision. Below are details of our stable careers programme (see benchmark 1 above).

Careers provision for all students at the Energy Coast UTC

Year group	No. of lessons	Time of year (& deliverer responsible)	Content	Supported by on-line provider	Link to Gatsby report 2013	Bronze, Silver or Gold standard (see Appendix A)
10	1-2 day(s)	Throughout year	All year 10 students receive partnership talks and seminars from various universities (i.e. Newcastle) and employer partners (e.g. Iggesund, James Walker, Gen 2) or are taken to an on-site visit which also includes the above.	UCAS & uni websites	3, 4, 7, 8	
	5 days	April	All year 10 students are placed for one week at an appropriate employer (often self-sourced) and their experiences evaluated.	-	3, 5, 6, 8	
	-	post-April	Many students who have completed work experience will be eligible for Silver Industrial Cadets award from the Engineering Development Trust	-	3, 5, 6, 8	N/A
	After Work Experience	Throughout years 10-13	All year 10 students will be enrolled onto Duke of York award for Technical Education from Easter 2017 in order to gain at least the Bronze award by the time they have graduated from KS4.	Duke of York scheme	3, 4, 8	N/A
	-	Throughout years 10-13	Presentations and assemblies from various employers and apprentices on job prospects and link to employability skills needed and progression routes above level 2 apprenticeships	-	3, 4, 5	
	½ day x4	Young Cumbria Spring-Summer	Young Cumbria project – group work for selected students working in confidence building, employability skills, body image, interview techniques, etc.	YC	3, 8	
	-	Young Cumbria Spring-Summer	Young Cumbria mentoring – 1 to 1 mentoring of students in need of additional personalised CEAIG (e.g. creating a CV)	YC	3, 8	
	-	Job Centre Plus	Job Centre Plus to provide extra mentoring and CEAIG for any student at risk of being on our NEET list	-	3, 8	
	½ day	INSPIRA Summer Term	All year 10 attend employability skills workshops	INSPIRA	3, 4, 8	
	1 day	INSPIRA Autumn Term	World of Work (WoW) day to meet local employers and gain advice on CV's. interview technique, etc.	INSPIRA	2, 3, 4, 5, 6, 7, 8	
	10 x 25min	INSPIRA Nov - July	At least 4 year 10 students will be mentored under INSPIRA's industry mentoring scheme	INSPIRA	3, 4, 5, 8	
3 lessons	Kaefer Dec 17	3 hour interactive workshop to introduce students to apprenticeship opportunities at various levels within one international scaffolding firm	-	2,5		

Careers provision for all students at the Energy Coast UTC



	-	Hello Future	Bespoke programme of careers advice and opportunities agreed with HOY and delivered by Hello Future (working name of Cumbria Collaborative Outreach Programme) aimed at students from certain postcodes	Hello Future/CCOP	2, 3, 4, 5, 6, 7, 8	N/A
	15 minutes min.	Unifrog in form time	On-line platform that provides a one-stop database of all university and apprenticeship entry information, advice, exemplar proformas, etc. Unifrog also assists with creation of CVs and tracking of Employability Skills	Unifrog	2, 3, 7, 8	
	15 minutes min.	ES booklet in form time & via SIMS	Employability skills tracked every week through reflection time in form as well as Reward Points scheme (SIMS) and data collections (6 per year). References generated every 12 weeks using evidence in SIMS.	Unifrog	2, 3, 7, 8	N/A
	15 minutes min.	JED in form time	JED (the Job Explorer Database from Careersoft) is an on-line platform that provides personalised career choice advice and information on over 2000 career choices. This will be used in conjunction with Unifrog.	JED	2, 3, 7, 8	

Careers provision for all students at the Energy Coast UTC

Year group	No. of lessons	Time of year delivered (& deliverer responsible)	Content	Supported by on-line provider	Link to Gatsby report 2013	Bronze, Silver or Gold standard (see Appendix A)
11	1-2 day(s)	Throughout year	All year 11 students receive partnership talks and seminars from various universities (i.e. Newcastle, Cumbria) or are taken to an on-site visit which also includes the above.	UCAS & uni websites	3, 4, 7, 8	
	20 minutes	Autumn and Spring Term (LT)	Several assemblies during year 11 focusing on entry requirements to all further education and apprenticeship providers and current individual's grades as well as advertising our courses available in our sixth form. These are followed by consultations with all departments as to suitability of all students to take A-levels. Finally, 6 th form entry interviews take place, conducted by LT for all students wishing to return to ensure correct choices have been made and advice as to back-up plans, etc.	UTC	3, 4, 8	N/A
	20 minutes	Spring & Summer	All students interviewed at least once by INSPIRA and twice if PP, CLA, SEND or RONIE.	National Careers Database	3, 4, 8	
	3 lessons	Kaefer Sept 17	3 hour interactive workshop to introduce students to apprenticeship opportunities at various levels within one international scaffolding firm	-	2,5	
	-	Throughout years 10-13	Presentations and assemblies from various employers and apprentices on job prospects and link to employability skills needed and progression routes above level 2 apprenticeships	-	3, 4, 5	
	5 days	July/August (INSPIRA/ NCS)	All Y11 students are given the chance to take part in 3 weeks of activities organised by the National Citizenship Service – assemblies to advertise this scheme begin in Spring term. <i>N/B Energy Coast UTC has won a NCS Champions Award for their support of this programme.</i>	NCS website	3, 4, 5, 6	
	1 day	INSPIRA Autumn Term	World of Work (WoW) day to meet local employers and gain advice on CV's. interview technique, etc.	INSPIRA	2, 3, 4, 5, 6, 7, 8	
	1 day	INSPIRA 14.3.17	Mock interviews to support job/apprenticeship applications	INSPIRA	3, 5, 8	
	½ day x4	Young Cumbria Spring-Summer	Young Cumbria project – group work for selected students working in confidence building, employability skills, body image, interview techniques, etc.	YC	3, 8	
	-	Young Cumbria Spring-Summer	Young Cumbria mentoring – 1 to 1 mentoring of students in need of additional personalised CEAIG (e.g. creating a CV)	YC	3, 8	

