



Careers Education, Information, Advice and Guidance (CEIAG)



The Birley Academy
A L.E.A.D. Academy

Introduction

At The Birley Academy we understand the importance of quality careers education.

Careers Education, Information, Advice and Guidance (CEIAG) plays a vital role to help our students choose pathways that suit their interests, abilities and individual needs. It motivates them, promotes equality of opportunity and maximises their academic and personal achievements whilst at The Birley Academy.

We are committed to providing a planned programme of careers education for all students in years 7-11. This programme will help them explore careers options and prepare them for post 16 pathways and the world of work. We will support all students in making decisions about the opportunities available to them.



Aims

The Aim of our CEIAG programme is to help students develop skills and confidence, enabling them to make realistic and informed decisions about their future and manage transitions from one stage of their education, training and work to the next.

We aim to provide students with purposeful and meaningful experiences to develop essential skills such as effective communication, innovation, resilience and leadership and inspire and motivate students to develop their aspirations.



Aims

Gatsby Career Benchmarks.

All careers provision delivered at The Birley Academy is defined by the Gatsby Benchmarks.

The Gatsby benchmarks have a key role in:

- Raising young people's aspirations and promoting access to all career pathways
- Enabling all young people to develop the skills and outlook they need to achieve career wellbeing, including adaptability and resilience
- Underpinning the Department for Education guidance to schools on meeting their statutory responsibility for careers guidance.

The Gatsby Benchmarks below, are used as a framework for our careers programme.

A stable careers programme

Learning from career and labour market information

Addressing the needs of each pupil

Linking curriculum learning to careers

Encounters with employers and employees

Encounters of workplaces

Encounters with further and higher education

Personal guidance



Objectives

At The Birley Academy our careers objectives are to:

- Raise aspirations.
- Develop student's skills and attitudes which are necessary for success in adult and working life.
- Share career opportunities which are realistically available to them in continued education.
- Equip students with the necessary decision making skills to manage their post 16 transitions.
- Promote equality of opportunities, celebrating diversity, challenge stereotypes and ensure all students who require any extra assistance and guidance to reach their potential, receive it.
- Ensure that all young people leave school to enter further education or training or employment.
- Create opportunities for all students to experience links with local businesses and further/higher education establishments.
- Encourage students to make good use of the resources available to them, in order that they can make informed and appropriate choices throughout their school journey.
- Ensure all students have 1:1 careers guidance in Year 10 and Year 11.
- Raise aspirations through the links between the curriculum and the world of work.



Delivery & Content

Careers Education, Advice and Guidance is delivered through a planned programme of PSHE (Personal, Social, Health and Economic Education) lessons, the tutor time curriculum, assemblies, curriculum lessons, after school events, off timetabled lessons, opportunity days and school trips.

As well as the above we also offer after school workshops, individual mock interviews, enterprise events, college/ sixth form and university visits, employer presentations, 1:1 careers advice with a fully qualified careers advisor during KS4 and two weeks work experience in Year 10. All these experiences will help students to develop their understanding of the wide range of exciting opportunities the work of work has to offer.

Students can also access regularly updated careers information using the careers library which is based in the main library in school. This can be accessed during break times, lunch time and after school hours. Students can also view current career opportunities on the careers information notice boards located around school and on the school website.

Additionally as a school we pay for a subscription for students to a programme called Xello; a platform which helps to deliver a high quality careers education and future readiness experience for our students.

Xello helps students discover relevant college, university, trade, military, and career options based on their personality, skills, and knowledge. Each student within school has a Xello login, which enables them to discover their own personality and learning styles and explore future careers.

The login page is:

<https://login.xello.co.uk/>

Any child who have forgotten their login details will need to contact Mrs Godbehere, Careers Lead

[\(Jessicagodbehere@Birleysecondaryacademy.co.uk\)](mailto:Jessicagodbehere@Birleysecondaryacademy.co.uk)

The careers programme is regularly reviewed to ensure the most up to date information and advice is given to our students.

Careers Team

At the Birley Academy we have a range of staff who work collaboratively to support all students with careers advice and guidance.

Leonie Gillham – Assistant Head for Personal Development

Leoniegillham@birleysecondaryacademy.co.uk

Mark Jones - Deputy Head for Behaviour and Attitudes

Markjones@ Birleysecondaryacademy.co.uk

Jessica Godbehere – Careers Lead

Jessicagodbehere@Birleysecondaryacademy.co.uk

Ann Pemberton – Business and Enterprise Officer

Annpemberton@Birleysecondaryacademy.co.uk

Sheffield Futures Carers Advisor

jackieredfern@sheffieldfutures.co.uk

An Introduction to Careers

- To raise awareness of a wide range of careers and pathways
- To identify personal traits, strengths and skills
- To develop confidence and have expectations of themselves and for their futures

Term 1:1	<p>Birley Pathways: Students will learn about what different careers they can get into for that particular subject at the end of each lesson.</p> <p>Trips and visits: Students will be given the opportunity to attend careers related trips where possible.</p> <p>Skillsbuilder Programme: Throughout tutor time and PSHE lessons, all students will be taught eight essential employability skills.</p>
Term 1:2	<p>Xello Workshops: Students are taken into the ICT suites during form time and shown how to use the careers platform Xello. They will learn more about what careers suit them by completing a number of quizzes and research tasks</p> <p>Careers assemblies and tutor time focus during National Careers Week Students can participate in the Big Challenge enterprise competition. IMPACT programme through the University of Sheffield</p>
Term 2:1	<p>Birley Pathways: Students will learn about what different careers they can get into for that particular subject at the end of each lesson.</p> <p>Trips and visits: Students will be given the opportunity to attend careers related trips where possible.</p>
Term 2:2	<p>HEPP Workshops: Students participate in workshops ran by the Higher Education Progression Partnership. The aim of this is to educate young people about what higher education involves, the routes they can get into it, what benefits it offers.</p> <p>Inspiration Day: Students will have the opportunities to meet employers and representatives from higher education to gain a better understanding of what careers are available to them.</p>
Term 3:1	<p>Birley Pathways: Students will learn about what different careers they can get into for that particular subject at the end of each lesson.</p> <p>Trips and visits: Students will be given the opportunity to attend careers related trips where possible.</p>
Term 3:2	<p>Careers Fair: Local businesses and providers are invited in to support a careers fair which students can attend in order to learn more about various career paths and find out more about the areas they may be interested in.</p> <p>PSHE Careers Lessons: Students will look at their dreams and aspirations, what careers they may want to aim for.</p>

Building our knowledge of Careers

- To extend students understanding of what their career options are
- To begin to consider what they may want to choose for GCSEs
- To widen students' encounters with employers and further education providers

Term 1:1	<p>Birley Pathways: Students will learn about what different careers they can get into for that particular subject at the end of each lesson.</p> <p>Trips and visits: Students will be given the opportunity to attend careers related trips where possible.</p> <p>Skillsbuilder Programme: Throughout tutor time and PSHE lessons, all students will be taught eight essential employability skills.</p>
Term 1:2	<p>Xello Workshops: Students are taken into the ICT suites during form time and shown how to use the careers platform Xello. They will learn more about what careers suit them by completing a number of quizzes and research tasks</p> <p>Careers assemblies and tutor time focus during National Careers Week. Students can participate in the Big Challenge enterprise competition.</p>
Term 2:1	<p>Birley Pathways: Students will learn about what different careers they can get into for that particular subject at the end of each lesson.</p> <p>Trips and visits: Students will be given the opportunity to attend careers related trips where possible.</p> <p>Inspiration Day: Students will have the opportunities to meet employers and representatives from higher education to gain a better understanding of what careers are available to them.</p>
Term 2:2	<p>HEPP Workshops: Students participate in workshops ran by the Higher Education Progression Partnership. The aim of this is to educate young people about what higher education involves, the routes they can get into it, what benefits it offers.</p>
Term 3:1	<p>Birley Pathways: Students will learn about what different careers they can get into for that particular subject at the end of each lesson.</p> <p>Trips and visits: Students will be given the opportunity to attend careers related trips where possible. Year 8 Brilliant Club scheme starts.</p>
Term 3:2	<p>Careers Fair: Local businesses and providers are invited in to support a careers fair which students can attend in order to learn more about various career paths and find out more about the areas they may be interested in.</p>

Options and Opportunities

- To prepare for GCSE options considering how these link to future careers pathways and progression routes
- To explain the importance of STEM subjects and their importance to a wide range of careers
- To link curriculum subjects to careers to inform options choices.

Term 1:1	<p>Birley Pathways: Students will learn about what different careers they can get into for that particular subject at the end of each lesson.</p> <p>Trips and visits: Students will be given the opportunity to attend careers related trips where possible.</p> <p>Skillsbuilder Programme: Throughout tutor time and PSHE lessons, all students will be taught eight essential employability skills.</p> <p>Inspiration Day- students will have the opportunities to meet employers and representatives from higher education to gain a better understanding of what careers are available to them.</p>
Term 1:2	<p>Xello Workshops: Students are taken into the ICT suites during form time and shown how to use the careers platform Xello. They will learn more about what careers suit them by completing a number of quizzes and research tasks</p> <p>Careers assemblies and tutor time focus during National Careers Week</p> <p>Year 9 Discover US Mentoring scheme starts</p> <p>Students can participate in the Big Challenge enterprise competition.</p>
Term 2:1	<p>Birley Pathways: Students will learn about what different careers they can get into for that particular subject at the end of each lesson.</p> <p>Trips and visits: Students will be given the opportunity to attend careers related trips where possible.</p> <p>GCSE Options: Students learn about what career paths can lead on from taking the different options subjects we offer at GCSE.</p>
Term 2:2	<p>HEPP Workshops: Students participate in workshops ran by the Higher Education Progression Partnership. The aim of this is to educate young people about what higher education involves, the routes they can get into it, what benefits it offers.</p> <p>PSHE Careers Lessons: Students deepen their understanding of what careers are available to them and how to achieve them, building on previous learning from Year 7</p>
Term 3:1	<p>Birley Pathways: Students will learn about what different careers they can get into for that particular subject at the end of each lesson.</p> <p>Trips and visits: Students will be given the opportunity to attend careers related trips where possible.</p>
Term 3:2	<p>Careers Fair: Local businesses and providers are invited in to support a careers fair which students can attend in order to learn more about various career paths and find out more about the areas they may be interested in.</p>