Careers provision for all students at the Energy Coast UTC

	-	Job Centre Plus	Job Centre Plus to provide extra mentoring and CEAIG for any student at risk of being on our NEET list	-	3, 8	
	½ day	INSPIRA	All Y11 attend an in-house Careers Fair – employers interviewed on a carousel basis by small groups of students	INSPIRA	2, 3, 5, 7, 8	
	15 min interviews	Spring term	All year 11 students will be interviewed about the Duke of York award for Technical Education before Easter in order to be in a position to gain at least the Bronze award by the time they have graduated from KS4.	Duke of York scheme	3, 4, 8	N/A
	-	Hello Future	Bespoke programme of careers advice and opportunities agreed with HOY and delivered by Hello Future (working name of Cumbria Collaborative Outreach Programme) aimed at students from certain postcodes	Hello Future/CCOP	2, 3, 4, 5, 6, 7, 8	N/A
	15 minutes min.	Unifrog in form time	On-line platform that provides a one-stop database of all university and apprenticeship entry information, advice, exemplar proformas, etc. Unifrog also assists with creation of CVs and tracking of Employability Skills	Unifrog	2, 3, 7, 8	
	15 minutes min.	ES booklet in form time & via SIMS	Employability skills tracked every week through reflection time in form as well as Reward Points scheme (SIMS) and data collections (6 per year). References generated every 12 weeks using evidence in SIMS.	Unifrog	2, 3, 7, 8	N/A
	15 minutes min.	JED in form time	JED (the Job Explorer Database from Careersoft) is an on-line platform that provides personalised career choice advice and information on over 2000 career choices. This will be used in conjunction with Unifrog.	JED	2, 3, 7, 8	
	1 day	Nuvia	10 year 11 students will be guaranteed a place on Nuvia’s open days throughout the year at their West Cumbria HQ	-	2, 5, 6	

Careers provision for all students at the Energy Coast UTC

Year group	No. of lessons	Time of year delivered (& deliverer responsible)	Content	Supported by on-line provider	Link to Gatsby report 2013	Bronze, Silver or Gold standard (see Appendix A)
12/ 13	-	Throughout year (Head of 6 th form)	Bespoke careers interviews via 6 th form tutors/HOY.		3, 4, 8	
	1 lesson	Throughout year (Head of 6 th form)	Student finance, partnership talks and seminars from various universities to students and offered to their parents	UCAS & university websites	3, 4, 7, 8	
	4 days	July (UCAS) then July-Sept (Head of 6 th form)	All Y12 students attend UCAS convention in Carlisle for university careers advice. Further follow up afternoons are calendared so that all students can look at appropriate courses, universities, qualifications and attributes needed. These afternoons are fully supported by Y13 HOY and tutor team plus INSPIRA where needed.	UCAS	2, 3, 4, 7, 8	
	-	October (INSPIRA/ NCS)	All Y12 & 13 students are given the chance to take part in a 1 week activity scheme organised by the National Citizenship Service.	NCS website	3, 4, 5, 6	
	-	Throughout year	Dream Placement – students encouraged to apply for work placements via this scheme.	DP website	1, 2, 3, 4, 5, 6, 8	
	Throughout curriculum	Throughout years 12-13	All year 12 students will be enrolled onto Duke of York award for Technical Education from Easter 2017 in order to gain at least the Silver award by the time they have graduated from KS5.	Duke of York scheme	3, 4, 8	N/A
	2 per week	Every Tues afternoon	Employer projects – students sign up for projects (i.e. Morgan Sindall’s Renewable Energy Project or Iggesund’s White Water project) to boost their employability skills and learn about aspects of different employers’ occupations. NB – Our Morgan Sindall led Bridge Project was a finalist in the CN group Golden Apples awards 2017 for best employer engagement programme.	-	2, 5, 8	
	-	Throughout years 10-13	Presentations and assemblies from various employers and apprentices on job prospects and link to employability skills needed and progression routes above level 2 apprenticeships	-	3, 4, 5	
	-	Throughout year	Occasional mentoring from Sellafield apprentices to give a real-world aspect to what students are studying in the UTC	-	3, 4, 5, 8	
	1 afternoon	INSPIRA Spring term	“Life after UTC” – all 6 th form students attend careers fair organised by INSPIRA	INSPIRA	2, 4, 5, 7, 8	
	1 day	SJA	All 6 th formers complete a St John’s Ambulance first Aid in the workplace course	SJA	5, 8	
	1 day	RBS (Oct)	All 6 th formers invited to Inspiring Youth Enterprise event – an introduction to entrepreneurship	RBS	2, 8	
½ day x4	Young Cumbria Spring-Summer terms	Young Cumbria project – group work for selected students working in confidence building, employability skills, body image, interview techniques, etc.	YC	3, 8		