The World of Work

- To gain experience of the world of work.
- To describe how the world of work is changing and how this might impact on students' own careers.

Term 1:1	<p>Birley Pathways: Students will learn about what different careers they can get into for that particular subject at the end of each lesson.</p> <p>Trips and visits: Students will be given the opportunity to attend careers related trips where possible.</p> <p>Skillsbuilder Programme: Throughout tutor time and PSHE lessons, all students will be taught eight essential employability skills.</p>
Term 1:2	<p>PSHE Careers Lessons: Students start to learn about work experience, the expectations of them when at work, what getting a job involves and write their own CV's ready for when they apply for their placements.</p> <p>Careers assemblies and tutor time focus during National Careers Week</p>
Term 2:1	<p>Birley Pathways: Students will learn about what different careers they can get into for that particular subject at the end of each lesson.</p> <p>Trips and visits: Students will be given the opportunity to attend careers related trips where possible.</p>
Term 2:2	<p>HEPP Workshops: Students participate in workshops ran by the Higher Education Progression Partnership. The aim of this is to educate young people about what higher education involves, the routes they can get into it, what benefits it offers.</p>
Term 3:1	<p>Birley Pathways: Students will learn about what different careers they can get into for that particular subject at the end of each lesson.</p> <p>Trips and visits: Students will be given the opportunity to attend careers related trips where possible.</p> <p>A number of business came in and spoke to students on a carousel discussing their roles, what qualifications is needed.</p>
Term 3:2	<p>Work Experience: Students will participate in work experience for the last two weeks of Year 10. The placement is found and applied for independently.</p> <p>Xello Workshops: Students are taken into the ICT suites during form time and shown how to use the careers platform Xello. They will learn more about what careers suit them by completing a number of quizzes and research tasks</p>

Year 11

Future Pathways

- To make well-informed realistic choices for post 16 transition.
- To be able to link post 16 pathways to progression routes and future careers.
- To have an appropriate intended destination.

Term 1:1	<p>Birley Pathways: Students will learn about what different careers they can get into for that particular subject at the end of each lesson.</p> <p>Post 16: Students begin to write their personal statements for their post 16 applications during PSHE lessons. After school support offered to help write these.</p> <p>Careers Advisor Interviews: Students are allocated an appointment with the careers advisor who will talk them through what options are available after school in regards to further education and employment.</p> <p>Skillsbuilder Programme: Throughout tutor time and PSHE lessons, all students will be taught eight essential employability skills.</p>
Term 1:2	<p>Post 16: Students begin to write their personal statements for their post 16 applications during PSHE lessons. After school support offered to help write these.</p> <p>Careers assemblies during National Careers Week and tutor time focus</p>
Term 2:1	<p>Birley Pathways: Students will learn about what different careers they can get into for that particular subject at the end of each lesson.</p> <p>Post 16: Sheffield Progress opens for post 16 applications to be submitted.</p>
Term 2:2	<p>Mock Interviews: Students have appointments arranged with local providers who will carry out a mock interview with them.</p> <p>NCS Introduction PSHE lessons- employer engagement, interview techniques</p>
Term 3:1	<p>Birley Pathways: Students will learn about what different careers they can get into for that particular subject at the end of each lesson.</p>
Term 3:2	<p>Career guidance: Students will have independent careers advice following GCSE results.</p>

Life After The Birley Academy

At The Birley Academy we understand the importance of quality careers education.

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We have links to many post 16 providers and links to each provider can be found in the careers section on The Birley Academy website.

Colleges

The Sheffield College

**Chesterfield
College**

**Thomas Rother
College**

**Rotherham
College**

Barnsley College

Sixth Forms

All Saints 6th form

High Storrs 6th form

King Ecgberts
6th form

Longley Park 6th Form

Meadowhead 6th Form

Notre Dame 6th Form

Silverdale 6th Form

Tapton

Apprenticeships

AMRC

NHS Apprenticeships

Royal Air Force

Army

Royal Navy

Henry Boot Construction

Leslie France Training

White Rose Hair and Beauty

Sheffield United Football Club

Sheffield Wednesday football Club community programme

St Georges Park

(This is not an extensive list)



Guidance for Post 16 Applications

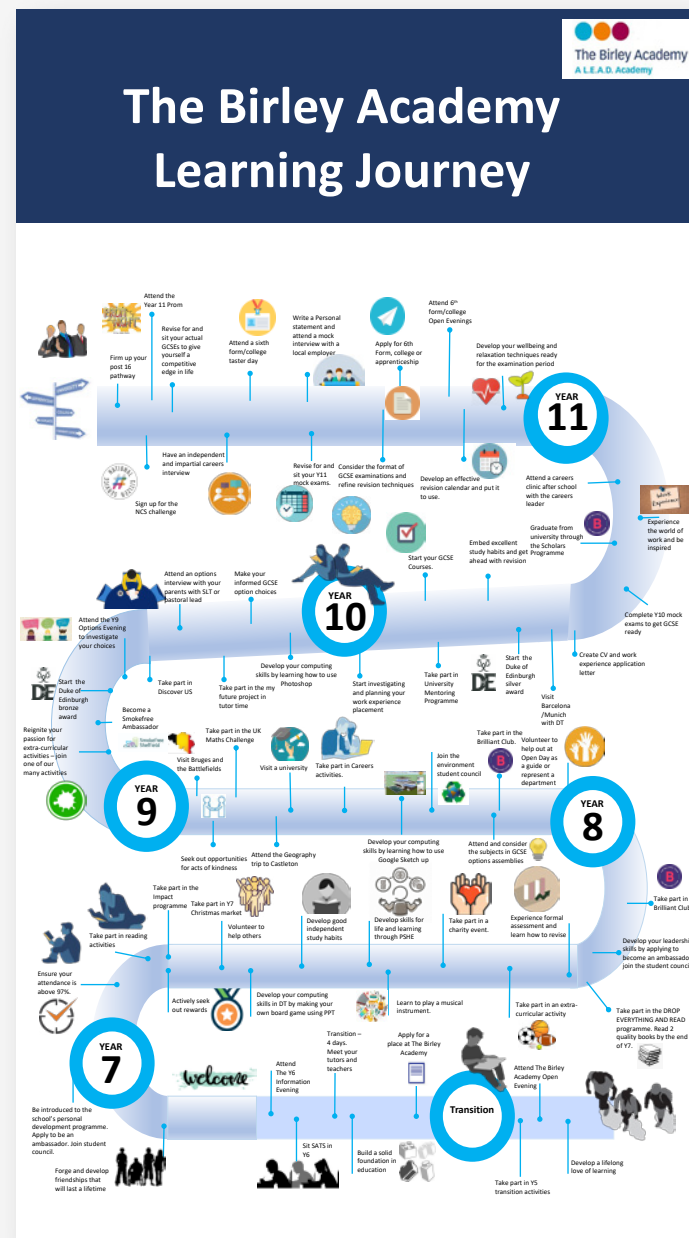
Our Business and Enterprise officer provides support and guidance to all our students in Year 11. A parents evening is delivered so the application process is clear to both the child and parent. Pupils are given their login details through their form tutor and workshops are held weekly afterschool. The Business and Enterprise officer will continue to monitor the application until you leave school.

Should you want to amend your application please see Mrs Pemberton

Ann_pemberton@Birleysecondaryacademy.co.uk



Careers Learning Journey Map



Legislation and Guidance

CEIAG at The Birley Academy is written in line with statutory guidance of the Education Act 2011 (updated September 2012), The DfE Careers Guidance and Inspiration in school statutory duties of April 2014, and Careers Guidance and access for education and training providers' statutory guidance of January 2018.

CEIAG at The Birley Academy is also informed by:

- The DfE Careers strategy: making the most of everyone's skills and talents of December 2017.
- Advice from careers from the Careers and Enterprise endorsed by the Careers Development Institute.
- The Gatsby Benchmark Toolkit.

The DfE Careers Guidance and access for education and training providers of January 2018 references statutory duty of Section 42A of the Education Act 1997 which requires governing bodies to ensure that all registered students at the school are provided with independent careers guidance from Year 7 to Year 11.

Careers guidance secured under duty must:

- Be presented in an impartial manner
- Include information on the full range of post 16 education or training options, including Apprenticeships and technical educational routes.
- Promote the best interests of those to whom it is given.

The Technical and Further Education Act of 2017 inserts section 42B into the Education Act 1997 and came into force in January 2018. This new law required each school to ensure that there is an opportunity for a range of education and training providers to access all students in Year 7 to Year 11 for the purpose of informing them about approved technical education qualifications or apprenticeships.





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