Careers provision for all students at the Energy Coast UTC

-	Young Cumbria Spring-Summer terms	Young Cumbria mentoring – 1 to 1 mentoring of students in need of additional personalised CEAIG (e.g. creating a CV)	YC	3, 8	
½ day	WCM Ltd	Visit to local employers (i.e. West Cumbria Mining visit, Whitehaven) offered to all interested students	-	5, 6	
-	BNFL	BNFL Union Learn – on-line accreditation to be able to visit and work at a nuclear energy facility	BNFL UL	2, 6	
-	Hello Future	Bespoke programme of careers advice and opportunities agreed with HOY and delivered by Hello Future (working name of Cumbria Collaborative Outreach Programme) aimed at students from certain postcodes	Hello Future/CCOP	2, 3, 4, 5, 6, 7, 8	N/A
15 minutes min.	Unifrog in form time	On-line platform that provides a one-stop database of all university and apprenticeship entry information, advice, exemplar proformas, etc. Unifrog also assists with creation of CVs and tracking of Employability Skills	Unifrog	2, 3, 7, 8	
15 minutes min.	ES booklet in form time & via SIMS	Employability skills tracked every week through reflection time in form as well as Reward Points scheme (SIMS) and data collections (6 per year). References generated every 12 weeks using evidence in SIMS.	Unifrog	2, 3, 7, 8	N/A
15 minutes min.	JED in form time	JED (the Job Explorer Database from Careersoft) is an on-line platform that provides personalised career choice advice and information on over 2000 career choices. This will be used in conjunction with Unifrog.	JED	2, 3, 7, 8	

Additional information

- Energy Coast UTC also have secured the services of an Enterprise advisor from the Careers and Enterprise Company to help develop these aspects of our CEAIG provision for our students.
- Once a year, the Royal Navy also run ‘Operation Amphibious Angel’ during enrichment time

Careers provision for all students at the Energy Coast UTC

Appendix A - Effective employer encounters

(Taken from the Careers & Enterprise Company's "What works in Careers and Enterprise?" report 2017)

The Careers & Enterprise Company are working to deepen the understanding of what works. The Gatsby Benchmarks provide a strong framework for action, but there are still lots of choices about what is the best thing to do. They are particularly interested in ways in which organisations can bring the worlds of education and employment closer together. To this end, the CEC commissioned Deloitte to examine the range of activities that schools could use to support these encounters with the world of work.

Many of the stakeholders interviewed as part of this research believed that all of these activities were valuable and that they should form part of school's careers and enterprise programmes. The research investigated the relative strength of evidence about each of these activities and then grouped them into three groups.

- 1) Those activities which had a strong evidence base. **(GOLD STANDARD INTERVENTIONS*)**
- 2) Those activities which had some evidence usually based on less robust studies. **(SILVER STANDARD INTERVENTIONS*)**
- 3) Those activities which had a limited or non-existent evidence base. It should be stressed that insufficient evidence does not mean these activities are not effective, but that in the available time no publicly available research was found to reach a clear conclusion. **(BRONZE STANDARD INTERVENTIONS*)**

(*Categories designated by ECUTC and not part of CEC report)

GOLD STANDARD INTERVENTIONS

STRONG EVIDENCE High quality evaluations showing positive impact

- employer mentoring
- enterprise competitions
- work related learning provided in cooperation with employers

SILVER STANDARD INTERVENTIONS

SOME EVIDENCE Lower-quality evaluations showing positive impact

- 1-2 week work experiences
- career learning co-delivered by teachers and employers
- careers talks • careers websites
- curriculum learning co-delivered by teachers and employers
- cv workshops • employer delivered employability skills workshops

Careers provision for all students at the Energy Coast UTC



- enterprise activities
- mock interviews
- work place visits

BRONZE STANDARD INTERVENTIONS

LIMITED EVIDENCE Insufficient evaluation evidence at present

- careers fairs
- e-mentoring
- job shadowing
- part time working
- teacher CPD delivered by employers
- volunteering

The ECUTC will use this evidence base to help guide our employer engagement activities.